

**Single tender for catering services during BHEL AGM  
at Manekshaw Centre on 22<sup>nd</sup> September, 2016**



**Bharat Heavy Electricals Single  
BHEL House, Siri Fort, New Delhi-110049  
Tel: 011-66337426, Fax: 011-66337428**

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**Bharat Heavy Electricals Ltd.**  
**BHEL House, Siri Fort, New Delhi-49**

**Corporate Office**

Ref: No.AA:GAX:AGM:16-17:01  
Date: 16/08/2016

**Last date of submission of tender – By 14:30 Hrs. on 20/08/2016**  
**Due date for opening of tender – At 15:00 Hrs. on 20/08/2016**

**Sub: Single tender for arrangement of catering services**  
**on 22/09/2016 in Manekshaw Centre**

Bharat Heavy Electricals Ltd.(BHEL) is inviting sealed tender in single part from M/s Manekshaw Centre for providing catering services during Annual General Meeting on 22/09/2016 in Manekshaw Centre, Parade Road, Khyber Lines, Delhi Cantt. New Delhi as per details mentioned further in this NIT. The complete tender enquiry (NIT) with terms and conditions is available on BHEL web site (<http://www.bhel.com>) and **CPP portal** for downloading. The last date for submission of sealed tender is 20<sup>th</sup> Aug. 2016 by 02.30 PM. **Only M/s Manekshaw Centre can participate in this tender due to restriction imposed by the venue authorities.**

**"All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on BHEL website (<http://www.bhel.com>) and CPP portal only hence bidders are advised to visit the website(s) regularly to keep themselves updated".** For any clarification, please contact Mr. R B Rai, Asst. Engineer, BHEL, Corporate Office, New Delhi. (Ph.-011-66337426, Mob.9560947575 & FAX : 011-66337428, E-mail: [rbrai@bhel.in](mailto:rbrai@bhel.in)).

For & on behalf of BHEL

(Amit Wadekar)  
Sr. Engineer (HR-GAX)

Phone no.: 011 – 66337426  
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**Bharat Heavy Electricals Single  
BHEL House, Siri Fort, New Delhi-110049  
Tel:011-66337426, Fax:011-66337428**

To  
M/s Manekshaw Centre,  
Parade Road, Khyber Lines, Delhi Cantt.

Ref: No.AA:GAX:AGM:16-17:01  
Dt. 16<sup>th</sup> Aug. 2016

**Sub: Single tender for arrangement of catering services  
on 22/09/2016 in Manekshaw Centre**

BHEL is holding its Annual General Meeting on 22<sup>nd</sup> Sep, 2016 at Manekshaw Centre. BHEL requires catering services as per details given in annexure 'A'. You are requested to submit your most competitive sealed bid in single part exactly as per details given in annexure 'A' for the subject work.

**1. TERMS & CONDITIONS OF TENDER:**

- 1.1 The tender enquiry No. & due date must be legibly super scribed on the envelope.
- 1.2 Tenders shall be received and opened at BHEL House, Siri Fort, New Delhi on the due date and time as mentioned above in the presence of finance representative and bidders or their authorized representatives who may like to be present.
- 1.3 Tenders should be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 1.4 The offers shall remain valid for 90 days period from the due date of opening of bids.
- 1.5 BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 1.6 Tenders received after due date & time are liable to be rejected.
- 1.7 **BHEL reserves the right to increase the quantity by 15% of contract value at short notice of less than 24 hrs during the conduct of AGM at the same rates and terms & conditions of this contract and successful bidder will have to supply the same within stipulated time.**
- 1.8 Each page of the tender document must be stamped and duly signed by tenderer.
- 1.9 Price quoted by the tenderers will be firm and no escalation on account of labour or material or taxes or any reason whatsoever will be paid to the successful tenderer for execution of the above work.
- 1.10 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations.





- 1.11 Evaluation of the tenders will be done on the basis of total cost to company. If at any point of time, it is found that there is mismatch/discrepancies in price bid between unit price and total price (which is obtained by multiplying the unit price by quantity), the unit price shall prevail and the total price shall be corrected accordingly, unless in the opinion of the purchaser, there is an obvious misplacement of decimal point in the unit price, in which case the total price as quoted shall govern and unit price corrected accordingly.
- 1.12 The Catering services in all respect must be ready by 06:30 AM in the morning on 22<sup>nd</sup> Sep, 2016 at Manekshaw Centre along with service boys in proper uniform for filling of snacks item in disposal plates for serving to shareholders, volunteers, supporting staff etc., failing which penalty @ 10% of total amount of bill will be levied. *The disposable plates served with snacks must be covered with new net cloth to maintain hygiene.*
- 1.13 The quality must be of high quality and hygienic. Penalty @10% of total value of bill will be levied against any complaint regarding poor quality of snacks items or delay in catering service.
- 1.14 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- 1.15 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
- 1.16 Date of packing and date of expiry must be printed on cold drinks and packed soan papdi etc.
2. **PAYMENT TERMS:**
- 2.1 Full and final payment will be released by BHEL only after successfully completion of work. Payment will be released through NEFT within 20 days approximately after submission of bill, for which party will have to submit its bank details as per requirement after award of work.
- 2.2 Tenderers are requested to go through the scope of work as per tender enquiry, visit the site location etc. and get fully acquainted with the place of delivery to get all their doubts, if any, clarified by contact person mentioned in tender enquiry before submitting the offer.
- 2.3 Purchase Order will be placed on the lowest bidder for complete scope of work.
- 2.4 Penalty will be levied by BHEL as per clause No. 1.12 &1.13 of the tender enquiry on account of delay or poor quality of contents/services.
- 2.5 As per company policy, no advance will be given to bidders. The payment will be made to the successful bidder after completion of work only and deduction of TDS etc if any, will be done as per income tax act.
- 3.0 **LAWS GOVERNING THE CONTRACT:**

