

Bharat Heavy Electricals Limited

(A Govt.of India Undertaking)

Boiler Auxiliaries Plant, Ranipet 632 406, India

HUMAN RESOURCE MANAGEMENT DEPARTMENT

FAX : 91 - (04172) – 241102 Phone : 241189 , 284028



Page 1 of 15

Tender No.BHEL/BAP/HR/CT:CON:00

Dated: 01/04/2013

GENERAL TERMS & CONDITIONS

TENDER FOR OUTSOURCING OF **CONTRACT CANTEEN AT BHEL RANIPET**

Contract Period : One Year

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- 1. Scope and General Terms & Conditions**
- 2. Pre-qualification Bid (Technical Bid) – Part A**
- 3. Price Bid – Part B**
- 4. Acceptance for EFT/RTGS Form(Two Original Forms to be Submitted)**

Last date for submission : **23/04/2013**

This Document Contains 16 Pages

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AN ISO 9001 COMPANY

TENDER FOR
OUTSOURCING OF CATERING AND HOUSEKEEPING SERVICES
CONTRACT CANTEEN, BHEL RANIPET
TENDER DOCUMENT

Tender No. BHEL/BAP/HR/CT:CON:00

Dated: 01/04/2013

GENERAL TERMS & CONDITIONS

Last date & time for submission of sealed tender : **23/04/2013: 15.00Hrs**
Date & time of opening the tender- Part 'A' Prequalification Bid : **23/04/2013: 15.30 Hrs**
Venue : **At HR conference Hall**
BHEL, Ranipet-632 406, Tamil Nadu.

Tender to be submitted in two parts in separate sealed covers ie. Part 'A' and Part 'B' as per the guidelines stated under clause XIII.

I. GENERAL INFORMATION

The Company is desirous of engaging an agency in catering services for Supply of Meals during lunch/dinner times at its Designated Dining Hall at BHEL Ranipet, Pin code- 632406, Vellore District. Tamil Nadu.

II. Eligibility Criteria (Mandatory)

- i. The agency should have experience in running Industrial/Institutional catering service for catering to the need of minimum of 500 persons per day (Lunch & Dinner) with an average annual turnover of Rs. 30 lakhs per annum on a turnkey basis for a minimum period of 3 (three) years between 01/01/2006 and 31/12/2012. Documentary evidence and performance certificate, clients list with Contact person(s) and Phone No. of the client shall be submitted.**
- ii. The Contractor should have adequate infrastructure facilities viz. Kitchen in the nearby locality (within 30 km radius of the company). Authorized officials from BHEL/BAP will visit and inspect the facility and approve. The decision of BHEL is final in this regard.**
- iii. The above two conditions must be fulfilled by the tenderer. Otherwise the tender will be summarily rejected.**

Other Conditions

- iv. Audited balance sheet and P&L account for the past three preceding financial years shall be furnished.**
- v. BHEL reserves the right to reject any or all the bids at any time without assigning any reason whatsoever. The opinion / decision of BHEL regarding the acceptance or rejection of the bid shall be final and conclusive.**
- vi. Any certification like ISO 9000 or any other standardization certificates will be preferred.**
- vii. The vendor should have the FSSAI certificate.**

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III. EARNEST MONEY DEPOSIT

The tender bid must be submitted together with a Demand Draft in favour of Bharat Heavy Electricals Ltd., Ranipet-632406, payable at SBI, Mukundarayapuram, (Branch code:7013) on any scheduled Bank for **Rs. 1,50,000/-** (Rupees One lakh Fifty thousand only) towards Earnest Money Deposit (EMD).

The tenderer is not entitled for any interest on the deposit or any right for award of the contract. **The deposit amount shall be forfeited if the tenderer, after submitting his tender, resiles from his offer or modifies the terms and conditions thereof or fails to enter into agreement and take up the work within one week of awarding the contract.** Earnest Money Deposit shall be returned to all un-successful tenderers only through e-mode after taking a decision on tenders. Necessary e-payment form is enclosed with this tender. This form shall be duly filled and submitted along with the offer (Two Original Forms should be submitted).

