

**BHARAT HEAVY ELECTRICALS LIMITED
HUMAN RESOURCE MANAGEMENT (SPORTS AUTHORITY)**

Tender No. BHEL/SPORTS AUTH/HR/IUT/2023-24

Dated: 06.12.2023

**SUB. - TENDER FOR OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR INTER UNIT TABLE
TENNIS TOURNAMENT BEING HELD AT BHEL BHOPAL**

NOTICE INVITING TENDER

BID DOCUMENT

GENERAL TERMS & CONDITIONS

Name of work : OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR INTER UNIT TABLE TENNIS TOURNAMENT BEING HELD AT BHEL BHOPAL

Last date & time for submission of sealed tender: **10/12/2023; 15:00 Hrs**

Date & time of opening the tender: **10/12/2023; 15:30 Hrs** Venue: At

Hostel No. 4, TAD Office, BHEL , Piplani Bhopal.

1. GENERAL INFORMATION

BHEL, Bhopal is hosting sports event in its Township Complex for TABLE TENNIS from 28.12.2023 to 29.12.2023 (Tentative date) and the Company desires of engaging an agency to provide catering and Tent services as listed in Price Schedule.

2. SCOPE OF WORK AND SERVICES

2.1 Catering & Tent Services as listed in Price Schedule and as per the Menu listed shall be provided to persons authorized by designated BHEL official.

2.2 Tent items as per Price Schedule shall be provided. The number of items mentioned is indicative and likely to increase/decrease at the discretion of BHEL. The exact number will be indicated before the start of the event.

2.3 Venue for providing catering services will be BHEL Hostel no.5/Hostel no.3 (Old ET Hostel) Piplani or any other venue as informed by BHEL designated official. However, Bed Tea shall be served at different locations (Hostel no.3 & 5) in the morning at indicated time.

2.4 Approximately 130 persons require to be provided the referred catering services. The number of persons mentioned is indicative and likely to increase/decrease at the discretion of BHEL.

2.5 The exact number will be indicated before the start of the event. Type of service will be buffet and **quantity shall not be limited**.

The contract will not be split and will be awarded as whole package to the successful tenderer

Note: The Date mentioned in Price Schedule is tentative and may be changed subject to final decision of BHEL. Final Date shall be intimated to Successful bidder 4 days in advance. However, duration of period shall be same as mentioned.

3. FACILITIES PROVIDED BY BHEL

- a) Portion of ground floor in BHEL Hostel no.5/Hostel no.3 (Old ET Hostel) wherever arrangement of Stay of players or space provided by BHEL comprising Kitchen, Dining Hall, Store Room, Wash Area, and Veranda will be allotted to the contractor free of cost.
- b) Existing facilities in the referred areas will also be extended to the contractor free of cost.
- c) The tenderer may visit the premises, if he so wishes before submitting the tender.
- d) Water and electricity (for lighting and fans) will be given free of cost. The contractor at his own cost should arrange cooking fuel.
- e) The contractor is at his liberty to bring his own equipment, tableware, vessels etc, if he so desires, at his own cost. However, quality of such facilities will be ensured.

4. SPECIAL CONDITIONS:

- A. The Contractor shall be responsible to provide tent items as per Price Schedule at the referred location. Cloths used for tent items must be washed and cleaned and without any wear and tear. Any items provided by contractor if found faulty or broken shall be responsibility of bidder to change without any delay. Any delay in service will be viewed seriously and be treated as breach of contract attracting penal actions as per Clause V of this tender.

- B. The Contractor shall be responsible for service of food in the referred location i.e. BHEL Piplani at specified date and time listed under Price Schedule. 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 be viewed seriously and be treated as breach of contract attracting penal actions as per Clause V of this tender.
- C. 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 on quality**. Only wholesome good quality ingredients should be used for the preparation of food, which could be inspected without prior notice. The employees of the contractor shall adhere to good health and hygiene.
- D. The contractor is at the liberty either to prepare food in the BHEL Hostel no.5/Hostel no. 3 or any other place as communicated by BHEL, wherever arrangement of Stay of players or space provided by BHEL or at his own place. In the event of contractor prefers to prepare food at his own premises, he should ensure hygiene and quality of topmost quality.
- E. The movements of contractor's staff, material, vehicle, contractors' vessels etc., are governed by the BHEL security regulations in force from time to time.
- F. The contractor should ensure cleanliness and the premises and facilities allotted to him should kept clean and neat always.
- G. The contractor shall bring his own cleaning materials, disinfectants etc. All the necessary housekeeping materials for the performance of services shall be to the Contractor's account.
- H. 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.
- I. The Contractor shall perform the Service to the satisfaction of the Company's Authorized Representative. If any shortcoming is found, then on instruction from the Company's Representative, the Contractor shall rectify the shortcoming immediately.
- J. The Contractor shall ensure that the cooks and staff are qualified persons, well versed in food preparation, preservation, service, and cleaning.
- K. The prepared food shall be brought in the contractor's containers, which should be clean and closed with proper lid for safe transit and service.
- L. **The scope of contract includes:**
- i. Cleaning of allotted area, equipment's, Vessels, furniture, and tableware before and after service. After every service the floor should be swept and mopped neatly.
 - ii. Arranging and Serving buffet type service as per the prescribed menu. iii. Placing water jugs and tumblers.
 - iv. All table wares viz. SS plates & spoons for dining, use & through water tumblers, tea/coffee cups should be arranged by the contractor at his own cost.
 - v. 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.
 - vi. Waste foods and other debris collected from kitchen, dining halls, rooms etc, shall be deposited at bins provided for that purpose.
 - vii. The contractor shall engage sufficient employees to meet the timely and effective service. viii. The Contractor shall perform all housekeeping work in a thorough, efficient, professional manner with due diligence and standards, in conformity with applicable laws and regulations and BHEL's own procedures and instructions.
 - viii. The Contractor shall perform the Service to the satisfaction of the Company.
- M. **The rate quoted should be firm and all-inclusive** i.e., cost of all inputs, Cooking Equipment's, serving Vessels including Utensils, all labour charges for loading unloading of tent items, cooking, arranging, serving through Buffet system, Cleaning of all Vessels used for service, Tables and Dining Halls, Table wares, overhead, other administrative cost, and cleaning

