

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

Tender No. BHEL/SPORTS AUTH/HR/A PSU T/2024

Dated: 04.04.2024

**SUB. - TENDER FOR “OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR ALL INDIA PUBLIC
SECTOR VOLLEY BALL TOURNAMENT BEING HELD AT BHEL BHOPAL “**

NOTICE INVITING TENDER

GENERAL TERMS & CONDITIONS

NAME OF WORK : OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR ALL INDIA PUBLIC SECTOR VOLLEY BALL TOURNAMENT BEING HELD AT BHEL BHOPAL

Last date & time for submission of sealed tender: **08/04/2024; 15:00 Hrs**

Date & time of opening the tender: **08/04/2024; 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 Sports Complex for All India PSU Volleyball Tournament from 15.04.2024 to 18.04.2024 and the Company desires of engaging an agency to provide catering and Tentage 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 Sports complex, Govindpura, BHEL Bhopal.

2.4 Approximately 150 persons daily 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 be unlimited.**

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.

3. FACILITIES PROVIDED BY BHEL

- a) Space allotted for Catering & Tent Services by BHEL 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 for 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 and will be according to description as mentioned in price schedule.

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 agency 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 Township area 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 Sports complex or any other place as communicated by BHEL, 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. It will also be ensured that there will be no delay in providing the services, in case agency ensures to prepare food at their own premises.
- 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. Material shall be stored in close custody and all the raw materials will be covered, maintaining best standards.
- 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. **Cooking staff as well as serving staff will wear clean dress with head cap all the time.**
- 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. Ceramic plates, bowls & designer steel spoons for dining, use & throw paper water tumblers, tea/coffee paper cups should be arranged by the contractor at his own cost. **No Single use plastic items shall be used.**
 - v. Soiled vessels and utensils, soiled table wares, Service dishes etc., from dining halls/ground should be cleaned thoroughly with detergents and stacked neatly at appropriate storing places marked for each item.
 - vi. Waste foods and other debris collected from kitchen area, dining halls, rooms etc, shall be deposited at bins provided for that purpose. Safe disposal of the same will be responsibility of the agency.
 - 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. 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, 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/supervisor 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 60 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.
- vi. In case of shortfall in quality of ingredients, quantity of food items, soiled vessels, dirty clothes/table wares tentage, deduction shall be done at the rate of 10% of cumulative value of services provided per day.

For example, If arrangement has been made for 100 plates with cost of per plate as Rs 1000 and tentage services as Rs 40000 for four days, deduction for shortfall in any of the standards will:

Penalty: $((Rs\ 1000 * Rs100 + Rs\ 40000/4) * 10) / 100 = Rs\ 11000$

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 ALL INDIA PUBLIC SECTOR VOLLEY BALL 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/deviations shall be entertained by BHEL and shall result in rejection of offer.**
- iii. Tenderer shall mention Name of supervisor/contact person for the event along with his contact no. which shall be in service during event.
- iv. Name of the tenderer should be written on the sealed envelope.
- v. The duly filled-in and signed Tender documents should be sealed in a cover superscribing **“OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR ALL INDIA PUBLIC SECTOR VOLLEYBALL TOURNAMENT 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.
- vi. 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 BID