IV. SECURITY DEPOSIT :

IV.1. The Security Deposit should be remitted by the successful tenderer. The rate of Security Deposit for the contract will be as below:

For contract value upto Rs. 10 lakhs	:	10 % of contract value
For Contract value above Rs.10 lakhs upto Rs.50 lakhs	:	Rs. 1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs.
For Contract value above Rs.50 lakhs	:	Rs. 4 lakhs + 5% of the amount exceeding Rs. 50 lakhs.

The Security Deposit should be remitted before start of the work by the contractor.

The EMD amount of the successful bidder can be converted as security deposit and the balance amount shall be remitted. No interest will be paid to the Contractor for the amount deposited during the period of agreement.

IV.2. Security Deposit may be furnished in any one of the following forms.

- i. Pay Order, Demand draft in favour of BHEL, Ranipet, payable at SBI, MR Puram (Br.Code:7013).
- ii. Local Cheques of scheduled banks, subject to realization.
- iii. Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc.(Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back)
- iv. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL, Ranipet.
- v. Fixed Deposits Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Contractor, A/C BHEL, duly discharged on the back.
- vi. Security Deposit can also be recovered at the rate of 10% of the running bills. However in such cases at least 50% of the Security Deposit remitted before the start of the work and balance 50% may be recovered from running bills.

IV.3. 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, EMD will be forfeited and the tenderer 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 contractor carrying out all obligations / operations as required under the contract.

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IV.4. BHEL reserves the right to appropriate any part of the whole of the amount of the security deposit without prejudice to other claims against this contractor for losses suffered by BHEL due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation / insolvency or change of composition. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

V. SCOPE OF WORK AND SERVICES

The **Lunch/ Dinner** according to the menu table given under **V.1** will have to be prepared at their Kitchen (out side BHEL) and served in eatable condition in the Designated Dining Hall located inside the factory premises . The cooked food must be transported to BHEL Contract Dining Hall at the Contractor's risk and cost and served at Dining Hall premises between 12.00 and 13.00 hours for lunch and between 20.30 and 21.00 hours for dinner or any other timing as decided by BHEL on all days. The Contractor shall provide services even on company's closed holidays depending upon requirement. The quantity of requirement on holidays shall be ascertained. All items shall be served against the specified coupon /any methodology intimated by BHEL from time to time.

V.1)MENU TABLE FOR LUNCH - 500 TO 600 PLATES AND DINNER FOR 100 PLATES PER DAY APPROXIMATELY -SAMPLE RECIPIES AND MENU ARE ENCLOSED IN ANNEXURE -II

SL.NO	MENU	QUANTITY
1	Plain Ponni Boiled Rice –old and fine variety	600 gms
2	Kootu/ Poriyal (Different Kootu/ Poriyal on different Week days should be served. Kootu and Poriyal should be served on alternatively)	80 gms
3	Sambar OR More Kulambu OR Vathal Kulambu	200 ml
4	Rasam (Different varieties of rasam on different week days)	150 ml
5	Buttermilk (Curd and water shall be of 1:5 ratio)	200 ml
6	Pickle (Mango, Lemon, Mixed veg. Etc.,)	10 gms
7	Appalam (9 Cm dia)	1 no.

VI. SPECIAL TERMS AND CONDITIONS

- a. The Contractor shall be responsible for service of food in the referred Dining Hall during lunch/dinner periods specified by the company. The service timings are subject to change and company will intimate the contractor of such changes from time to time. The contractor shall abide by the service timings strictly. Any delay in service will affect the productivity of BHEL and hence will be viewed seriously and be treated as breach of contract attracting penal actions as per Clause IX of this tender .
- b. The Contractor shall provide efficient and prompt service. The food preparation is to be done in a strict hygienic environment and matching process without any compromise. Only wholesome good quality ingredients should be used for the preparation of food.
- c. The employee of the contractor shall adhere to good health and hygiene.
- d. The inward and outward movements of contractor's staff, material, vehicle, contractors vessels etc., are governed by the BHEL security regulations in force from time to time.
- e. The contractor shall bring their cleaning materials, disinfectants. All the necessary housekeeping materials for the performance of services shall be to the Contractor's account.