materials inclusive of spray, etc. No variation of whatsoever will be entertained later. The quoted rate must be exclusive of all taxes.

- N. Menu as listed in **Annexure-1 & Annexure - 2** should be ensured fully. The Contractor should take back the leftover food at their risk and cost. No scattering or littering of food will be allowed.
 - O. **Number of persons required to provide for each service will be intimated one day in advance by the authorized BHEL official in writing**
 - P. 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 for that service, shall be TO THE ACCOUNT of the Contractor. The opinion/decision of BHEL in this regard will be final. Expenses incurred in making such arrangement shall be deducted from bill of the agency suitably loading with administrative expenditure of BHEL.
 - Q. 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.
 - R. 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. Regarding natural wear and tear of any such item, the decision of the company shall be final and binding on the Contractor.
 - S. The Contractor will have full responsibility of proper upkeep, maintenance and custody of the furniture, fittings, and appliances etc, handed over by the company.
 - T. 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.
 - U. At the end of the contract, the contractor shall henceforth return all the facilities under acknowledgement to BHEL.
 - V. The company has no liability or any responsibility whatsoever on the Contractor's employees and the Contractor will be solely responsible for employing and managing his employees. In the event of any dispute between the Contractor and his employees, 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 relationship of master and servant between BHEL and Contractor's workers.
 - W. The Contractor will be solely responsible for the referred scope of work. The designated officials of the company will monitor the referred scope of work. The Contractor shall also ensure availability of a responsible person during the contract period.
 - X. 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. 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.
 - Y. 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. This agreement shall be subject to the exclusive jurisdiction of the courts at Bhopal.
- 5. 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.
 - iv. Accounting and payment terms: The payment will be admitted and cleared for the actual service rendered as per rates mutually agreed for that specific work.
 - v. Payment to the Contractor. Payment will be made within 15 days from the date of submission of bills. Payments will be made through EFT only. Necessary EFT format is attached. The tenderer is required to submit duly filled in form (two originals) along with tender.
- 6. HOW TO QUOTE:**
- i. Tender will be submitted in Single bid. Envelope shall be put in single envelope superscribing **TENDER FOR OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR INTER UNIT TABLE TENNIS TOURNAMENT BEING HELD AT BHEL BHOPAL.**
 - ii. Tenderer should affix seal and sign on all the pages of tender. 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. **No Alterations shall be entertained by BHEL and shall result in rejection of offer.**
 - iii. Name of the tenderer should be written on the sealed envelope.
 - iv. The duly filled-in and signed Tender documents should be sealed in a cover superscribing **“OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR INTER UNIT TABLE TENNIS TOURNAMENT EVENT BEING HELD AT BHEL BHOPAL”** and addressed to AGM/Sports Authority, BHEL, Bhopal-462022 to reach him on or before due date prescribed at above mentioned place. Tender will be opened on scheduled date and time mentioned or notified in tender in the presence of tenderers / representatives who are present for the tender opening.
 - v. 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.
- 7. VALIDITY OF RATES:** The rates quoted should be valid for 60 days initially from the date of opening of the bid.
- 8. EVALUATION OF TENDER RATES:** The contract will not be split and will be awarded as whole package to the successful tenderer on the Cumulative Total quoted/arrived.
- 9. SECURITY DEPOSIT:** Security deposit at the rate of 5% of Awarded value shall be submitted by the L-1 bidder before start of work. In case of delay in submission of performance security , enhanced performance security including interest (repo rate + 4%) for the delayed period shall be submitted by the bidder.
Security deposit shall be released with final bill of the contractor .
- 10. PAYMENT TERMS –** Payment shall be made within 60 days against awarded rate for each individual item on presentation of GST compliant invoice.