SCHEDULE-'A'						
Annexure I- To be quoted by agency						
Name of work:- OUTSOURCING OF TENTAGE AND CATERING SERVICES FOR ALL INDIA PUBLIC SECTOR VOLLEY BALL TOURNAMENT BEING HELD AT BHEL BHOPAL						
Sr. No.	Description of work	Quantity (A)	Unit of measurement	No. of days (B)	Unit rate (in Rs.) (C)	Amount (in Rs.) =A*B*C
1	Tent arrangement at Volleyball ground consisting of :					
1(a)	White house tent with draping at two locations of Volleyball Ground of size 30 feet * 15 feet * 15 feet each for 4 days	2	per segment	4		
1(b)	Plastic chairs in good condition	150	per chair	4		
1(c)	VIP metal chair with cover	40	per chair	2		
1(d)	Red Carpet at stage area(5*30ft)	8 roll	per roll	4		
1(e)	Centre Table	3	per table	2		
1(f)	Official Table	5	per table	4		
1(g)	Wall size (75 feet * 60 feet*) with carpet over whole area with gate and 6 round table at dining area with 6 VIP chairs for each table covered with white cover and drapes as per Illustration A. Note: Tables shall be covered with clean cover and drapes. These will be changed on daily basis.	1	Per segment	4		
1(h)	Chilled R.O Water dispenser with table and disposable paper glass	10	Per no.			
1(i)	Water bottle (500ml.)	480	Per Bottle	1		
1(j)	Real/Tropicana/B natural (Juice) tetra pack 1000 ml. of approved	120	Per no.	4		
1(k)	Dustbin of capacity 100 litres or more with Garbage disposal bags	4	Per no.	4		
1(l)	Tent of size (12 feet*15feet * 15 feet)	1	1	4		
1(m)	Jumbo tent cooler of capacity 100 litre of more of make kapsun/ nuspak etc.	4	Per no.	4		
2	Catering Arrangement for Players/match officials at BHEL Sports complex, Basketball ground as per schedule mentioned at Annexure 2 :					
2(a)	Evening Snacks packet as mentioned at annexure-1	500	per plate	1		
2(b)	Dinner as mentioned at Annexure 2 on per plate basis	390	per plate	1		
2(c)	VIP Dinner as mentioned at Annexure 3 on per plate basis	200	Per plate	1		
Note	All cutleries/Utensils shall be cleaned on regular basis. Utensils/serving bowl shall be of highest quality, Ceramic cutleries shall be used .Spoons shall be of SS and no single use plastic shall be used.					
	Total price inc5% GST					

To be quoted by agency.

1. Quantities are anticipated which may change according to the situation.
2. Quantity shall be confirmed by 12.04.2024 for confirmed plates which may undergo change during course of the work.

