

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
(भारत सरकार का उपक्रम)
पावर सेक्टर - पश्चिमी क्षेत्र
श्रीमोहिनी काम्पलेक्स, 345, किंग्सवे
नागपुर - 440 001



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Power Sector - Western Region
Shreemohini complex, 345 Kingsway
Nagpur - 440 001

फोन / Phone: 0712- 3048600 फैक्स / FAX: 0712- 3048699 www.bhelpswr.co.in

T S Ref: BHE/PW/PUR/HQ-CATERING/1857

Date: 15/12/2017

Bharat Heavy Electricals Ltd (A Govt of India Undertaking)
Shree Mohini Complex, 345 Kingsway,
NAGPUR-440 001
Tel. Nos. 3048600; Fax: 3048699

TENDER SPECIFICATION NO: BHE/PW/PUR/HQ-CATERING/1857

SCOPE OF WORK: PREPARATION AND SERVING OF VEG LUNCH AT BHEL/PSWR HEADQUARTER,
NAGPUR

CONTRACTOR

ISSUING OFFICER

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PART - 1 - TECHNICAL BID

NOTICE INVITING TENDER

1. TENDER SPECIFICATION NO: BHE/PW/PUR/HQ-CATERING/1857
2. Name of the work: PREPARATION AND SERVING OF VEG LUNCH AT BHEL/PSWR HEADQUARTER, NAGPUR.
3. Duration of Contract: **24 Months** (AS PER TERMS & CONDITIONS STIPULATED IN TENDER)
4. Earnest money deposit: **Rs 48,400/-** (MSE Bidders are requested to refer the clause No 25)
5. Date of Pre-Bid Meeting: **29/12/2017; 11.00 Hrs**
6. Last date and time for submission: On or before 15.00 Hrs on 05.01.2018
7. Date and time for tender opening: At 16.00 Hrs on 05.01.2018
8. Place of submission of complete tender (either through Reg Post or by Hand):
Addl General Manager (PUR)
BHEL PSWR,
SHREE MOHINI COMPLEX, 6TH FLOOR
345 KINGSWAY
NAGPUR- 440 001

This tender document, General Instructions to the bidders, Scope of work and Terms & Conditions, Price bid etc. as follows.

1. SECTION: I- GENERAL INSTRUCTIONS TO TENDERERS
2. SECTION: II-SCOPE, SPECIAL TERMS AND CONDITIONS OF THE CONTRACT
3. ANNEXURE: I-FORMAT FOR NO DEVIATION CERTIFICATE
4. ANNEXURE: II-FORMAT FOR SEEKING CLARIFICATION
5. ANNEXURE: III-PRICE FORMAT/PRICE BID
6. ANNEXURE: IV- BRANDS OF CONSUMABLES PERMISSIBLE
7. ANNEXURE: V-REGULAR LUNCH MENU
8. ANNEXURE: VI-FORMATE FOR UNQUALIFIED ACCEPTANCE
9. ANNEXURE: VII-MSE ANNEX
10. ANNEXURE: VIII-CHECK LIST
11. ANNEXURE: IX-Important Information

Note: The tenderer shall return the duly filled in Tender Documents after affixing signature on all pages.

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PRE-QUALIFICATION CRITERIA (PQR)

Bidder shall essentially meet all the Qualifying Requirements (i.e. I, ii, iii & iv) as under, in last seven years from latest date of bid submission:

- i) Agency should have valid Indian PAN NUMBER and GST registration. Agency has to submit the copy of same.

AND

- ii) Agency must be having a FSSAI Certificate and an operational kitchen facility within a radius of **6 (six)** kms from BHEL office premises (Shreemohini Complex, Kingsway, Nagpur) since last three years. This shall be physically verified by BHEL and a proof of such functional kitchen should be provided by the agency at the time of bidding. Agency will have to prepare the food in such kitchen only.

AND

- iii) Bidder should have an experience of similar work against a single work order in the last seven years from latest date of offer submission to an office establishment having manpower of not less than **100** (One hundred) persons in a single sitting.

Note: "Similar Work" shall mean work order executed for Supply of meal in Office/ Factory/Establishment/ Railway Establishment/ Educational Institution/ Corporate/ PSU etc. Bidder shall submit Copy of Work Order/ Award Letter and its Completion Certificate, certificate to the effect of work under execution or running contract.

AND

- iv) Bidder should have positive total income not less than **20 lakhs** as per ITR acknowledgement Sl.no 3 in the last three financial years ending on 31.03.2017 i.e. F.Y. 2014-15, F.Y. 2015-16 and F.Y. 2016-17. Vendor should submit Income Tax Return copy/ Acknowledgement receipt for last 03 financial years in support of the above requirement.

Note: Where ITR for F.Y. 2016-17 is not available due to pending audit due date, the last three F.Y. will be considered as F.Y. 2013-14, F.Y. 2014-15 & F.Y. 2015-16.

Note: BHEL reserves the rights to cross check the authenticity of the documents submitted against PQR from the issuing Agency.

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SECTION-I

GENERAL INSTRUCTIONS TO TENDERERS

1.0 This tender specification as a whole, duly furnishing the following details, shall be duly signed in each and every page and sent in a sealed cover super scribing "PREPARATION AND SERVING OF LUNCH AT BHEL/PSWR HEADQUARTER, NAGPUR" at stipulated address, as per prescribed menu and supply schedule set by BHEL.

2.0 Tenderer should submit their offer in line with this tender document only.

2.1 **PART-I** : The tenderer should deposit their Earnest Money as indicated in this Tender.

2.2 **PART-II** : The tenderer should submit the following documents:

- A list of credentials, i.e. proof of award of work by Central/State Govt, PSUs and leading Private Sectors in support of experience in the relevant field.
- Details of present job(s) being handled/working experience.
- Attested copies of partnership deed, power of attorney (if applicable).
- No deviation certificate (As per the tender documents).
- Copies of Valid PAN No & GST REGN. Number etc. with Certificate as mentioned in our pre-qualification requirement criteria.

2.3 **PART-III**: Complete price offer in line with prescribed price bid schedule duly filled in all respect should be submitted in a separate sealed envelope.