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.



#### **4.0 JURISDICTION OF COURT:**

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

#### **4.1 DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE**

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.
- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

#### **5.0 SCOPE OF WORK:**

As per Price Bid Format enclosed at Annexure-A

*[Handwritten signature]*

#### **6.0 PROCEDURE FOR SUBMISSION OF SEALED TENDERS:**


The offer is to be submitted in a sealed envelope along with the documents mentioned below from sl.no. (a) to (f) and should be super-scribed as "Bid for Catering services due on 20/08/2016". **Price should be quoted exactly as per Price Bid Format (Annexure A) of this tender enquiry and should be kept in sealed envelope.**

- a) Price bid format given in Annexure-A
- b) No deviation certificate as per Annexure – B
- c) Declaration as per Annexure-C
- d) Personal Details as per Annexure-D
- e) The complete tender enquiry signed and stamped on each page by tenderer.
- f) Check list Annexure-E

#### **Contact person**

R B Rai  
Asst. Engineer (HR-GAX)  
Bharat Heavy Electricals Single  
BHEL House, Siri Fort, New Delhi – 110049.  
Phone No.: 011 – 66337426, Mob: 9560947575  
Fax: 011 – 66337428 , E-mail: rbrai@bhel.in

For & on behalf of  
Bharat Heavy Electricals Ltd.

  
(Amit Wadekar)  
Sr. Engineer (HR-GAX)

Enclosures: As above

**Annexure-A**

Price bid for catering services during 2016 AGM on 22/09/2016 in Manekshaw Centre				
Sl. No.	Items details	Quantity	Rates (Rs.)	Amount (Rs.)
1	Snacks menu- (i) Packed Soan Papdi cup (ii) Coconut burfi (not less than 45 g.) (iii) Veg cutlet (iv) Veg Patties <b>Note: All above four items, one each will be served by your men in good quality hard disposable plates, to be provided by you and minimum guaranteed No. of snacks plate is 4000 Nos.</b>	4000		
2	Nimboos in packed disposable plastic glass (In cold condition)	3300		
3	Tea/ coffee	1200		
4	Mineral water jar Bisleri (20 lit.) with 2 dispensers	20		
5	Water bottles 1/2 lit.(Bisleri)	60		
6	Service boy with proper uniform	10		
7	Silver service for VIPs, Menu consists of: Tea/coffee/soft drink/coconut water on arrival at 9 AM, Tea/coffee/soft drink/coconut water, Dhokla, Mini veg patties, Sweet - 03 varieties Puff small after AGM at 11 AM	For about 30 people		
8	Other charges, if any			
9	Taxes , if any			
10	<b>Total</b>			

**Note: (i)** There should not be any over-writing in rates.

(ii) The evaluation of tender will be done on the basis of overall cost to company (incl. of all taxes and charges) i.e. Sl.No. 10 in Price Bid Format above.

(iii) The terms and conditions specified by BHEL in the tender enquiry are acceptable to us.

(iv) Minimum guaranteed No. of items mentioned at S.No.1,2&3 is 4000, 3300 & 1200 respectively. However you have to make arrangement for additional requirement arising at the venue within a short notice of two hours.

Signature  
Name and address of bidder  
Contact Number

**Annexure-B**

**No Deviation Certificate**

This is to certify that our bid has no deviation as per tender enquiry.

Date:

Authorized signatory

(With sign. & stamp)





DECLARATION

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court . Also We have read and understood all the terms and conditions of this tender enquiry and agree in letter and spirit of tender enquiry.

Date:

Authorized signatory  
(With seal)



**Personal Details**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Bidder	
8	Website address if any	

**Signature & Seal of the Bidder**

**CHECK LIST**

<b>Sl.No.</b>	<b>Documents attached</b>	<b>Yes/No</b>
1	Price Bid Format	
2	No Deviation certificate	
3	Declaration	
4	Signed tender enquiry	
5	Personal details	

(Signature & Seal of the Bidder)