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- f. The contractor's vehicle to transport prepared food to the Designated Dining Hall, shall have valid Registration, RTO clearance, Pollution certificate Insurance and other statutory requirements. The driver of the vehicle shall have valid Driving License.
- g. The Contractor shall perform the Service to the satisfaction of the Company's Authorised Representative. If any shortcoming is found, then on instruction from the Company's Representative, the Contractor shall rectify the shortcoming immediately.
- h. The Contractor shall ensure that the cooks and staff are qualified persons, well versed in food preparation, preservation, service and cleaning.
- i. The prepared (South Indian) food shall be brought in the contractor's containers, which should be clean and closed with proper lid for safe transit and service.
- j. **The scope of contract includes:**
- i. Cleaning of Dining Hall, furniture and tableware before and after service. After every service the floor should be swept neatly.
 - ii. Serving food as per the prescribed menu.
 - iii. Placing water jugs and tumblers on each dining table.
 - iv. Soiled vessels and utensils soiled table wares, Service dishes etc., from dining halls should be cleaned thoroughly with detergents and staked neatly at appropriate storing places ear marked for each item.
 - v. Waste foods and other debris collected from dining halls, rooms etc, shall be deposited at bins provided for that purpose.
 - vi. The contractor shall engage sufficient employees to meet the timely and effective service. To ensure the same an attendance register shall be maintained.
 - vii. Stock book is to be maintained by the Contractor to ensure the safe custody of company's properties in the Dining Hall. This is subject to periodical verification by the Company's Authorised Representative.
 - viii. The Contractor shall perform all housekeeping work in a thorough, efficient, professional manner with due diligence and care according to industry norms and standards, in conformity with applicable laws and regulations and BHEL's own procedures and instructions. The Contractor shall perform the Service to the satisfaction of the Company.
- k. **Hygiene standards:** The Contractor should ensure the personnel hygiene of their employees and ensure periodical medical check up to them as per the norms of the Factories Act 1948.
- l. **The rate quoted should be firm and inclusive** of cost of all inputs, Cooking Equipments, serving Vessels including Utensils other than mentioned under Clause VI(w) below, Labour charges for Cooking from outside BHEL Kitchen at the Contractors premises (own or rented) and Transporting to Designated Dining Halls, arranging & Serving through Counter system, Cleaning of all Vessels used for service, Tables and Dining Halls, Table wares, overhead, other administrative cost, all decorative works with materials and cleaning materials inclusive of Soap oil, spray, etc. **No variation of whatsoever will be entertained later.** The Bidder shall not include Service Tax in their quoted rates; but the bidder has to separately indicate the Service Tax rate, amount and workings thereof in the Price schedule included in the bid documents. If Service Tax amount is not indicated separately in the price bid schedule included in the Bid documents, it will be presumed that the quoted rate is inclusive of applicable tax and bids will be evaluated accordingly. The Service Tax & VAT shall be reimbursed against valid documentary evidence. Any statutory variation on the VAT and Service Tax rates shall be reimbursed against valid documentary evidence.