The tender shall be addressed to:

Addl General Manager (PUR)
BHEL PSWR,
SHREE MOHINI COMPLEX, 6TH FLOOR
345 KINGSWAY
NAGPUR- 440 001

3.0 Tenders if submitted by post shall be sent by "REGISTERED POST WITH ACKNOWLEDGEMENT DUE". Tenders received after the due date is liable to be rejected. Tender papers may also be submitted by hand delivery or Courier Services or deposited in Despatch Section of BHEL.

4.0 Tenders shall be opened by the authorised official(s) of BHEL at their office. The time and date of tender opening will be intimated at a later date. The tender shall be opened in presence of Bidders or their authorised representative who wish to be present. Such representatives must bring with

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them their authorisation letter during opening of the price bids. For any clarification, the tenderers should contact authority inviting tenders.

5.0 The bidders shall thoroughly go through all the clauses/specifications, terms and conditions stipulated in the Tender documents. In case, the bidders have any doubt about the meaning of any portion of the tender specifications or the tender documents issued are incomplete or require clarification on any of the technical aspect, scope of work, etc. they shall at once contact the authority inviting the tender for clarification before submission of their offer.

6.0 Before submitting their offers, the bidders are advised to visit/inspect the BHEL/ PSWR premises located at Sri Mohini Complex, 345 Kingsway, Nagpur-440 001 and get themselves well acquainted with the working atmosphere and other prevalent conditions, facilities available. No claim shall be entertained later, on the grounds of lack of knowledge.

7.0 Bidder must furnish all the required information as per the instructions given in various sections of the tender specification. Each and every page of the tender specification must be signed and submitted along with the offers by the bidders as a token of complete acceptance thereof.

8.0 The bidder shall quote the rate(s) in English language and international numerals. The rate(s) shall be in whole rupees. The rate(s) shall be entered in figures as well as in words. For the purpose of the tender the metric system of units shall be used.

9.0 All entries in the tender shall either be typed or be in written form. Erasures and overwriting are not permitted. Such Tenders may be liable to summarily rejected. All cancellations, insertions, overwriting, etc. shall be duly attested by the bidders.

10.0 "TENDER SPECIFICATIONS" shall mean the "Specific conditions, technical specification, site information pertaining to work" for which the bidders are required to submit their offer.

11.0 "LETTER OF INTENT" shall mean the intimation by a letter to the bidders that his/her tender has been accepted in accordance with provisions contained in that letter. The responsibility of the contractor commences from the date of issue of this letter or any other date if explicitly mentioned in the letter and all the terms and conditions of the contract are applicable from this date.

12.0 **SUBMISSION OF TENDERS:** All tenders shall be submitted in THREE PARTS as under:

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PART-I

12.1 All the bidders are required to submit the following documents in a sealed cover super scribing "TECHNO COMMERCIAL BID" on the top of the envelope.

- A statement giving particulars duly supported by documentary evidence of satisfactory performance of services rendered/being rendered for works of similar nature by the bidder in reputed State/Central Govt./PSUs/Private Sectors etc.
- An attested copy of the Power of Attorney in case the tender is signed by an individual other than the Proprietor.
- All other documents as stated in Clause No.2.2, Part-II of Section-I.

In Case of Individual : His full name, mailing address, Fax No., Telephone No., e-Mail ID and place and nature of business are to be submitted.

In case of Partnership Firm: The names of all the partners and their addresses along with a copy of the partnership deed, instruments of partnership duly certified by Public Notary are to be submitted.

In Case of Companies: Date and place of registration including date of commencement certificate in case of Public Limited Company (Certified copies of Memorandum of Association are to be furnished), Nature of business carried out by the company and provisions of the Memorandum relating thereof as well as names and particulars including addresses of all the Directors and their previous experience, as well as their financial condition are to be submitted.

12.2 PART-II: EARNEST MONEY DEPOSIT

- Every Tender must be accompanied by the prescribed amount of interest free Earnest Money Deposit to be submitted in a Sealed Cover super scribed as "**EARNEST MONEY DEPOSIT**". An amount of **Rs. 48,400/-** (Rupees Forty Eight Thousand & Four Hundred only) is to be deposited as Earnest Money which shall be remitted either in cash (as per Income Tax Act) or by a Crossed Demand Draft/Pay Order drawn on any nationalised bank in favour of "**Bharat Heavy Electricals Limited**", payable at Nagpur.
- Tenders received without Earnest Money in full, in the manner prescribed above, are liable to be rejected.
- In case of successful bidders, the Earnest Money deposited shall be retained and it may be adjusted towards security deposit.
- In case of unsuccessful bidder, the Earnest Money deposited will be refunded to them within a period of Fifteen days from the date of issue of LOA to the successful bidder without any interest.
- BHEL reserves the right to forfeit the Earnest Money Deposit in case the successful bidder:

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- i) Fails to start the work as may be indicated in the Letter of Award.
- ii) After opening of tender revokes his tender within stipulated period or alters his earlier quoted rates, terms & conditions.
- iii) Fails to communicate unqualified acceptance to the Letter of Intent within fifteen days from the date of issue of Letter of Intent.

12.3 **PART-III: PRICE BID:** The Bidder shall go through all the Sections and Annexures and quote Lump Sum Rate per Lunch accordingly, in a Sealed Cover in the format enclosed.

13.0 The price bids of only those Bidders will be opened whose "Techno-Commercial Bid" and the Earnest Money Deposit requirements are found to be in order and acceptable to BHEL.

14.0 **AUTHORISATION & ATTESTATION:** Tenders shall be signed by persons duly authorised/empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with the tenders.

15.0 **EXECUTION OF CONTRACT:** The responsibility of successful Bidder under this contract commences from the date as specified in the Letter of Intent by BHEL.

16.0 **SECURITY DEPOSIT (SD):** Total amount remitted towards E.M.D. by successful bidder shall be retained till the closure of the contract. However, it shall be converted into Security Deposit progressively in line with the issued work order. The total amount of security deposit for the said contract shall be **2.5% (Two & Half Percentage)** of the order value. Balance amount pertaining to SD, as applicable shall be deposited by the means of bank guarantee or in some other form, before starting the contract. Security Deposit shall not carry any interest.