PRICE SCHEDULE

Name of work:- OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR INTER UNIT TABLE TENNIS TOURNAMENT BEING HELD AT BHEL BHOPAL

Sr. No.	Description of work	Quantity	Unit of measurement	Unit rate (in Rs.)	Amount (in Rs.)
1	Tent arrangement at Football ground consisting of :				
1(a)	Tent at two locations of Sports complex of size 15 feet * 15 feet each for 2 days	1	per segment		
1(b)	Plastic chairs in good condition	40	per chair		
1(c)	Sofa set	4	per sofa set		
1(d)	Red Carpet over stage area	3	per roll		
1(e)	Center Table	2	per table		
1(f)	Table - Big	2	per table		
2	For accommodation arrangement at Hostel no.3 /Hostel no.5 or location as identified by BHEL :				
2(a)	1 set consisting of One mattress in good condition , One Bed sheet, Pillow with cover, Blanket with cover, One bucket and one mug , on rental basis for per day	820	per set per day		
2(b)	Chairs	100	per chair per day		
2(c)	Tables	50	per table per day		
2(d)	Single person Bed	580	per bed per day		
3	Catering Arrangement for Players at Hostel no.3 /Hostel no.5 or location as identified by BHEL as per schedule mentioned at Annexure 2 :				
3(a)	Breakfast as mentioned at Annexure -1 on per plate basis	390	per plate		
3(b)	Lunch as mentioned at Annexure 1 on per plate basis	390	per plate		
3 (c)	Dinner as mentioned at Annexure 1 on per plate basis	390	per plate		
3(d)	Evening Snacks consisting of One samosa/One kachori/two plate bhajhiya & Tea(150ml)	390	per plate		
3(e)	Bed time Tea (150 ml)	390	per cup		
			TOTAL		

SCHEDULE B

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**Name of work:- OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR INTER
UNIT FOOTBALL EVENT BEING HELD AT BHEL BHOPAL**

Issued free of cost at Gadia Store/ sub -division

Nil

SCHEDULE – “C”

Nil

Dy Manager (
HRM)

SCHEDULE OF CATERING SERVICES

Sl no.	Date	Services	Qty Per Person	Anticipated qty	Location
1	27.12.2023	Evening Snacks	Two Bhajji 25 gm each/Biscuits and 150ml Tea	130	BHEL Hostel no.3&5/ET hostel/Shitiz Guest House/wherever arrangement of Stay of players or space provided by BHEL
2	27.12.2023	Dinner	Unlimited	130	
3	28.12.2023	Bed Tea	150 ml	130	
4	28.12.2023	Breakfast	Unlimited	130	
5	28.12.2023	Lunch	Unlimited	130	
6	28.12.2023	Evening Snacks	Two Bhajji 25 gm each and 150ml Tea	130	
7	28.12.2023	Dinner	Unlimited	130	
8	29.12.2023	Bed Tea	150 ml	130	
9	29.12.2023	Breakfast	Unlimited	130	
10	29.12.2023	Lunch	Unlimited	130	
11	29.12.2023	Evening Snacks	Two Bhajji 25 gm each and 150ml Tea	130	
12	29.12.2023	Dinner	Unlimited	130	
13	30.12.2023	Bed Tea	150 ml	130	
14	30.12.2023	Breakfast	Unlimited	130	
15	30.12.2023	Lunch	Unlimited	130	

Annexure-2 – Details of Catering Dishes to be Served during Tournament			
Menu			
Breakfast	Option 1:	Option 2:	Option 3
	1. Bread Butter/Jam	1. Bread Butter/Jam	1. Bread Butter /Jam
	2. Aloo Paratha	2. Poori Bhaji	2. Boiled egg
	3. Boiled Egg	3. Boiled Egg	3. Poha
	4. Idli Sambhar	4. Vada Sambhar	4. Tea coffee
	5. Tea/Coffee	5. Tea Coffee	5. Chole Bhature
	6. Fresh Cut Fruit	6. Fresh CutFruits	6. Fresh CutFruits
Lunch	Any One	Chapati/Poori	
	Any One	Peas Pulao/ Plain rice/Zeera Rice	
	Anyone	Dal/Kadhi Pakoda/Rajma	
	Any One	Mutter Paneer/Butter Paneer/Kadai Paneer Dish	
	Any One	Mix. Veg/Bhindi Masala/ Seasonal Veg	
	Any One	Curd/ Raita	
	Any One	Gulab Jamun/Moong Halwa/Jalebi	
		Papad	
		Salad	
		Pickle	
		Soup	
Dinner	Any One	Chapati/Poori	
	Any One	Peas Pulave/ Plain rice/Zeera Rice	
	Anyone	Dal/Karhi	
	Anyone	Chicken Curry/Egg Curry/Mutton Curry	
	Any One	Mutter Paneer/Butter Paneer/Kadai Paneer Dish	
	Any One	Mix Veg/Bhindi Masala/ Seasonal Veg	
	Any One	Curd/Raita	
	Any One	Gulab Jamun/Moong Halwa/Jalebi	
		Papad	
		Salad	
		Pickle	
		Soup	