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- m. The food supplied must be of good and acceptable quality. The menu given in the order must be diligently followed and if any changes are to be effected it should have prior BHEL approval.
- n. **Our Lunchtime at present is from 12.00 Hrs. to 12.30 Hrs. and Dinner time is from 20.30 hrs. to 21.00 hrs.** This may be changed at BHEL's discretion. The total food items for serving the Lunch / Dinner should reach the designated Dining Halls 30 minutes before fixed Timings without fail. **Timely service of Specified Lunch/Dinner is the essence of the contract and any failure on the part of the Contractor will be treated as the breach of the contract.**
- o. The daily requirement of food will vary based on the target fixed by BHEL / BAP / Ranipet. In other words there is no guaranteed minimum daily requirement of food. Generally the quantity of food requirement for lunch and dinner from 500 to 700 on every working day. The requirement during holidays shall be ascertained. In general the contractor has to watch the trend and bring accordingly at his good judgment so as to meet the requirement fully. **No issue regarding excess preparation of food will be entertained by BHEL. The estimated quantity of Lunch / Dinner are purely tentative and is not guaranteed. No claim in this regard will be entertained by BHEL.**
- p. All consumers should have been served with all items as per menu daily for effecting full payment as per the numbers claimed. The Contractor should take back the left over food at their risk and cost.
- q. The food items and the suitability of facilities are subject to check at BHEL's discretion both at Supplier's and BHEL premises. In case of shortage / non-supply of food items in time or if the food items supplied are not of expected quality, the total charges on account of alternative arrangements made by BHEL to supply lunch at the referred Dining Hall, shall be TO THE ACCOUNT of the Contractor. The opinion/decision of BHEL regarding quality is final.
- r. The collection of the coupons against service of food shall be made by BHEL authorized representative.
- s. The Tax bill for every month shall be prepared as per relevant statutes by the Contractor on the basis of the quantity ie number of plate meals supplied duly supported by number of coupons. The daily consumption shall be recorded for mutual acceptance in a specified Challans. Specified Challans shall support the monthly bills.
- t. The monthly Tax Bill shall be prepared by the Contractor on the last date of the month and submitted by 1st of every succeeding month for Certification and to effect the payment within 30 days from the date of receipt of the bill.
- u. If necessary, the Contractor may visit the referred BHEL Dining Hall with prior notice and seek clarification, if any, before offering the most Competitive rate for Quality food and Hygienic service. The Contractor can visit the dining hall on any working day between 14.00 and 15.00 hours before submission of tender.
- v. There should be no case or charge under investigation / enquiry / trial against the agency, nor conviction in a Court of law or suspended / blacklisted by any organization on any ground against the contractor.
- w. **Facility provided by the BHEL**
 - i. Rent free building with fixtures, ceiling fans, lights for service (Dining Hall), Furniture (Dining Tables & Chairs), Table wares (Plates, Cuttories, Water tumblers, Water jugs etc.,) and Water (both drinking & cleaning). The Stock of facilities handed over to the successful bidder shall be covered by a list which shall form part of the contract agreement.

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Dated: 01/04/2013

- ii. Any loss, theft, damage or breakage of the items entrusted to the Contractor will be borne by the Contractor and recovery to that effect will be made from his bills/payment. In regard to natural wear and tear of any such item, the decision of the company shall be final and binding on the Contractor.
- iii. The Contractor will have full responsibility of proper upkeep, maintenance and custody of the furniture, fittings, appliances etc, handed over by the company.
- iv. All the items supplied by the company at its expense for the referred purpose will be company's property for all intents and purposes. The contractor shall not deploy the same for other than the purpose intended.
- v. At the end of the contract, the contractor shall henceforth return all the facilities under acknowledgement to BHEL.