17.0 **RETURN OF SECURITY DEPOSIT:** After the successful completion of the contract period the Security Deposit shall be returned.

18.0 REJECTION OF TENDER & OTHER CONDITIONS:

The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves thereof rights for the following without assigning any reason whatsoever.

- a) To reject any or all of the tenders
- b) To split up the work amongst two or more bidders.
- c) To award the work in part

19.0 Conditional tenders containing absurd or unworkable rates and amounts and tenders which are incomplete and otherwise defective and tenders which are not in accordance with the tender conditions and specifications, etc. are liable to be rejected.

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20.0 If a Bidder expires after his submission of the tender or after the acceptance of his tender, BHEL may at their own discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of tender, BHEL may cancel such tender at their discretion unless the firm retains its character.

21.0 If the Bidder deliberately gives wrong information in this Tender, BHEL reserves the right to reject such Tender at any stage or to cancel the contract, if awarded and forfeit the EMD/Security Deposit.

22.0 Should a Bidder or contractor or in the case of a firm or company one or more of its partners/shareholders/Directors have relatives employed in the capacity of an Officer in BHEL, the authority in BHEL inviting the Tender shall be informed of the fact along with name of the Officer, failing which BHEL may at its sole discretion reject the Tender or cancel the contract and may forfeit the EMD/SD.

23.0 The successful Bidders should not sub-contract the part or complete the work detailed in this tender specification undertaken by him. The Bidder is solely responsible to BHEL for the work awarded to him. Any deviation in this regard will entail termination of such contract by BHEL at the risk and responsibility of the contractor.

24.0 No deviation from the tender specification shall be acceptable to BHEL. Bidders shall confirm their unqualified acceptance of the terms and conditions by giving an undertaking that they have not taken any deviation from the terms and conditions of the Tender.

25.0 VALIDITY OF OFFER:

The rates in the Tender shall be kept open for acceptance for a minimum period of six months from the date of opening of tenders. If a Bidder withdraws or revokes his tender or revised the tender rates and/or conditions for any item within the aforesaid period, his Earnest Money Deposit is liable to be forfeited. In case BHEL calls for negotiations, such negotiation shall not amount to cancellation or withdrawal of the original offer which shall be binding on the bidders.

26.0 SETTLEMENT OF DISPUTE AND ARBITRATION:

Except as otherwise specifically provided in the Contract all disputes concerning questions of fact rising under the contract shall be decided by BHEL subject to a written appeal by the Contractor to BHEL whose decision shall be final to the parties hereto.

Any disputes or differences including those considered as such by only of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

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If any dispute or differences of any kind whatsoever shall arise between BHEL and the contractor, arising out of the contract for the performance of the work whether during the progress of termination, abandonment or breach of the contract, it shall in the first place be referred to and settled by Head (HR), BHEL., PSWR., Nagpur., Who within a reasonable period after being requested shall give written notice of his decision to the contractor. Save as hereinafter provided, such decision in respect of every matter so referred shall forthwith be given effect to by the contractor who shall proceed with the work with all due diligence, whether he or BHEL required arbitration as hereinafter provided or not.

If after the Head (HR) has given written notice of this decision to the party, no claim to arbitration has been communicated to him by the party within 30 days from the receipt of such notice, the said decision shall become final and binding on the parties. In the event the contractor is dissatisfied with any such decision or if amicable settlement cannot be reached then all such disputed issues shall be referred to the sole arbitration of the person appointed by the Competent Authority of BHEL.

The parties to the contract understand and agrees that there will be no objection to any such appoint that the arbitrator so appointed is a Government Servant or in the employment of BHEL, that he had to deal with the matters to which the contract relates and that in the course of his duties or any of the matter in dispute or difference as a Government servant or as an employee of BHEL, he had expressed views in all or any of the matter in dispute or difference. The award of the arbitrator shall be final and binding on the parties to this contract.

In the event of arbitrator dying, neglecting or refusing or resigning or transferred or being unable to act for any reason or his award being set aside by the Court for any reason, it shall be lawful for the Competent Authority or his successor, as the case may be, either to act himself as the arbitrator or to appoints another arbitrator in place of outgoing arbitrator in the matter aforesaid.

The arbitrator may from time to time with the consent of both the parties to the contract enlarge the time for making the award.

Work under the contract shall continue during arbitration proceeding unless BHEL shall order the suspension or termination thereof or any part thereof of the work or any portion of the work.

Subject arbitration as aforesaid, shall be conducted in accordance with the provision of Indian Arbitration Act, 1940 or any statutory modification or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under the clause. The venue of the arbitration, if any, shall be Nagpur.

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27.0 BHEL reserves the right to visit the Kitchen of the Bidder / Tenderer before awarding the contract, any time without prior intimation for assessment with respect to hygiene aspects such as Cleanliness, Storage Facility, Smoke Exhaust System, Water Source, Drainage System, Waste Disposal System, Lighting, Ventilation, Food Preparation & Handling and Quality of Ingredients etc.

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SECTION-II

SCOPE, SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

Following are the scope, special terms and conditions of the contract.

- 1.0 Lunch according to the menu given will be prepared at the Contractor's Kitchen, transported to BHEL Office and served to our staff at Contractor's Cost as per the quantity specified, in thalies/plates by the Contractor's service personnel at BHEL PSWR HQ, 5th & 6th floor, Shri Mohini Complex 345, Kingsway, Nagpur.
- 2.0 The contractor is required to prepare lunch at his own kitchen and serve safe & hygienic hot Lunch as per the requirement at BHEL office Shri Mohini Complex 345, Kingsway Nagpur. Food items, cooking utensils, gas burner including cooking gas, etc. for preparation of Lunch (as per prescribed menu) & supply of cooked food shall be under the scope of the contractor. The contractor has to serve the lunch to BHEL's staff and guests at BHEL office, 345 Kingsway Nagpur on all working days & also on holidays of BHEL as & when required.
- 2.1 BHEL reserves the right to visit/inspect the Kitchen of the contractor, anytime without prior intimation for inspecting the quality & hygiene of the ingredient used for cooking purpose as per the menu attached.
- 3.0 The Steel Boxes/Plates, bowls, spoons etc. for the purpose of serving hot cooked lunch at BHEL office will be provided once in the beginning of the contract by BHEL and are to be cleaned, washed by using detergent powder in boiled water daily by the contractor at his own cost. The contractor shall be solely responsible for taking care of all the items provided by BHEL. In case of any loss/damage to the items provided, the same shall be replaced by the contractor having the same specifications as was provided initially. BHEL reserves the right to accept/deny the quality & specification of the item so replaced.
- 4.0 **SERVICES TO BE RENDERED BY THE CONTRACTOR**
- 4.1 The standard menu for the lunch is enclosed. The contractor should have to strictly follow the menu enclosed. The ingredients for preparing the requirements have to be arranged by the contractor only at his cost.

