

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 : 241118 , 254512



AN ISO 9001 COMPANY

TENDER FOR

OUTSOURCING OF CATERING SERVICES FOR INTER UNIT SPROTS EVENT BEING HELD IN OUR TOWNSHIP , BHEL RANIPET TENDER DOCUMENT

Tender No. BHEL/BAP/HR/IUT/2013 Dated: 09/11/2013

GENERAL TERMS & CONDITIONS

Last date & time for submission of sealed tender : 15/11/2013; 15.00 Hrs
Date & time of opening the tender : 15/11/2013; 15.30 Hrs
Venue : At HR conference Hall
BHEL, Ranipet-632 406, Tamil Nadu.

I. GENERAL INFORMATION

BHEL, Ranipet is hosting sports event in it's Township Complex from 22.11.2013 to 24.11.2013 and the Company is desirous of engaging an agency to provide catering services as listed in Annexure-1.

II. SCOPE OF WORK AND SERVICES

Catering Services as listed in Annexure-1 and as per the Menu listed in Annexure-2 shall be provided to persons authorized by designated BHEL official. Venue for providing catering services will be BHEL Kalyanamandapam located inside BHEL Township. However, Bed Tea shall be served at different locations within Township in the morning at indicated time. Approximately 200 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. The exact number will be indicated before the start of the event. **Type of service is buffet and quantity is unlimited.** The contract will not be split and will be awarded as whole package to the successful tenderer.

III. FACILITIES PROVIDED BY BHEL

1. Portion of ground floor in BHEL Kalayanamandapam comprising Kitchen, Dining Hall, Store Room, Wash Area and Veranda will be allotted to the contractor free of cost.
2. Existing facilities in the referred areas will also be extended to the contractor free of cost.
3. The tenderer may visit the premises, if he so wishes before submitting the tender.
4. Water and electricity(for lighting and fans) will be given free of cost. Cooking fuel should be arranged by the contractor at his own cost.
5. The contractor is at his liberty to bring his own equipment, table ware, vessels etc, if he so desires, at his own cost. However, quality of such facilities should be ensured.

Tender No. BHEL/BAP/HR/IUT/2013 Dated: 09/11/2013

IV. SPECIAL CONDITIONS:

- a. The Contractor shall be responsible for service of food in the referred location ie BHEL Kalayanamandapam at specified date and time listed under Annexure-1. 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.
- 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 on quality. Only wholesome good quality ingredients should be used for the preparation of food which could be inspected without prior notice.
- c. 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 Kalayanamandapam or at his own place. In the event of contractor prefers to prepare food at his own premises, he should ensure hygiene and quality as mentioned in clause IV.b.
- 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 Authorised 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, equipments, 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 tumbelers, 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, dinning 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. 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 Equipments, serving Vessels including Utensils (other than mentioned under Clause III), All labour charges for 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 VAT and Service Tax but include all other taxes and duties. The VAT and Service Tax rates should be shown separately in the quotation.
- n. Menu as listed in Annexure-2 should be ensured fully. The Contractor should take back the left over food at their risk and cost.
- o. Number of persons required to provided 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.
- 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. In regard to 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 , 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 referred scope of work will be monitored by the designated officials of the company. 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.
- y. 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.
- z. 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 Ranipet.

V. 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.

VI. 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.

VII. 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. Tenderers who have already submitted this format after 31-03-2013 need not submit this form.

VIII. HOW TO QUOTE:

- Columns (5) and (6) of The Rate Schedule is attached in Annexure-3 should be duly filled in figures without any corrections or overwriting.
- As token of acceptance, the 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.
- Name of the tenderer should be written on the sealed envelope.
- The duly filled-in and signed Tender documents should be sealed in a cover superscribing "Tender for Outsourcing Catering Services for BHEL Inter Unit Sports Meet" and addressed to DY.MANAGER/HR, BHEL/BAP, Ranipet-632 406 so as to reach him **on or before 15/11/2013 at 15.00 hrs** and the tender will be opened at **15.30 hrs on the same day (15/11/2013)** in the presence of tenderers / representatives who are present for the tender opening.
- 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.