VII. CONTRACTOR'S PERSONNEL:

- i. **The contractor shall maintain necessary Qualified/Trained competent personnel in each category and for each work separately. They should meet all the requirements and fulfill all the activities mentioned in the schedule.**
- ii. The company has no liability or any responsibility whatsoever on the Contractor's workers and the Contractor will be solely responsible for employing and managing his employees. In the event of any dispute between the Contractor and his workers, the Contractor alone will be responsible for settlement of any claim and consequences that may arise out of any such dispute, whether statutory or otherwise. There is no any relationship of master and servant between BHEL and Contractor's workers.
- iii. The Contractor will be solely responsible for the referred scope of work. The referred scope of work will be monitored by the designated officials of the company. The Contractor will also ensure availability of a responsible person for contact, between time slot mentioned, by the designated officials of the company for ensuring effective service.
- iv. The Contractor shall engage sufficient number of competent workers for the referred scope of work. Expenses on account of payment of salary / wages / provisions of food stuffs / eatables for contractor's employees / Uniform / Personal Protective Equipments, and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the contractor's employees shall be borne by the Contractors. The Contractor shall pay to the Contractor's workers the **minimum wages as per Minimum wages Act plus Rs.2000.00 per month per employee as additional payment, which will attract PF,ESI and Bonus. Wages for weekly off (1 day off for every 6 days of work) shall be paid to the Contractor's employees. EL (1 day Leave for every 20 days of work) shall be given. Employment card to be issued. Monthly wage slips shall be issued to the Contractor's workers. ESI medical cards shall be arranged and issued to them. Bonus shall be paid to the contract workers as per Bonus Act @ 8.33% as minimum.** The Contractor shall have full control of his workers including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time. The Contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- v. Contractor shall employ such personnel who are medically fit. The company has right to direct the Contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.

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- vi. The Contractor shall possess PF and ESI code number. The Contractor shall comply with the provisions of the Factories Act 1948, contract labour (regulation and abolition) Act 1970, ESI Act 1948, Workmen's Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Catering Establishment Act, Industrial Establishment, (National & Festival Holidays) Act 1958 and the Rules where under or any other Laws and Rules as may be applicable to the contract workmen from time to time. The Contractor shall produce registers and records and comply with other directions issued by the company for compliance of the statutory provisions.
- vii. The Contractor shall fully indemnify BHEL for any default or non observance by the Contractor or any of his representatives of any of the provisions of the above mentioned enactments and the rules framed thereunder. Even though the Contractor shall be solely liable for settlement of any claim made by any persons due to the non observance by the Contractor of any of the provisions of the enactments cited or otherwise, BHEL reserves its rights to settle directly any amount due by the Contractor as mentioned above and to recover such amounts from any of the amounts payable by the BHEL to the Contractor or in the absence of the same as debt due to BHEL by the Contractor.
- viii. The Contractor shall, whenever required by the company or Govt. officials authorized under the statutes, produce for inspection, all forms, registers and other records required to be maintained under various statutes.
- ix. The Contractor shall produce documentary evidence in proof of effecting the all statutory payments including wage. Non-observance of the provisions will be construed as default by the Contractor to make such payment, and payment of his bill will be withheld.
- x. The company will not make any separate payment towards the expenses incurred by the Contractor for complying with the above or any of the statutory provisions regarding their employees.
- xi. The Contractor shall comply with all operational rules and regulations, including security rules framed by the company and made applicable to the whole or part of the premises, wherein the Contractor or his workers happen to be operating / working. In the event of any of the Contractor's workers violating the said rules and regulations or in any way becoming objectionable to the company, the Contractor shall remove forthwith such workers from the company's premises and indemnify BHEL for any loss on such violation of the rules and regulations
- xii. The Contractor shall provide uniform at his cost and ensure that all his workers turn out in clean, appropriate uniforms and shoes, at all times on duty.
- xiii. All disputes arising out of or in relation to this agreement shall be settled by mutual discussions and in the event of failure of amicable settlement, such dispute(s) shall be referred to the Arbitration in accordance with Arbitration and Conciliation Act 1996.
- xiv. This agreement shall be subject to the exclusive jurisdiction of the courts at Ranipet.

VIII. PERIOD OF CONTRACT

- i. The contract shall commence from date of awarding the contract or at a later date as decided by BHEL and shall remain in force for a period of **One Year**.
- ii. The company reserves the right to extend the period of contract for a further period of up to one year on terms mutually agreed upon.
- iii. Either party shall be at liberty to terminate the agreement by giving three clear calendar months notice in writing to the other party.