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- 4.2 The contractor shall also provide special catering service as per order placed on them for various Meetings/Conference/Training programme to be held at BHEL office Nagpur and at any other place at Nagpur for which rate(s), terms and conditions as specified in this tender document shall be binding on the contractor.
- 4.3 Approximately 130-150 nos. lunches shall be required on all working days depending on attendance.
- 4.4 The contractor shall have to serve lunch against coupons. There are two types of coupons – One for Employees to be offered against lunch and other for Guest which are to be signed by the concerned official/department. Responsibility for collection of lunch coupons shall be within the scope for the contractor. It is advisable to collect the coupons prior to serving lunch/after lunch as may be deemed fit by the contractor. Coupons collected on account of above may be billed monthly for payment within thirty (30) days.
- 4.5 The contractor shall be solely responsible for preparation of Lunch at his place and serving of hot hygienic lunch by sharp 13.00 hours to the employees of BHEL office located at Shri Mohini Complex 345, Kingsway Nagpur 440001 regularly without fail. Any failure in the timings shall attract penalty as per Sl.no 16 of the tender document.
- 4.6 The hot prepared lunch has to reach BHEL Office half an hour before the start of Lunch time i.e. 12.30 hrs. so that the officer in-charge can duly inspect the quality as well quantity of the lunch before serving.
- 4.7 The chapattis/paratha/ poori as listed in the lunch menu, shall be silver foiled at contractor's kitchen only.

The contractor shall acknowledge the receipt of quantities of Steel Boxes/Plates, bowls, spoons etc. provided by BHEL before the beginning of the contract which shall be equated at the time of end of the contract. Any deviation in the acknowledged quantity & quantity equated at the end of the contract will be recovered before processing the final bills of the contractor.

5.0 REIMBURSEMENT OF COUPONS AND OTHER CHARGES

- 5.1 For providing the above services, the contractor will be paid at the rates quoted for Lunch against submission of coupons.

6.0 UNIFORM

- 6.1 The contractor should ensure that his staff is always dressed in clean and tidy uniforms, shaved and combed condition, covering their heads by chef hat/cap while on duty for the said services in BHEL premises from the date of commencement of the contract.

7.0 INGREDIENTS/MASALAS AND OTHER RAW MATERIALS:

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- 7.1 The contractor must use the ingredients/masalas & other raw materials as specified /listed in the menu only (annexure-IV). Non adherence to the specifications will attract penalties as listed in the penalty clauses elaborated under Sl. No 16.
- 7.2 The contractor must use fresh quality of raw material, for cooking purposes to avoid any complication.
- 7.3 The contractor shall use only fresh quality of seasonal vegetables.
- 7.4 There will be strict quality control of food. The prohibited items like baking soda, chemical color, adulterated oils should not be used. Detection of use such items may lead to termination of the contract without assigning any reason and the EMD/SD shall be forfeited.

8.0 CLEANLINESS:

All (Steel Plates, utensils, plates cups bowls, etc.) shall be collected, cleaned, washed in boiled water by using detergent powder and other materials, dried and stored immediately after use at the place specified inside BHEL premises. It is the responsibility of the contractor to get the utensils cleaned and sterilized before use. The contractor should ensure cleanliness and hygiene of the utensils. In case any spot/wastes are noticed in such utensils, no payment will be made against that lunch and alternative lunch has to be arranged by the contractor for which no extra payment shall be made by BHEL/employee concerned. The contractor shall also keep the BHEL canteen premises clean and maintain the same in hygienic condition before and after lunch timings to the satisfaction of the competent authority.

9.1 HEALTH/CLEANINESS:

No employee of the contractor shall be allowed to perform duty with illness/fever/contiguous diseases.

9.2 ENVIRONMENT:

The contractor along with his working hands must be well acquainted with the cleanliness in his kitchen (outside BHEL premises) & BHEL premises as well and disposition of excess food/wastes shall be made as per the Rules of Municipal Corporation of the locality by the contractor only.

9.3 PEST CONTROL:

Periodical pest control of the contractor's kitchen premises shall be carried out by himself only, which shall be inspected by BHEL authorized representative from time to time.

10.0 INSPECTION:

The contractor shall allow inspection of the raw materials and food prepared by an authorized representative of BHEL/Officer In-charge.

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11.0 MODE OF PAYMENT

The payment shall be made in Indian currency only by RTGS to the bank account directly. Along with the coupons collected, bill for the lunch shall be produced for payment on monthly basis and may be released within 30 (Thirty) days from the date of submission of the bill.

12.0 DEPLOYMENT OF MANPOWER

The bidders prior to submit their offers must visit BHEL premises to decide upon the number of manpower for execution of above services at BHEL office Nagpur. For providing lunch to BHEL employees, the contractor shall engage sufficient cook(s) at his kitchen along with required nos of helpers the cost of which shall not be reimbursed by BHEL.

12.1 It is prime responsibility of the contractor to engage sufficient number of service personnel for serving hot lunch at BHEL premises,

13.1 The contractor shall in respect of his employees furnish to the company the following information:

Name, father's name, date of birth, educational qualification, two identifying body marks, full residential address present and permanent home address, past experience and a passport size photograph to enable smooth security check in/out.

13.2 Duties of Service Personnel & Supervisor:

The essence of the contract is to provide hot lunch at sitting place of every staff. The service personnel are required to serve the hot lunch to every BHEL staff by sharp 01.00 pm. The contractor has to pass the necessary instructions as per the requirement and prompt delivery should be ascertained by him only.