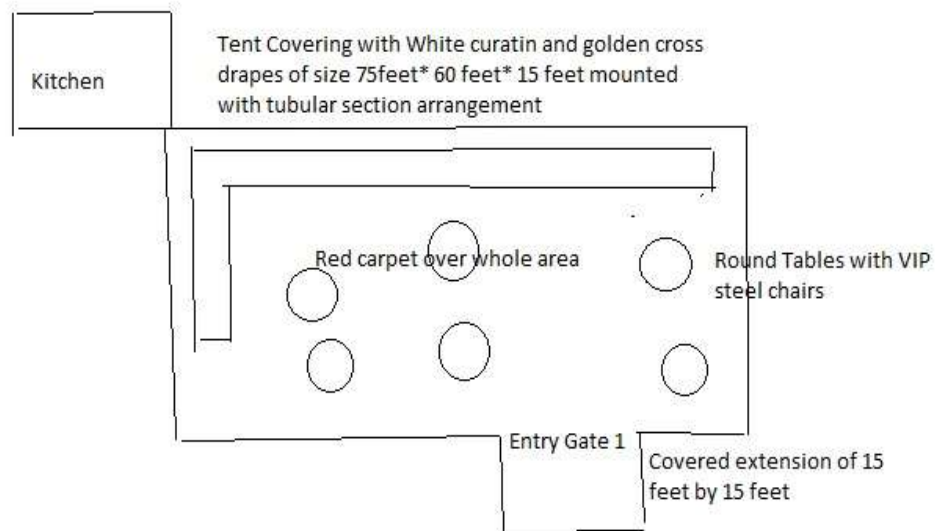


ILLUSTRATION A

Annexure-1

SCHEDULE OF CATERING SERVICES					
Sl no.	Date	Services	Qty Per Person	Anticipated qty	Location
1	15.04.2024	Evening Snacks	Evening Snacks packet consisting of 1.One samosa 2. Banana 3. Coffee & Tea (150ml)	150	
2	15.04.2024	Dinner	Unlimited	130	
3	16.04.2024	Evening Snacks	Evening Snacks packet consisting of 1.Bread Pakora 2. Banana 3. Coffee & Tea (150ml)	150	
4	16.04.2024	Dinner	Unlimited	130	
5	17.04.2024	Evening Snacks	Evening Snacks packet consisting of 1.Kachori 2. Banana 3. Coffee & Tea (150ml)	150	
6	17.04.2024	Dinner	Unlimited	130	
7	18.04.2024	Evening Snacks	Evening Snacks packet consisting of 1.Aloo Bada 2. Banana 3. Coffee & Tea (150ml)	150	
8	18.04.2024	Dinner	VIP DINNER .	200	

Annexure-2 – Details of Catering Dishes to be Served during Tournament			
Menu			
Dinner menu for S.no 2,4 & 6	Breads (Any Two)	Chapati/Poori/Tandoori roti	
	Rice Preparation (Any one)	Peas Pulao/ Plain rice/Zeera Rice/Veg Biryani	
	Dal preparation	Dal/Dal Makhni /Dal tadka	
	Soup (Any Two with one from each category)	Veg Soup : Tomato Soup/Veg Clear/Manchow Soup Non veg Soup : Chicken Soup/Chicken Manchow/Chicken clear	
	Starter (One from each category)	Veg: Chilly paneer/Paneer tikka/Hara Bhara Kebab Non veg : Chilly Chicken/Chicken tikka/Fish tikka	
	Main Course Non Veg	Chicken Curry/ Chicken Kolhapuri /Mutton Curry/Mutton Rogan Josh	
	Main Course Veg	Mutter Paneer/Butter Paneer/Kadai Paneer	
	Any One	Mix Veg/Bhindi Masala/ Seasonal Veg/Veg Kolhapuri	
	Any One	Curd/Vegetable Raita/Fruit raita	
	Any One	Gulab Jamun/Moong Halwa/Jalebi	
	Papad	Fry and Dry	
	Salad (Any Two)	1. Veg Salad 2. Kachumber salad 3. Sprouts	
		Pickle	
	Sweet (Any one)	1.Gulab Jamun 2. Shahi Tukda 3. Sewaiyan Kheer with dry fruits 4. Moong Halwa 5. Chocolate Brownie 6. Gajar Halwa	
Note : All utensils shall be ceramic cutlery.			

Annexure-3 – Details of Catering Dishes to be Served on 18 th April as VIP Dinner			
Menu			
VIP DINNER	Breads (Any Two)	Chapati/Poori/Tandoori roti/missi roti	
	Rice Preparation (Any two)	Peas Pulao/ Plain rice/Zeera Rice/Veg Biryani/Curd Rice (Rice shall be Basmati)	
	Dal preparation	Dal/Dal Makhni /Dal tadka	
	Soup (Any Two with one from each category)	Veg Soup : Tomato Soup/Veg Clear/Manchow Soup Non veg Soup : Chicken Soup/Chicken Manchow/Chicken clear	
	Starter (One from each category)	Veg: Chilly paneer/Paneer tikka/Hara Bhara Kebab Non veg : Chilly Chicken/Chicken tikka/Fish tikka	
	Main Course Non Veg (Any Two)	Chicken Curry/ Chicken Kolhapuri /Mutton Curry/Mutton Rogan Josh	
	Main Course Veg	Mutter Paneer/Butter Paneer/Kadai Paneer	
	Any One	Mix Veg/Bhindi Masala/ Seasonal Veg/Veg Kolhapuri	
	Any One	Curd/Vegetable Raita/Fruit raita	
	Papad	Fry and Dry	
	Salad (Any Two)	1. Veg Salad 2. Kachumbar salad 3. Sprouts	
		Pickle	
	Sweet (Any two)	1.Gulab Jamun 2. Shahi Tukda 3. Sewaiyan Kheer with dry fruits 4. Moong Halwa 5. Chocolate Brownie 6. Gajar Halwa	