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IX. Risk clause

- i. Notwithstanding anything contained in any other clause, BHEL reserves the right to terminate the contract forthwith by giving a notice to the contractor 24 hours in advance due to any failure on the part of the Contractor in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the Contractor shall be final and binding on the Contractor.
- ii. If there is any stoppage of service in any area referred under scope of the contract due to any reason, the Contractor is liable for penalty action as desired by BHEL.
- iii. In the event of any failure on the part of the Contractor, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of the Contractor. The additional cost, loss, if any incurred by BHEL on account of such alternative arrangement will be recovered from the Contractor.

X. Accounting and payment terms:

- i. Necessary records are to be maintained by the responsible person appointed by the Contractor which is to be audited from time to time by the BHEL officials or any other persons appointed by BHEL.
- ii. The payment will be admitted and cleared for the actual service rendered as per rates mutually agreed for that specific work.
- iii. Income Tax will be recovered for the entire bill value as per Income Tax Rule, at present it is @ 2%.

XI. Payment to the Contractor.

The Contractor shall raise the bill on completion of every month, which should be duly certified by the official in charge and the payment will be made within 30 days after submission of bills. Payments will be made through e-mode or through A/C payee cheque at the discretion of BHEL.

XII SUBLETTING.

The contractor shall not sublet, transfer or assign the contract or any part thereof without the previous written approval of the company to any other person/company/ organization.

XIII. HOW TO QUOTE:

- Tender documents consist of Part 'A' and Part 'B' as detailed below:
 - Part 'A' : Pre-qualification bid (technical bid) except price.
 - Part 'B' : Price bid.
- Part 'A' must be duly completed and sealed along with earnest money deposit (EMD) in a separate envelope superscribed '**Tender No.BHEL/BAP/HR/CT:CON:00 Dated: 01/04/2013- Part 'A' - Pre-qualification Bid for CONTRACT CANTEEN**'. The tenderer shall expressly accept all the terms and conditions of the tender. The Scope, General Terms and Conditions, Special Terms and Conditions, all the pages except Part 'B'(page 14 & 15) should be attached to this with each page duly signed as a token of acceptance. Alternatively, if the tenderer desires any deviation from the terms and conditions given in the tender documents, the same should be specifically mentioned. BHEL reserves the right to accept or reject any tender for the reasons at the discretion of BHEL.

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- Part 'B'(page 14 & 15) must be duly completed and sealed in a separate envelope superscribing "Tender No. BHEL/BAP/HR/CT:CON:00 01/04/2013- Part 'B' - Price bid" for **CONTRACT CANTEEN**
- Part 'B' - the price bid should not carry any conditions and commercial terms. Price / rate only should be quoted in clear terms in the format given by BHEL.
- Part 'B' - price bids will be opened only in respect of those tenderers who are qualified in the pre-qualification bid (Part A).
- The tender forms both Part 'A' & 'B' duly filled in all respects shall be signed on each page by the tenderer. Any alteration, erasure or over-writing will render the tender invalid. Alteration neatly carried out and duly attested over the full signature of the tenderer however is permitted.
- The tenderer should submit the tender documents intact without detaching any page or pages filled or unfilled.
- Name of the tenderer should be written on the sealed envelope.
- Tender documents consisting of Part 'A' & 'B' are to be duly sealed in two separate inner covers. The two inner covers should be sent in a sealed outer cover superscribing as "Tender for Outsourcing of Contract Dining Hall at BHEL/Ranipet" to the Senior Manager /HR-& Welfare, BHEL/BAP, Ranipet-632 406 so as to reach him **on or before 15.00 hrs on 23/04/2013**.
- Part 'A' of tender form will **be opened at 15.30 hours on the same day (23/04/2013)** in the presence of tenderers / representatives who are present for the tender opening. Tenderers will be evaluated further and who are found to meet the pre qualification criteria will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately. Part 'B' will be opened at the specified date in the presence of the tenderers / representatives who are notified to attend the tender opening and whoever present at their choice.
- The quotations shall be sent either by Registered post, Speed post OR Courier or may be deposited in the tender box kept in the office of HRM- Welfare Department of BHEL, Ranipet- 632406 from 01/04/2013to 22/04/2013 between 08.00 hrs. and 16.00 hrs. (on all working days), and between 08.00 hrs and 15.00 hrs. on 23/04/2013. No other mode of despatch will be considered.
- For further details if any required, you may please contact the Sr. Executive / HR (Welfare & Canteen) Bharat Heavy Electricals Ltd., Ranipet-632 406 in person or through telephone (**04172-241189 / 284848/ 284944**).
- **Lowest offer will be arrived at based on overall value of estimated quantity of Lunch/Dinner for the contract period (including the applicable taxes and duties) on cost to BHEL basis.** BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.