13.2.1 The manpower deployed by the contractor shall be between 18 to 45 years of age. They should be physically and mentally fit and should not have any criminal records. They should be free from any physical deformity and of sound health and should produce medical certificates to ensure their fitness to perform the above services. They must not suffer from any contagious diseases.

13.2.2 The contractor shall provide each of his employees with identity card with photograph duly verified and attested by the contractor. The employee of contractor must carry identity card with them regular basis for checking of security personnel.

13.2.3 The contractor has to arrange his own finance for carrying out the job including other financial obligation involved in arrangement of payment to his workmen, cooking utensils,

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cookerries, raw materials & ingredients, etc. during the tenure of this contract. **No mobilization advance will be paid to the contractor by BHEL.**

13.2.4 The contractor's staff/employee shall not be treated as BHEL staff/employee for any purpose whatsoever and facility/benefits applicable to BHEL staff/employee will not be applicable to contractor's staff/employee.

13.2.5 BHEL reserves the right on the suitability of the staff and other personnel who will be employed by the contractor. BHEL reserves the right to insist on removal of any employee of the contractor at any time, if they found him unsuitable and they shall forthwith replace/remove him.

14.0 WAGES TO MANPOWER

It is a contract for supply of hot lunch only therefore payment and other benefits to manpower engaged by contractor is sole responsibility of the contractor only. BHEL is in no way became any party in case of any non-compliances of statutory laws and other applicable rules.

14.1 It is reiterated that there is no employer-employee relationship either with the contractor or with contractor's employees or with the contractor's organization. This is a contract and BHEL have no connection directly or indirectly or even remotely with contractor employees or with contractor's organization. This is only a business transaction.

14.2 After going through all the sections of these Tender documents, the contractor shall quote lump sum fixed price for one no. lunch in the enclosed price Bid format as per the annexure-III.

14.3 The rates quoted in the Price Bid shall remain fixed, firm and valid during the total contract period of this contract and also the period of extension, if any.

15.0 Taxes and Other Duties:

15.1 The successful bidder shall furnish proof of GST registration. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work.

15.2 The contract price shall be **inclusive of all** taxes including Goods and service tax (GST), GST Cess, ~~BOCW—Cess~~, license charges, deposits, duties, tools, royalty, commissions or other charges, if any. Bidder should also note that no other taxes including new taxes, if imposed subsequently and variation in any taxes shall not be reimbursed by BHEL. In case, BHEL has to pay any of such taxes, BHEL shall have the right to recover the same from contractor's bills or otherwise as deemed fit.

15.3 GST charged in the Tax Invoice/Debit note by the contractor shall be released separately to the contractor only after contractor files the outward supply details in GSTR-1 on GSTN portal and such input tax of the invoice is matched with

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corresponding details of outward supply of the contractor and has paid the GST at the time of filing the monthly return.

- 15.4 Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules (Section 31 of GST Act & Rules referred there under) wherein the 'Bill To' details will as below:

BHEL GSTN - As per annexure-1

NAME - Bharat Heavy Electricals Limited

ADDRESS - Site address

- 15.5 In case of raising any Supplementary Tax Invoice (Debit / Credit Note) Bidder shall issue the same containing all the details as referred to in Section 34 read with rule 53.
- 15.6 Bidder shall comply with the Time limit prescribed under the GST Law and rules thereof for raising of the tax invoice.
- 15.7 Bidder shall upload the Invoices raised on BHEL in GSTR-1 within the prescribed time as given in the GST Act. Bidder shall note that in case of delay in declaring such invoice in your return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law , GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from the bidder along with interest levied / leviable on BHEL.
- 15.8 Way Bill: Successful Bidder to arrange for way bill / e-waybill for any transfer of goods for the execution of the contract. The Bidder has to make their own arrangement at their cost for completing the formalities, if required, with Issuing Authorities, for bringing materials, plants & machinery at site for execution of the works under this contract, Road Permit/ Way Bill, if required, shall be arranged by the contractor and BHEL will not supply any Road Permit/ Way Bill for this purpose.
- 15.9 TDS under Income Tax shall be deducted at prevailing rates on gross invoice value from the running bills unless exemption certificate from the appropriate authority/ authorities is furnished.
- 15.10 TDS under GST (as & when applicable) shall be deducted at prevailing rates on applicable value from the running bills.

ANNEXURE-1

State wise GSTIN no. s of BHEL

Sl. No	Projects under state	GSTIN
1	Andhra Pradesh	37AAACB4146P7Z8
2	Bihar	10AAACB4146P1ZU
3	Chhattisgarh	22AAACB4146P1ZP
4	Gujarat	24AAACB4146P1ZL
5	Jharkhand	20AAACB4146P5ZP
6	Madhya Pradesh	23AAACB4146P1ZN
7	Maharashtra	27AAACB4146P1ZF
8	Orissa	21AAACB4146P1ZR

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9	Telangana	36AAACB4146P1ZG
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16.0 PENALTY:

The supply of lunch is the primary responsibility of Contractor. In case lunch is not provided to BHEL staff due to the failure on the part of the contractor, BHEL reserves the right to impose penalty on the contractor for that particular day. The penalty will be the amount equal to the number of staff present on that day multiplied by the value of the lunch coupons, except on the occasion which is beyond the control of the contractor.

The contractor will be fined in case of violation of the following rules

1. Any complaints of insects and/or foreign object (hair, rope, cloth, plastic, etc.)/ Hard and/or sharp objects like glass pieces, nails, hard plastic etc found in any food item would invite a fine of Rs. 1000/- on the caterer for each incidence.
2. Any complaint of stones / pebbles will attract a penalty on the caterer which can range between Rs 300/- to Rs 1,000/- for each incidence, depending on the size of the stone/pebble.
3. a) Food poisoning, shall invoke a hefty fine beyond the limit of any fine mentioned above decided by BHEL, along with cancellation of contract and possible blacklisting of the caterer.
b) The complaint of unclean utensils in a day would lead to a fine of Rs. 1000/- on the caterer for each incidence.
4. If BHEL agrees that certain meal was not cooked properly then a fine equivalent to **Number of lunch plates on that day X Rate X 50%** would be imposed on the caterer.
5. If food gets over within timings of lunch and waiting time is more than 10 minutes continuously for three working days for lunch, then a fine of Rs. 1,000/- would be imposed on the caterer.
6. Changes in the menu of lunch without permission of officer in-charge would result in a fine of Rs. 1000/- to the caterer.
7. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1,000/- on caterer for every instance.
8. For any rules stated in the agreement,
 - * First violation of the rule implies fine as per the rule.
 - * Second and subsequent violations of the same rule within 30 days of previous fine will attract triple the initial amount of fine on the contractor.
9. Absence of proprietor or his representative empowered to take decision from meetings (if called upon) on due invitation will attract a fine of Rs. 1000/- on caterer for each incidence.

