

Tender No.- TP: HR: Canteen:2022-23

Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
(Transformer Plant)
Khailar, Jhansi - 284120

Tender Ref: TP: HR: Canteen:2022-23

Date: 12.09.2022

Invitation for Tender for preparation and distribution of Meals and Tea/Snacks at BHEL Canteen of BHEL Jhansi for one year


Bharat Heavy Electricals Limited, Transformer Plant, Jhansi (UP) - 284120, a Govt. of India PSU Unit engaged in manufacturing of Locomotives & Transformers, situated at Khailar village approx. 16 KM from Jhansi and around 12 KM from Babina.

BHEL Jhansi invites the Tender for preparation and distribution of Meals at BHEL Canteen Hall and distribution of Tea/Snacks at fixed point in factory and township area of BHEL Jhansi on labour basis.

Schedule No.	Brief description of Services	Place of Services	EMD
1.	Preparation and distribution of Meals at BHEL Canteen Hall on labour charges basis	BHEL, Jhansi	Rs. 20,000/-
2.	Preparation and distribution of Tea/Snacks at fixed points in factory and township area of BHEL Jhansi on labour charges basis		

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	<u>Invitation for Tender for preparation and distribution of Meals and Tea/Snacks at BHEL Canteen of BHEL Jhansi</u>
Dates of issue/collection of Tender documents:	From 14.09.2022 to 07.10.2022 from 09:00 AM to 03:00 PM (on all working days)
Price of the Tender Document	Free
Place of issue/collection of Tender documents	The, Tender Room, ADM Gate, BHEL, Jhansi - 284120
Closing date and time for receipt of Tender document.	07.10.2022 up to 01:00 PM
Place of receipt of Tender document	The, Tender Room, ADM Gate, BHEL, Jhansi - 284120
Date and time of Tender opening	07.10.2022 at 01.15 PM.
Place of opening of Tender	The, Tender Room, ADM Gate, BHEL, Jhansi - 284120

Canteen Services at BHEL, TP Jhansi (UP) 284120 /


 (JAMUNA PRASAD)
 प्रबन्धक (कैंटीन मां सं)
 Manager (Canteen-HR)
 बी.एल. जहंसी
 BHEL JHANSI

1. Interested Service Provider may obtain further information about any of the requirements from Manager (Canteen), BHEL, Jhansi on his telephone no. 0510 2412427 or mobile number 9415057851.
2. Tender Document can also be downloaded from the website <http://www.jhs.bhel.com> and <http://www.bhel.com>
3. The Service Provider will ensure that their offer, duly sealed and signed, complete in all respects as per instructions contained in the Invitation to Tender. Documents, are dropped in the tender box located at the address given above on or before the closing date and time indicated above, failing which the offer will not be entertained and treated rejected as late submission.
4. In the event of any of the above mentioned dates being declared as a holiday/ closed day by BHEL Jhansi, the issue/submission of Tender will be done on next working day in lieu.
5. Bharat Heavy Electricals Limited, Jhansi is not responsible for transit (postal/courier) delays of the Tender documents receipts.
6. The Tender documents are not transferable.
7. The Service Provider should furnish the firm's name, full postal address (Office), Phone Number and Fax Number; Name of the authorized contact person and e-mail address.
8. Service Provider is required to sign and stamp on each page of the Tender. Document and all the supporting documents submitted as a token of acceptance to the mentioned terms and conditions.

9. Interested Service Provider has to submit self-attested copies of all documents/certificates like Labour License, PF code no., ESIC code no., Insurance, GST Registration Certificate, and any other registration certificates as required as per the prevalent practices & Registrations of the Govt. of Uttar Pradesh/ Govt. of India with their application. The Service Provider should not have been blacklisted /debarred for dealing by Government of India, any State Govt. or any PSU in any manner and an undertaking should be submitted along with the offer, to this effect.
10. Payment of Service Provider shall be made on monthly basis through e-payment for which Service Provider have to submit required document for e-payment. (EFT payment).
11. Service Provider shall enclose evidence for on line payment of **EMD Rs. 20,000/-** In favour of BHEL, Jhansi along with the bid. EMD shall be adjusted against security deposit of the successful bidder. If tender is not accepted, then this EMD shall be refunded to the Service Provider after award of tender. If EMD is not submitted before tender opening date, then tender shall be rejected.
12. The tender must be submitted in Two Bids System i.e. on techno commercial bid and second price bid. Both bids should be kept in separate envelop and both envelops should be kept in another envelop with details of tender number & Due date. The envelop should have details of Service Provider.