XIV. VALIDITY OF RATES:

The rates quoted should be valid for 90 days initially from the date of opening of the price bid. The rates of successful bidder should be valid for one year from the date of commencement of the contract.

Part – A

Bharat Heavy Electricals Ltd
Ranipet – 620 406

PART ‘A’ - PRE-QUALIFICATION BID

IMPORTANT NOTE:

1. Please read “Scope and general terms & conditions” before filling up this form.
2. Attach documentary evidence wherever asked for.
3. Attach the DD drawn in favour of BHEL, Ranipet payable at SBI, MR Puram (Br. Code 7013) or Cash Receipt from BHEL Cash Office towards payment of Earnest Money deposit as stated in the “Scope and general terms & conditions”.
4. Complete the format in all respects with signature on each page.
5. Sealed cover super scribing on the envelope “**Tender No. BHEL/BAP/HR/CT:CON:00 DATED 01/04/2013. Part ‘A’ – (Pre-qualification Bid)**” should be submitted before the due date.
6. If space provided in the format is not sufficient, please provide the information in a separate sheet.
7. Those who are qualified for Part – ‘A’ - “Pre-qualification Bid” (Technical Bid) alone will be considered for opening of Part – ‘B’ - “Price Bid”.

Part - A
PART 'A' - PRE-QUALIFICATION BID

Sl no	Details	Remarks (to be filled by the tenderer for all queries). Any partly filling may lead to rejection at the discretion of BHEL
1	Name & Address of the Tenderer	
2	Whether Individual or Company or Partnership Firm or proprietorship?	
3	Name & address of Directors and / or Partners (in case of Company or Partnership firm) or name & address of the Proprietor (s) in the case of sole firm. (documentary evidence to be enclosed).	
4	The organisation chart of the tenderer to be enclosed	
5	Usual place of business:	
6	Contact Address	
7	Performance certificate ref	
8	Experience. (The contract executed shall be enclosed).	
9	Clients list enclosed or not(the contact persons of tenderer's clients address, phone, email shall be enclosed)	
10	Name of Bankers and Banker's Certificate on credential of the tenderer.	
11	Total number of employees presently employed by the tenderer in running of Industrial Catering contracts.	

Part - A

12	Provident Fund / ESI Code Nos. of the tenderer.	
14	Income-Tax clearance certificate for the last three years has to be produced.	
15	Copy of audited accounts of the previous three years enclosed or not.	
16	DD No., Date, Name of the Bank and amount towards Earnest Money Deposit	
17.a	Service Tax Registration copy enclosed or not	
18	VAT Registration copy enclosed or not	
19	PAN number	
20	Whether the quotations are submitted separately in Part 'B' – "Price Bid" in a sealed cover.	
21	Tenderer Inspected the site of the work or not.	
21	Reference of building with superstructure located within the 30 km radius from BHEL (owned or leased). Necessary documentary proof may be attached.	
24	Any other information the tenderer may like to furnish.	
25	Whether all the pages of the tender document has been signed	
26	Whether the rate quoted will be valid for 90 days from the date of price bid opening.	

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any Government Department / Financial Institution / Court.

Further declare that the information provided above is true and if found incorrect the tender will likely to be rejected at the discretion of BHEL.