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10. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine of Rs. 2,000/- for each incidence.

11. Severity of hygiene failure shall be assessed and decided by BHEL and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

12. The notice period for the termination by BHEL will be 30 days. If a contractor disobeys the rule made by BHEL, repeatedly commits the same mistake then the contract shall be terminated immediately without any notice. Further caterer would be Black listed by BHEL.

17.0 COMMENCEMENT OF WORK:

17.1 The contractor shall commence the work within the time indicated in the Letter of Intent/Award from BHEL and shall proceed with the same with due expedition without any delay.

17.2 Contractor must engage an experienced cook /chef and a dietician for the execution of the contract.

17.3 If the successful Bidder fails to start the work within the stipulated time, BHEL at its sole discretion will have the right to cancel the contract. His earnest money and/or security deposit with BHEL will stand forfeited without any further reference to him, without prejudice to any and all of BHEL's other rights and remedies in this regards.

18.0 MODE & TERMS OF PAYMENT

18.1 All payment due to the contractor shall be paid through RTGS only.

18.2 Payment will be released to the contractor after submission of bills of lunches by the contractor along with lunch coupons so collected for the purpose, generally within 30 (thirty) days from the date of receipt of such bills.

18.3 All payments will be made to the contractor after deduction of applicable Taxes at source and prescribed under Income Tax Act/Rules from time to time.

18.4 All payment to the contractor will be made in Indian currency only.

18.5 Conditions related to Statutory Compliance:-

18.5.1 The contractor should have a valid registration with all statutory authorities such as ESI, PF, Labour Welfare Department, etc. The copies of the certificates of registration should be enclosed with Part I.

18.5.2 The contractor must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e, various Acts relating to payment of

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Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time. In the event of non-compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory bodies.

18.5.3 All the payments to the staff of the contractor have to be as per the prevailing minimum wages act stipulated from time to time and must cover benefits such as ESI, PF, etc. All the rules related to the labour laws and applicable acts should be strictly followed and in case of any dispute BHEL will not be a party.

18.5.4 The contractor shall obtain adequate insurance policy in respect of his staff to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc. In the event of non-compliance, the contractor will be solely responsible and in case of any dispute BHEL will not be a party.

18.5.5 The Caterer shall bear taxes, rates, charges, levies or claims whatsoever as may be imposed by the State / Central Govt's or any local body or authority from time to time.

18.5.6 The firm/contractor shall pay the statutory payments such as PF, ESI, for the staff employed to provide the services to BHEL. Since it is merely a contract for supply of hot lunch, the contractor is not required to produce any documentary evidence to BHEL along with the monthly bill however BHEL reserves the right to ask for the same in case of any legal demand/compliance related to the supply of lunch contract.

18.5.7 The firm/contractor shall be solely and fully responsible for lapses, violation and non-compliance (if any) & all the statutory dues and BHEL shall in no way be a party to it.

19.0 RIGHTS OF BHEL:

19.1 BHEL reserves the following rights in respect of this contract without entitling the contractor for any compensation:

- To terminate the contract any time by giving one month's notice without assigning any reasons thereof.
- To recover any amount due from the contractor under this or any other contract with BHEL etc. or in any other from, the sum of money BHEL is forced to pay anybody due to contractor's failure to fulfill any of his obligations.

19.2 In the event of any dispute of any nature, the decision of BHEL shall be final and binding on the contractor.

20. RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS EMPLOYMENT OF WORKERS ETC.

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- 20.1 The contractor shall comply with all the laws, statutory rules & regulations, minimum wages act etc. as applicable in respect of their manpower as may be prevalent or enacted by the State/Central Governments.
- 20.2 The contractor shall pay all taxes, fees, license charges, duties, royalty commissions or other charges which may be levied on account of operation and in executing the contract to the concerned authorities at his own cost. BHEL will not entertain any such claims.
- 20.3 The contractor shall ensure that no damage is caused by their manpower to any person property of other parties working at the place of work. If any such damage is caused, it is the responsibility of the contractor to make good the losses or to compensate for the same.
- 20.4 In case the contractor is required to undertake any work outside the scope of this contract, the rates payable shall be those mutually agreed upon.
- 20.5 The contractor shall be directly responsible for payment of wages to their manpower engaged under this contract.
- 20.6 For the Flag Hoisting ceremony i.e. on 15th August (Independence Day) and 26th January (Republic Day) and on holidays, if required, temporary arrangement of snacks should be the responsibilities of contractor. The payment for such service will be made on mutually agreed basis.

21.0 STRIKES & LOCKOUTS:

- 21.1 The contractor will be fully responsible for all the disputes and other issues connected with their manpower. In the event of any dispute causing non-supply of lunch to BHEL's staff, BHEL shall have the right to get the work executed through any other agencies and the cost so incurred by BHEL, shall be deducted from the contractor's running bills.

22. LAW GOVERNING THE CONTRACT AND COURT JURISDICTION:

- 22.1 The contract shall be governed by the law for the time being in force. The Civil Court, having ordinary original civil jurisdiction in Nagpur shall alone have exclusive jurisdiction in regard to claims in respect of this contract.

23. DURATION OF CONTRACT:

- 23.1 The contract shall initially be awarded for **03 months**. After satisfactory completion of 03 months the same contract may be awarded to the bidder for a period of **02 (Two)** years including 03 months trial period. BHEL with its own discretion may further extend the contract with same terms & conditions beyond two years.

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24. TERMINATION OF CONTRACT:

24.1 The contract may be terminated by BHEL after giving one month's notice to the contractor.

24.2 The contractor will be required to give to BHEL advance notice of three months in writing for termination/withdrawing the service rendered to BHEL under the scope of this contract.