Part-I Techno Commercial bid:

Part I of the sealed tenders alone will be opened by BHEL in the presence of tenderers who are present at the time & place of opening. A signed blank price-bid copy should be enclosed with this bid. The spaces for prices should be crossed (x).

Part-II Price bid:

The price bid should contain prices only. Price bid will be opened only for the parties who qualify in techno commercial bid.

Scope of Work

BHEL Jhansi intend to outsource its canteen operation by way of out sourcing preparation and distribution of Meals at BHEL Canteen Hall along with distribution of Tea/Snacks at fixed point in factory and township area of BHEL Jhansi. Presently the canteen services are open and available to all regular employees currently 1100 approx. number and contract labour approx. 1500 numbers. However, current user for meals are 150 no. put together in both shifts and for Tea/Snacks consumption by average 1500 nos.

The current menu, consumption and timing of meals and tea/snacks are as below.

Sr. No.	Shift	Service required	Serving Time	Approx. Quantity of Snacks, Lunch, Dinner and Menu.
1	First Shift 6:45 AM to 3.15 PM General shift 8:00 AM to 4.30 PM	Break fast Snacks and Tea	8:30AM to 10:00AM To Be Served At Duty Places	Snacks 1000 Nos. (Matari/Chana Bada/ Urad Bada/ Aloo bonda/Kachauri etc) Tea 200 nos.
2	First Shift 6.45 AM to 3.15 PM General shift 8:00 AM to 4.30PM	Lunch	12:00 AM to 12:30PM To Be Served In Canteen	Lunch 100 nos. (Dal, Rice, Curry Sabji, Dry Sabji, 4 Chapati etc.)
3	First Shift 6.45 AM to 3.15PM General shift 8:00 AM to 4.30PM	Afternoon tea break	2:00 PM to 2:30PM To Be Served At Duty Places	Tea 50 nos.
4	Second Shift 3:15 PM to 11:45 PM	Snacks and Tea	05:45 PM to 6:30 PM To Be Served At Duty Places	Snacks 500 nos. (Matari/Chana Bada/ Urad Bada/ Aloo Bonda & Kachauri etc) Tea 50 nos.
5	Second Shift 3:15 PM to 11:45 PM	Dinner	08:00 PM to 08:30 PM To Be Served In Canteen	Dinner 50 nos. (Dal, Rice, Curry Sabji, Dry Sabji, 4 Chapati/ etc.)
6	Second Shift 3:15 PM to 11:45 PM	Tea	10:00 PM to 10:30 PM To Be Served At Duty Places	Tea 10 nos.

Distribution Points of Various Shops and Offices in Factory/Township area

SHIFT - A (08:30 AM)	
1	WEX, SCRAP YARD, SHIPPING, MAIN STORE, BOILER
2	TRP, TRE, Material Lab
3	LMM, LOCO (CQX + TESTING)
4	POOL, MAIN GATE, MATERIAL GATE, EXCHANGE, PUMP HOUSE
5	BAY-3, 4, 5 & 11
6	BAY - 6 & 7
7	Bay - 9 & 10
8	Bay - 0, 1, 2 & HSE
9	JYANTI BUILDING, LME, LMP, LMC
10	BAY - 8, CDC, SHIPPING
11	ADM GATE, ADM BUILDING, HRDC, GARRAGE
12	TCX, MEDICAL, BHEL HOUSE
13	TEA (Without Sugar)

SHIFT - A (02:00 PM)	
1	WEX
2	TRP & TRE
3	BAY-3, 4, 5 & 11
4	BAY - 6 & 7 & 9
5	Bay - 1, 2 & LOCO
6	ADM GATE, ADM BUILDING, HRDC, GARRAGE
7	TEA (Without Sugar)

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SHIFT - B (05:30 PM)	
1	LOCO & WEX
2	TOOL & SHIPPING
3	Bay - 1, 2, 3 & 10
4	BAY- 4, 5 & 11
5	BAY - 6, 7 & 9

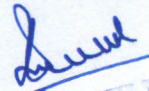
SHIFT - B (10:00 PM)	
1	TRANSFORMER AREA
2	LOCO AREA

Note: - Menu, Service times, locations and Shift times are subject to change as per necessity and management instruction.