Signature
(Name & Address of the Tenderer
with Official Seal)

Place:

Date:

PART 'B' - PRICE BID

IMPORTANT NOTE:

1. Please read carefully “Scope, General Terms & Conditions and Special General Terms and Conditions Breakfast Menu List and Annexure-I&II” before filling up this form.
2. **Complete the format in all respects with signature on each page.**
3. The rate quoted for catering charges should be as per the menu table V.1. **Lowest offer will be arrived at based on overall value of estimated quantity of Lunch/Dinner for the contract period (including the applicable taxes and duties) on cost to BHEL basis.** The rate for each unit of food item shall include material and fuel cost including labour cost viz. the wages payable to the employees by the Contractor, and also statutory payments such as ESI, PF, Bonus, Incidentals like cost of food supplied to the workmen, uniform and all other statutory and non statutory benefits to the persons employed by him, transportation, overheads and profit.
4. **The rates quoted should be valid for 90 days initially from the date of opening of the Price Bid.** The rates of successful bidder should be valid for one years from the date of commencement of the contract.
5. **Discrepancy in ‘Words & Figures’**
 - a. If there is any discrepancy between the unit price and the total price, the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the tenderer there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price corrected accordingly.
 - b. 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.
 - c. 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 (a) and (b) above.
 - d. If there is such discrepancy in the offer, the same shall be conveyed to the tenderer with target date upto which the tenderer has to send his acceptance on the above lines. If the tenderer does not agree to the decision, the quotation is liable to be ignored.
6. Sealed cover super-scribing on the envelope **“Tender No. BHEL/BAP/HR/CT:CON:00 DATED 01/04/2013- Part ‘B’ (Price Bid)”** should be submitted on or before the due date.
7. If space provided in the format is not sufficient, please provide the information in a separate sheet.

Part B
Location and Details of the Contract Dining Hall

Address & the location : **Contract Dining Hall**
BHEL /BAP
RANIPET- 620 406

Dining Capacity : Approximately 300 persons at a time.

Furniture provided by BHEL : **Dining Tables**
Tableware provided by BHEL : **Plates , Cuttories, Tumblers and Water Jugs**

The contractor is requested to visit the above site before quoting the tender.

PRICE SCHEDULE

		Estimated quantity for the contract period.	BASIC RATE Per plate (Rs.)	Estimated value For the contract period (Estimated quantity X Basic Rate) (Rs.)
01.	Lunch / Dinner - As per table V.1	2,18,400 *(700X26X12)		
02.	VAT rate.... % as applicable on 1 above.			
03.	Service Tax % as applicable on % value of Sl.No.1 above.			
04	Total value including applicable taxes & duties. (01+02+03)			

Note:

***1. (700 Meals; 26 days; 12 months).**

2. Please Quote the rate both in figures and words

Signature
(Name & Address of the Tenderer with Official Seal)

Place:

Date:

ACCEPTENCE FOR ELECTRONIC FUND TRANSFER /RTGS TRANSFER

01	NAME & ADDRESS OF THE SUPPLIER/VENDOR	
02	VENDOR CODE (as in WORK ORDER)	
03	Details of Bank Account	
A)	NAME & ADDRESS OF THE BANK (WITH PIN CODE)	
B)	BANK TELEPHONE NUMBER (WITH STD CODE)	
C)	BANK BRANCH CODE	
D)	MICR CODE	
E)	ACCOUNT NUMBER	
F)	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT
G)	VENDOR NAME AS PER BANK RECORDS	
H)	BANK BRANCH RTGS IFSC CODE	
I)	BANK BRANCH NEFT IFSC CODE	
J)	YOUR EMAIL ID (give two ids)	
K)	NAME OF AUTHORISED SIGNATORY	

CERTIFICATE

I/We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED, RANIPET by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my/our above mentioned Bank Account. I/We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited, Ranipet. I/We also agree to bear the applicable Bank Charges for the above mode of transfer.

AUTHORISED SIGNATORY OF VENDOR WITH SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (Name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

(Manager/Officer's
Signature Under Bank stamp)

Note: Two originals shall be attached)