25. MSE Vendors:

Micro & Small Enterprises (MSE) is exempted from Payment of Earnest Money deposit (EMD) as defined above.

To avail this benefit, participating MSEs should be registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyog Aadhaar Memorandum or any other body specified by Ministry of Micro Small and Medium Enterprises.

MSE bidders can avail the above benefit only if they submit along with the offer, copies of either Udyog Aadhaar Memorandum or EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with copy of a CA certificate (format enclosed at Annexure- VII where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (part 1 in case of two part bid). Non submission of said documents will lead to consideration of their bid at par with other bidders in terms of EMD. No benefit shall be applicable for this enquiry, if any deficiency in the above required documents is not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal.

GENERAL:

1. The contractor shall not sublet either in whole or in part the scope of the contracted services to any other agency/person and the contracted services shall be performed through personnel employed by the contractor's agency only.
2. The contractor shall at all-time take precautions for the safety of his employees in performance of the contract and BHEL will not take any responsibility or liability in case of accident/death of contractor's employees. The compensation needs to be given as per labour laws.
3. During transit of hot lunch, it is the prime responsibility of the contractor to ensure quality & quantity of the hot lunch along with the timely delivery at BHEL premises/staff.
4. Housekeeping standards commensurate with FSSAI and ISO-OHSAS 14000 norms shall required to be observed in your kitchen as well as premises where food is required to be served.

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श्रीमोहिनी काम्पलेक्स, 345, किंग्सवे
नागपुर - 440 001



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Power Sector - Western Region
Shreemohini complex, 345 Kingsway
Nagpur - 440 001

फोन / Phone: 0712- 3048600 फैक्स / FAX: 0712- 3048699 www.bhelpswr.co.in

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ANNEXURE-I

FORMAT FOR NO DEVIATION CERTIFICATE
(To be submitted in the bidder's Letter Head)

Bharat Heavy Electricals Limited,
Power Sector-Western Region
Shri Mohini Complex,
345 Kingsway,
NAGPUR-440 001

Dear Sirs,

Sub: NO DEVIATION CERTIFICATE FOR PREPARATION AND SERVING OF HOT LUNCH AT BHEL., PSWR
OFFICE, NAGPUR.

Ref: Tender No.....dated -----

With reference to the above, this is to confirm that as per tender conditions, we have visited the site before submission of our offer and noted the job content & site conditions, etc. We also confirm that we have not changed/modified the tender documents as appeared in the website/newspapers and in case of observance at any stage; it shall be treated as null and void.

We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated, and confirm our acceptance to reverse auctioning process and we hereby convey our unqualified acceptance to all terms and conditions as stipulated in the tender documents.

In the event of observance of any deviation in any part of our offer at a later date where implicit or explicit, the deviations shall stand null & void.

We confirm to have submitted the offer strictly in accordance with tender instructions.

Thanking you,

Yours faithfully,

(SIGNATURE, SEAL & DATE OF AUTHORISED PERSON)

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Date: 15/12/2017

ANNEXURE-II

FORMAT FOR SEEKING CLARIFICATION

JOB: PREPARATION AND SERVING OF LUNCH AT BHEL/PSWR HEADQUARTER, NAGPUR.

TENDER DOCUMENT NO: BHE/PW/PUR/HQ-CATERING/1857

Sl. No.	Ref. Clause of Tender Document	Existing provision	Bidder's Query	BHEL's Clarification

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Date: 15/12/2017

ANNEXURE-III

PRICE BID FORMAT

1. Our Rate for **Regular Veg Lunch** on all working days of the week as per the menu so provided in the tender documents is mentioned below: -

Sl. No	Particular	AMOUNT (In Figures)	AMOUNT (In Words)
(A)	TOTAL LUMP-SUM RATE OF PER THALI VEG LUNCH IN RS (Inclusive of All Taxes & Duties)		

Place:
Date:

Signature of the Bidder:

Name of Authorized Signatory:

Address with Company Seal:

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ANNEXURE-IV

Brands of consumables permissible

Item		Brand
Salt	-	Tata, Annapurna
Spices	-	M.D.H. Masala, Badshah, Everest,
Oil	-	(Sunflower) Sundrop, Godrej, Saffola, Fortune, Dhara (use of Hydrogenated (vanaspati) oil is prohibited)
Pickle	-	Mother's or Pravin or Priya or Bedekar or nilon's
Atta	-	Ashirvad, Pillsbury, Annapurna
Rice	-	Basmati (Double Diamond/Lal Qilla/Dawat/Kohinoor etc.)
Papad	-	Lijjat
Butter/Cheese	-	Amul, Britannia, Mother Dairy, Everyday
Frozen Yogurt	-	Mother Dairy/ Amul
Paneer	-	Amul/Mother dairy
Soya	-	Nutrela
Frozen Peas	-	Safal (off season), Mother Dairy

*The caterer may use any other FPO (Fruit Products Order) approved brands only if permitted by BHEL authorized representative in writing.

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Date: 15/12/2017

ANNEXURE-V

Lunch (Vegetarian) Should Contain the Following Items:-

Sl.no	Item	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Dal Fry (130 gms)	Tuar Dal	Mix Dal	Masoor Dal	Tuar Dal	Udad/Chana Dal	Tuar Dal
2	Rice (150gms)	Plain Rice	Veg Biryani	Muttur Pulaw	Jeera Rice	Veg Fried rice	Plain Rice
3	Chapatti (35-40 gms)	03 Nos Silver foiled Chapatti	03 Nos Silver foiled Chapatti	03 Nos Silver foiled Chapatti	03 Nos Silver foiled Chapatti	03 Nos Silver Foiled paratha/poori	03 Nos Silver Foiled Chapatti
4	Vegetable (150 gms)	Gobhi Masala Curry/ or equivalent.	Patta Gobhi Dry or equivalent.	Veg Kofta Curry or equivalent.	Bhindi Masala/DRY or equivalent.	Muttur Paneer /CURRY or equivalent paneer curry.	Aloo jeera/duma loo or equivalent dry veg.
5	Curd (100 gms)	Veg raita	Plain Curd	Boondi raita	Kadhi	Veg Raita	Plain Curd
6	Papad (std. size)	01 Nos	01 Nos	01 Nos	01 Nos	01 Nos	01 Nos
7	Green salad	Yes	Yes	Yes	Yes	Yes	Yes
8	Pickle Sachet / Chutney	Pickle (Sachet)	Chutni	Pickle (Sachet)	Chutni	Pickle (Sachet)	Chutni
9	Sweets (Std Size)	01 Nos	01 Nos	01 Nos	01 Nos	01 Nos	01 Nos