(Signature)
 (JAMUNA PRASAD)
 Manager (Canteen - HR)
 BHEL, TP Jhansi (UP)

Basic Conditions

- 1 All Raw Materials and Fuel required for Cooking the food and preparation of tea/snacks will be procured and provided by BHEL Jhansi. Canteen coupons for tea/snacks & meal will be sold by BHEL, Jhansi. The Service Provider is required to do the following activities by deploying appropriate manpower for preparation of meal and tea/Snacks and ensure distribution at the locations, timing and as per menu mentioned hereinbefore.
- 2 Cleaning of Utensils, tea kettle etc. Daily cleaning and washing of the Canteen Area i.e Kitchen, Counter, Change room, wash area, and cleaning of Canteen and Surrounding. Distribution Trolley or cycle will be arranged by the Service Provider to reach the tea/snacks at various distribution points.
- 3 Loading/Unloading and stacking works for the Vegetables, raw materials LPG cylinders received from suppliers and issue and draw material from BHEL Store.
- 4 Maintain consumption record of raw material issued from store.
- 5 Maintain the record of items prepared and served on daily basis.
- 6 Other canteen related work assigned by canteen in charge as per the requirement.
- 7 Cleaning of raw material like Rice, Grains , Atta & Maida etc.
- 8 Tea/snacks & meal served against valid coupons sold by BHEL, Jhansi only.
- 9 After serving of Tea, Snacks & Meal, the coupons collected should be deposited to In charge of Canteen.


(JAMUNA PRASAD)
JAMUNA PRASAD
Manager (Canteen)
BHEL Jhansi

A- Special terms and conditions

1. The Service Provider will depute sufficient man power to prepare meal and tea/snacks in BHEL Jhansi canteen kitchen and arrange distribution at the prescribed timing and locations.
2. The food items will be prepared by the Service Provider as per the specification and Quantity given by the BHEL Canteen Manager as per the menu chart or as per the direction of Canteen Manager.
3. The Service Provider will liaise with the designated officer of BHEL and report every week to the designated officers, who are authorized to make checks on activities of the Service Provider. The Service Provider shall extend full cooperation and provide necessary information on canteen services / problems to the designated officers of BHEL from time to time.
4. The workers and supervisor should be young and energetic preferably below 40 years of age with good physique & enthusiasm to serve the employees, offices and to the Service Provider employees working in the premises of BHEL. The age of workers and supervisor shall not exceed of 60 Years.
5. If the Service Provider considers it necessary to bring his own additional equipment or facility (except Raw Material) for the smooth running of the canteen services at BHEL, the same shall be brought by the Service Provider at his own cost, with prior permission of officer of BHEL designated.
6. The Service Provider will prior to the commencement of the operation of contract, make available to BHEL the particulars of all the employees with age, date of birth, permanent address, profile of health and the conduct report of the employees. The employees should be of good conduct and should not have done any illegal act, whatsoever previously. Service Provider should take care of the above things in respect of employees. If it is found at any stage that the conduct of any person deployed by the Service Provider is unsatisfactory the Service Provider shall have to remove the person concerned and engage a new one within 48 hours of such intimation. The decision of designated officer in this regard shall be final and binding on the Service Provider.

(Signature)
 (जमुना प्रसाद)
 (JAMUNA PRASAD)
 प्रबन्धक (कैंटीन बां स०)
 भारतीय नौसेना, जहाज, रासा
 बिहिमन, जहाज


7. The employees of the Service Provider should possess sound health and be free from any diseases, especially contagious & frequently recurring diseases. In this regard a Medical Certificate of fitness every 6 month shall be obtained for each employee from empanelled hospital of ESIC/Govt. Hospital/Authorized doctors at his cost and time. The same will be submitted to BHEL.
8. The Service Provider has to provide his employee at his own cost the Uniform, hand gloves, caps as decided by BHEL to Service Provider's employees and it will be mandatory for them to wear the uniform, hand gloves and Cap throughout the duty times. The Service Provider's employees will wash hands with soap every Two hours and before cooking or serving food items.
9. BHEL reserves the right to call upon the Service Provider to remove any person whom BHEL finds unsuitable for services on account of hygiene, health or conduct or any other reason and the Service Provider will be obliged to comply with the same.
10. The Service Provider shall not tap any fire hydrant / water point for obtaining water for his work without obtaining prior approval of the BHEL authorities.
11. The Service Provider has to deploy required manpower for canteen services on all working days and holidays if necessary.
12. Supervisor/Workers will not be changed by Service Provider so frequently until and unless so warranted.
13. Sub-contracting of the contract will not be allowed. If the Service Provider is found to be sub-contracting this contract, the contract will be terminated without any notice, payment and security deposit due at that time will be forfeited and service will be taken from other Service Provide on the basis of risk and cost principle.
14. The canteen services will be monitored by the Canteen Management Committee / BHEL designated officer appointed by BHEL, Jhansi and the operation of the canteen shall be conducted as per advise of the Canteen Management Committee particularly in selection of the menu, preparation, quality and hygiene and prices of food items etc.

(Signature)
 (JAMUNA PRASAD)
 प्रबंधक (कैंटीन एवं HR)
 BHEL (TP: HR: Canteen-23)
 जहानपुर, जहानपुर

15. The Service Provider shall ensure payment of notified minimum wage as applicable along with compliance of PF, ESI and additional insurance cover.
16. If the Service Provider wishes to make factory and Canteen visit before submission of its response to Tender, They would be facilitated with prior intimation and before the closing date.
17. The service provider shall be eligible on overall L-1 basis
18. **Security Deposit:** - An amount equal to 5 % of the awarded contract value shall be deposited by the Service Provider as security deposit towards fulfilment of any obligations in terms of the provisions of the contract. Security Deposit amount shall not carry any interest.
19. The validity of the bids shall be for **90 days** after the date of technical bid opening. Incomplete offer(s) will be rejected.
20. All other terms & conditions as per attached GTC ref. no. JHS 2055C R02.

B- General Terms & Conditions

- i) Bharat Heavy Electricals Limited, Jhansi, reserves the right to cancel/refloat this Tender, if necessary, without assigning any reasons whatsoever.
- ii) Last Date for submission of Tender: The letter of Tender with supporting documents must be submitted at Tender Room ADM Gate by 01.00 PM on 07.10.2022.
- iii) For security reasons, the Service Provider will be required to provide Authorisation of their representative visiting Bharat Heavy Electricals Limited, Jhansi.
- iv) The Company/Service Provider will be selected on Quality & Cost basis.


 (JAMUNA PRASAD)
 प्रबंधक (कैंटीन रूम रो)
 Manager (Canteen-Room)
 भारतीय भारती
 BHEL Jhansi

Annexure-1

General Information to be submitted by Bidders for Invitation of Tender for preparation and distribution of Meals and Tea/Snacks at BHEL Canteen of BHEL Jhansi for one year

TECHNO COMMERCIAL BID (PART- I)

1. Name of the Firm:

2. Address for communication:

3. Telephone nos. / Mobile nos.:

4. Contact Person Details:

5. Copies of Documents to be enclosed:

- a) Past Experience/Contract executed of similar works
- b) PF code no.
- c) ESIC code no.
- d) GST Registration Certificate
- e) Confirmation against Para 9 (of pg. 3)

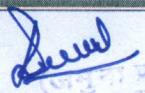
I hereby declare that the details furnished in response to this Tender are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false, I am aware that I may be held liable for it.

Date:

Place:

(Sign & Firm Seal)
Authorized signatory

Canteen Services at BHEL, TP Jhansi (UP) 284120 /


(JAMUNA PRASAD)
प्रबन्धक (भोजन एवं चयन)
Manager (Canteen-HR)
बी.एस.सी. जहानपुर
B.S. S. Jhansi

Annexure-2

BLANK PRICE BID (PART- II)**Tender No.- TP: HR: Canteen:2022-23****SUPPLIER'S NAME:**

Tender item no.	Description	Quoted rate in figure/words (in Rs.)	
		Figure	Words
1.	Preparation and distribution of Meals at BHEL Canteen Hall on labour charges basis. @Per Meal		
2 (a)	Preparation and distribution of Snacks. (a) Snacks/Piece		
2 (b)	Preparation and distribution of Tea. (b) Tea per Cup		

The service provider shall be eligible on overall L-1 basis

Date:

Place:

(Sign & Firm Seal)
Authorized signatory

Canteen Services at BHEL, TP Jhansi (UP) 284120 /

(Signature)
 (JAMUNA PRASAD)
 प्रबंधक (भोजनालय-TP)
 Meggaon, Canteen-HR
 बी.पी.ओ. जहानपुर, जिला
 महाराष्ट्र-431001