IX.. VALIDITY OF RATES:

The rates quoted should be valid for 30 days initially from the date of opening of the price bid.

X. EVALUATION OF TENDER RATES:

The contract will not be split and will be awarded as whole package to the successful tenderer. The Cumulative Total quoted/arrived at by the tenderer in column(6) of Sl.no. 23 of the Rate Schedule (ANNEXURE-3) will be taken for commercial evaluation purpose.

Ranking will be based on the Cumulative Total.

A tenderer who quotes lowest Cumulative Total will be ranked as L1 and will be considered for the contract.

Example is given below:

Name of the tenderer	Cumulative Amount Quoted Rs.	Commercial Ranking
A	X	L1
B	X+1	L2
C	X+2	L3
D	X+3	L4

In the above event the tenderer by name 'A' who quoted lowest rate of X amount will be ranked as L1 and will be considered for the contract.

BHEL::BAP::RANIPET
INTER-UNIT KABADI TOURNAMENT – 2013

Tender No. BHEL/BAP/HR/TUT/2013 Dated: 09/11/2013

ANNEXURE-1

Required Catering Services and Service Locations

Sl. No	Date	Service*	Quantity per Person	Anticipated Quantity	Service Location
1	21/11/2013	Evening Snacks	Two Bajjis of 25 gms each & 150 ml Tea	200 persons	Kalyanamandapam
2	21/11/2013	Dinner	Unlimited	200 persons	Kalyanamandapam
3	22/11/2013	Bed Tea	150 ml	200 persons	At different locations in BHEL Township
4	22/11/2013	Breakfast	Unlimited	200 persons	Kalyanamandapam
5	22/11/2013	Lunch	Unlimited	200 persons	Kalyanamandapam
6	22/11/2013	Evening Snacks	Two Bonda of 25 gms each & 150 ml Tea	200 persons	Kalyanamandapam
7	22/11/2013	Dinner	Unlimited	200 persons	Kalyanamandapam
8	23/11/2013	Bed Tea	150 ml	200 persons	At different locations in BHEL Township
9	23/11/2013	Breakfast	Unlimited	200 persons	Kalyanamandapam
10	23/11/2013	Lunch	Unlimited	200 persons	Kalyanamandapam
11	23/11/2013	Evening Snacks	Two Keerai Bonda of 25 gms each & 150 ml Tea	200 persons	Kalyanamandapam
12	23/11/2013	Dinner	Unlimited	200 persons	Kalyanamandapam
13	24/11/2013	Bed Tea	150 ml	200 persons	At different locations in BHEL Township
14	24/11/2013	Breakfast	Unlimited	200 persons	Kalyanamandapam
15	24/11/2013	Lunch	Unlimited	200 persons	Kalyanamandapam
16	24/11/2013	Evening Snacks	Two Onion Vada of 25 gms each & 150 ml Tea	200 persons	Kalyanamandapam
17	24/11/2013	Dinner	Unlimited	300 persons	Kalyanamandapam
18	25/11/2013	Bed Tea	150 ml	200 persons	At different locations in BHEL Township
19	25/11/2013	Breakfast	Unlimited	150 persons	Kalyanamandapam

Note:* Menu for each service is mentioned in ANNEXURE-2 and should be ensured.

Date:

Signature with Seal of Tenderer

BHEL::BAP::RANIPET::INTER-UNIT KABADI TOURNAMENT – 2013

Tender No. BHEL/BAP/HR/IUT/2013 Dated: 09/11/2013

ANNEXURE-2 :: MENU

ISERVICE	PRE DAY-21/11/13	DAY I- 22/11/13	DAY II- 23/11/13	DAY III- 24/11/13	POST DAY- 25/11/13
BED TEA	--	BED TEA	BED TEA	BED TEA	BED TEA
BREAKFAST	--	BREAD/BUTTER/T.SAUCE PONGAL/CHUTNEY PEPPER VADA EGG TEA	BREAD/BUTTER/T.SAUCE IDLY/SAMBAR VADA EGG TEA	BREAD/BUTTER/T.SAUCE UTHAPPAM/CHUTNEY VADA/SAMBAR EGG TEA	BREAD/BUTTER/T.SAUCE KICHADI/CHUTNEY TEA
LUNCH	--	CHAPPATHI VEG. PULAV DHAL ALOO GOBI MASALA CABBAGE PORIAL PLAIN RICE RASAM GREEN CURD PICKLE	CHAPPATHI GHEE PULAV DHAL ALOO MUTTER BRINJAL MASALA PLAIN RICE RASAM GREEN SALAD CURD PICKLE	CHAPPATHI CAPSICUM PULAV DHAL ALOO PALAK CHOW CHOW KOOTU PLAIN RICE RASAM GREEN SALAD CURD PICKLE	--
EVENING TEA	BAJJI/CHUTNEY TEA	BONDA/CHUTNEY TEA	KEERAI BONDA/ CHUTNEY TEA	ONION VADA/CHUTNEY TEA	--
DINNER	CHAPPATHI PEAS PULAV DHAL EGG CURRY BINDHI MASALA PLAIN RICE RASAM GREEN SALAD CURD PICKLE DRY JAMUN PLANTAIN	CHAPPATHI VEG.BIRIYANI DHAL CHICKEN CURRY MIXED VEG MASALA PLAIN RICE RASAM GREEN SALAD CURD PICKLE BADHUSHA PLANTAIN	CHAPPATHI VEG. PULAV DHAL MUTTON CURRY CHENNA MASALA PLAIN RICE RASAM GREEN SALAD CURD PICKLE LADDU PLANTAIN	VEG. SOUP CHAPPATHI DHAL KASHMIRI PULAV BUTTER PANEER CHICKEN MASALA BRINJAL MASALA PLAIN RICE RASAM GREEN SALAD CURD & PICKLE PLANTAIN CARROT HALWA ICE CREAM BEEDA	--

Date:**Signature with Seal of Tenderer**

BHEL::BAP::RANIPET
INTER-UNIT KABADI TOURNAMENT – 2013

Tender No. BHEL/BAP/HR/IUT/2013 Dated: 09/11/2013

RATE SCHEDULE –ANNEXURE-3

Sl.No (1)	Date (2)	Service* (3)	No. of Portions Appx (4)	Rate per Portion Rs.P (5)	Amount Rs.P (6) Multiply col (4) and (5)
1	21/11/2013	Evening Snacks	200		
2	21/11/2013	Dinner	200		
3	22/11/2013	Bed Tea	200		
4	22/11/2013	Breakfast	200		
5	22/11/2013	Lunch	200		
6	22/11/2013	Evening Snacks	200		
7	22/11/2013	Dinner	200		
8	23/11/2013	Bed Tea	200		
9	23/11/2013	Breakfast	200		
10	23/11/2013	Lunch	200		
11	23/11/2013	Evening Snacks	200		
12	23/11/2013	Dinner	200		
13	24/11/2013	Bed Tea	200		
14	24/11/2013	Breakfast	200		
15	24/11/2013	Lunch	200		
16	24/11/2013	Evening Snacks	200		
17	24/11/2013	Dinner	300		
18	25/11/2013	Bed Tea	150		
19	25/11/2013	Breakfast	150		
20				Sub Total	
21					Service Tax.....% as applicable on% Value of Sl.No. 20 (Sub Total)
22					VAT rate% as applicable on Sl.No. 20 (Sub Total)
23					Cumulative Total

- Note:**
- 1.* Menu for each service , quantity for each person and service locations are indicated in Annexures 1 & 2
 2. Quote your Rate per portion in Column (5) and Amount in Column (6) (Write in figures without any corrections)
 3. The Cumulative total arrived under Column (6) of Sl.No. 23. will be taken for evaluating the tender offer. A tenderer who quotes lowest amount under this column will be considered as L1 as mention in Tender under clause X.
 - 4.If any bidder not quoted Service Tax or VAT, it is presumed that Cumulative Total is inclusive of Taxes.

Date:

Signature with Seal of Contractor