Notes-

- Green Salad Should contains- 2 slices each of any 4 out of Onion, Tomato, Carrot, Radish, Cucumber & 01 half Lemon Piece).
- In case green/tomato chutni is served instead of pickle, the quantity shall be 02 tea spoon of standard size.
- The caterer is advised to strictly use raw materials and brands as specified /listed in the menu only (annexure-IV) of the tender specification. Non adherence to the specifications will attract penalties as listed in the penalty clauses elaborated under Sl. No 16 of the subject tender.

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FORMATE FOR UNQUALIFIED ACCEPTANCE LETTER

ANNEXURE –VI

**UNQUALIFIED ACCETANCE TO LOI/WORK ORDER/PURCHASE ORDER
(To be furnished in the letterhead of the subcontractor)**

Ref:

Date:

BHARATE HEAVEY ELECTRICALS LIMITED
POWER SECTOR WESTERN REGION
SHRI MOHINI COMPLEX,
345, KINGS WAY NAGPUR 440001

Sub:- Unqualified acceptance to Letter of Intent/Work Order/Purchase Order

For _____ (name of the job)

Ref:- Your LOI/WO/PO ref no. _____ Dated _____

Document NO. _____ (Rev 00)

Dear Sirs,

We acknowledge with thanks receipt of your LOI/WO/PO ref no. _____ dated _____ document no. _____ (Rev OO) for the subject job and we hereby convey our unqualified acceptance to all the terms and conditions as laid down therein.

Thanking you,

Yours faithfully

(Name of the subcontractor)
With official seal

Place:

Date:

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ANNEXURE-VII

MSE ANNEX

Certificate by Chartered Accountant on letter head

This is to Certify that M/s _____, (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) _____ dtd: _____,

Category: _____ (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year _____ as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (Le. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :

Rs _____ Lakhs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:

Rs _____ Lakhs

The above investment of Rs _____ Lakhs is within permissible limit of Rs _____ Lakhs for _____ Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

OR

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is..... (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name –

Membership number –

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
(भारत सरकार का उपक्रम)
पावर सेक्टर - पश्चिमी क्षेत्र
श्रीमोहिनी काम्पलेक्स, 345, किंग्सवे
नागपुर - 440 001



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Power Sector - Western Region
Shreemohini complex, 345 Kingsway
Nagpur - 440 001

फोन / Phone: 0712- 3048600 फैक्स / FAX: 0712- 3048699 www.bhelpswr.co.in

T S Ref: BHE/PW/PUR/HQ-CATERING/1857

Date: 15/12/2017

Seal of Chartered Accountant-

ANNEXURE - VIII

CHECK LIST

NOTE:- Tenderers are required to fill in the following details and no column should be left blank

1	Name and Address of the Tenderer		
2	Details about type of the Firm/Company		
3.a	Details of Contact person for this Tender	Name : Mr/Ms. Designation: Telephone No: Mobile No: Email ID: Fax No:	
3.b	Details of alternate Contact person for this Tender	Name : Mr/Ms. Designation: Telephone No: Mobile No: Email ID: Fax No:	
4	EMD DETAILS	DD No: Date : Bank : Amount: MSE Bidder: EMD EXEMPTED <u>Please tick (✓) whichever applicable:-</u>	
5	Validity of Offer	TO BE VALID FOR SIX MONTHS FROM DUE DATE	
		APPLICABILITY (BY BHEL)	ENCLOSED BY BIDDER
6	Whether the format for compliance with PRE QUALIFICATION CRITERIA (ANNEXURE-I) is understood and filled with proper supporting documents referenced in the specified format	Applicable	YES / NO
7	Income Tax Return copy/ Acknowledgement receipt for the last three years	Applicable/ Not Applicable	YES/NO
8	Copy of PAN Card	Applicable/ Not Applicable	YES/NO

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9	Whether all pages of the Tender documents including annexures, appendices etc are read understood and signed	Applicable/Not Applicable	YES/NO
10	Documents as required in the tender enquiry	Applicable/Not Applicable	YES/NO
11	No Deviation Certificate	Applicable/Not Applicable	YES/NO
12	Power of Attorney for Submission of Tender Documents	Applicable/Not Applicable	YES/NO

NOTE : STRIKE OFF 'YES' OR 'NO', AS APPLICABLE. TENDER NOT ACCOMPANIED BY THE PRESCRIBED ABOVE APPLICABLE DOCUMENTS ARE LIABLE TO BE SUMMARILY REJECTED.

DATE :

AUTHORISED SIGNATORY
(With Name, Designation and Company seal)

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Date: 15/12/2017

ANNEXURE-IX

IMPORTANT INFORMATION

Sealed Bid Tender for this work is invited by BHEL PSWR NAGPUR and offer shall be submitted to following address. All correspondences regarding this tender shall be addressed at following:

Postal Address:

AGM /Purchase BHEL PSWR,
SRIMOHINI COMPLEX,
345 KINGSWAY,
NAGPUR 440001, INDIA

Following are the concerned BHEL officials to whom bidders can contact in case of any difficulty:

AGM Purchase, Email: prchiwarkar@bhelspswr.co.in, Ph: +91 – 712 – 3048 - 633
Dy Manager Purchase, Email: nktiwari@bhelspswr.co.in, Ph: +91 – 712 – 3048 – 651
Sr Engineer Purchase, Email: svm@bhelspswr.co.in, Ph: +91 – 712 – 3048 – 715
Asst. Engineer Purchase, Email: baijnath@bhelspswr.co.in , Ph: +91 – 712 – 3048 - 652

1. The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site (www.bhel.com → Tender Notification → List of Banned Firms)
2. BHEL Fraud Prevention Policy, "The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice."