



**BHARAT HEAVY ELECTRICALS LIMITED**  
**BHEL ESTATE OFFICE**

**BHEL-TOWNSHIP, SECTOR-17**  
**NOIDA- 201301**



**TENDER DOCUMENT**

**FOR**

**PROVIDING CATERING SERVICES ON THE OCCASION OF**  
**DIWALI MELA FUNCTION IN BHEL TOWNSHIP,**  
**SECTOR-17, NOIDA.**

**NIT No. 28:AA:NOI:ADMN.:DM(Catering):112:2019-20**  
**Dated: 14.10.2019**

**CONTENTS**

1- Notice Inviting Single Tender

**Last date for Submission: 15.10.2019 at 1500 hrs.**

**Date for opening of tender: 15.10.2019 at 1530 hrs.**

*Omender Singh*  
  
ओमेन्दर सिंह  
वरि. अभियंता (मा. सं.-टीएएक्स)  
**Omender Singh**  
Sr. Engineer (HR-TAX)  
भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा  
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Ltd.**

सम्पदा कार्यालय, सैक्टर-17, नोएडा - 201301 (यू.पी.), भारत  
BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA  
फोन (Tel.)- 0120-3070956, फैक्स (Fax)- 0120-3070982

**TENDER DOCUMENT**

**NIT No. - 28:AA:NOI:ADMN.:DM(Catering):112:2019-20 Dated: 14.10.2019**

Last date of Submission of Sealed Tender: **15.10.2019 at 1500 hrs.**

Date of opening of Tender: **15.10.2019 at 1530 hrs.**

To:-

M/s Subedar Gupta Kulfi Wala,  
3100, Bazar Sita Ram,  
Delhi - 110006

**Sub: Providing Catering Services on the Occasion of Diwali Mela Function in BHEL Township, Sector-17, Noida.**

Dear Sir,

We are pleased to invite your most competitive offer for subject Services in BHEL Township as detailed below: -

**PRICE FORMAT**

| Sl. No                  | Description of Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Qty.           | Rate (Rs.) | Amount (Rs.) |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|--------------|
| 1.                      | <b><u>Catering items:</u></b><br><b>Soup:</b> - Tomato and Sweet Corn<br><b>Salad:</b> - Vegetable<br><b>Snacks:</b> - Tikki Chat, Paneer Tikka and Plain Dhokla<br><b><u>Main Course</u></b><br><b>Paneer:</b> - Shahi paneer<br><b>Vegetable:</b> - Malai Kofta and Mix Veg<br><b>Dal:</b> - Dal Makhani<br><b>Rice:</b> - Jeera Rice<br><b>Bread:</b> - Lacha Prantha, Tandoori Roti & Butter Naan<br><b>Dessert:</b> - White Rasgulla, Bengali Sweet and Gulab jamun<br><b><u>Extras:</u></b> -<br>Pickle, Papad, Chutney, Paan (Sada & Meetha), Coffee and 100 nos. of Packed water bottle (500 ml) of Brand – Bisleri/ Aquafina/ Kinley. | 80<br>Plates   |            |              |
| 2.                      | Total (Rs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |            |              |
| 3.                      | Goods and Service Tax(GST)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SGST (@ ) (Rs) |            |              |
| CGST (@ ) (Rs)          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |            |              |
| IGST (@ ) (Rs)          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |            |              |
| 4.                      | Grand Total inclusive all (Rs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |            |              |
| Amount in Words: Rupees |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |            |              |

**Note :** Please quote your rates inclusive of all including taxes on above item in BHEL Township, Sector-17, Noida.



#### **A. INSTRUCTIONS FOR TENDERER:**

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
2. Tender documents are also available on BHEL web site ([www.bhel.com](http://www.bhel.com)) & on CPP Portal (<http://eprocure.gov.in/cppp/>) which can be downloaded and used as tender document for submitting the bid.
3. Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection.
4. The tenderer must submit their tender in sealed envelope prominently super scribed as 'Single Part Bid' along with NIT No. & due date written on the envelope.
5. BHEL reserves the right to accept or reject the offer without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidder in this matter.
6. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
7. Any queries regarding this tender may be clarified from Sr. Engineer (HR-TAX) on landline no. 0120-3070956/ email: [omender@bhel.in](mailto:omender@bhel.in).
8. The tenderer or their representative may attend the opening of bids if they desire to do so.

#### **B. DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER ENQUIRY:**

- 1) Complete tender document in all respects duly signed & stamped on each and every page as a token of acceptance of all the terms and conditions of tender.
- 2) The Bidder must submit a declaration (enclosed at Annexure-I), that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- 3) No deviation certificate as per Annexure-II must be signed and stamped.
- 4) Bidder must submit the bidder's details in the enclosed format Annexure-III.

#### **B. SPECIAL CONDITIONS:**

- 1) All materials/ items including cleaned utensil & fuel for cooking of food etc. shall be arranged by the contractor.
- 2) All the arrangement of snacks including eatables etc must be ready at the venue by 8:30 PM on 20.10.2019.
- 3) The packaged drinking water bottle of minimum 500 ml must of standard brand any one out of Bisleri/ Aguaфина/ Kinley only.
- 4) The full quantity of Bone china plates & other necessary utensils should be available to cater 88 persons before the start of snacks. However, tables with cover & frills, chairs with cover and space for cooking shall be provided by BHEL. Bidders may visit the site location prior to submitting their offer.
- 5) It will be ensured by the caterer that all eatables are of best quality, fresh and hygienic. Raw material like refined oil, Ghee, Milk, Atta, Masalas, Dals will have to be procured of excellent quality bearing Agmark / ISI mark only. Only fresh vegetable shall be used.
- 6) The eatables / snack items shall be of standard size.
- 7) The Spoons and other cutlery/ Dongas/ Paper plates/ Napkins / Banmarry etc. of good quality shall be arranged by the caterer. Cup & Saucer made of bone china shall be used for serving tea and coffee. *None of the above items shall be made of Single Use Plastic.*

*20/10/19*



- 8) Sufficient no. of waiters to be there for prompt service. The waiters deployed for serving the food & water shall be well dressed, in uniform, neat & clean. If any waiter is found not good in appearance, he will not be allowed to be deployed.
- 9) The contractor shall deploy a supervisor for supervision of full arrangement. He will follow all the instruction of Engineer-in-charge.
- 10) Washing of utensils and reusing them will not be permitted.
- 11) After completion of function the contractor shall remove all the arrangement at the earliest.

**C. GENERAL TERMS & CONDITIONS: -**

- 1) Tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
- 2) BHEL will not be responsible for the postal delay under any circumstances for non-receipt of Tenders by due date & time.
- 3) The offer of the bidders who are on the banned list and also the offer of the bidders who engage the services of the banned firms, shall be rejected. The list of the banned firms is available on BHEL web site [www.bhel.com](http://www.bhel.com)
- 4) The Tenderers are required to quote for the complete scope of services. Tenders for part of the services or incomplete in any respect are liable to be rejected.
- 5) Rates quoted by the bidder will be firm during the contract period. No price variation and escalation due to any reason will be allowed.
- 6) The rates quoted by the bidder are deemed to be inclusive of all and any other incidental works required to complete the services and inclusive of all the taxes and duties.
- 7) The rate should be indicated both in words and figures. All entries in the Tender must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
- 8) **OFFER VALIDITY:** Validity of offer will be **15 days** from the date of opening of the bid.
- 9) **EVALUATION CRITERIA:** Evaluation of bid will be on total cost to 'BHEL' (i.e. at Sl. No. 4 of above Price Format). The order will be placed on your offer subjected to the reasonability
- 10) **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
  - a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
  - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
  - d) **In case, gross total price does not match with the total of item wise breakup, the highest price so calculated shall be considered for evaluation but in case of order, the same shall be placed at the lowest price**
  - e) If any bidder does not accept the correction of errors, their bids are liable to be disqualified.
- 11) **COMPLETION PERIOD:** All the arrangement with proper setting shall be completed latest by 8.30 PM on 20.10.2019. Date & Time of Catering shall be from 8:30 PM to 11:00 PM on 20.10.2019.
- 12) **QUANTITY VARIATION:** The quantity of any item mentioned in the Price Format may vary  $\pm 10\%$  during execution of work as per the direction of Engineer-in-charge. However, there is minimum guarantee of 72 nos. of plates.
- 13) **SUBLETING:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.

*Handwritten signature*

#### 14) **TAXES AND DUTIES:**

- a) As Goods and Services Tax (GST) has been introduced by Govt. of India in place of earlier taxes, the same shall be payable after submission of GST compliant tax invoices.
- b) The bidder must quote his rates considering benefits of GST including Input Tax credit in the quoted price.
- c) Contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of BHEL.
- d) The contractor has to submit their GST registration certificate to BHEL Estate Office. GSTIN of BHEL is "09AAACB4146P2ZC".
- e) Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- f) Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
- g) Contractor shall have to ensure compliance under GST law for time being force and in case any loss occurs to BHEL due to non-compliance, it shall be to contractor's account.

#### 15) **PAYMENTS TERMS:**

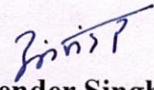
- a) Payment shall be made for the actual executed quantity of items, i.e. actual no. of plates provided/ consumed, subjected to the minimum guarantee given as per clause no. 12 above.
- b) No advance payment or the payment for mobilization of work will be made to the contractor.
- c) All payment will be subject to deduction of taxes at source as per rules.
- d) Any tax incurred on purchase of materials by the contractor in respect of this contract shall be treated as included in the charges and BHEL will not entertain any additional claim whatsoever in this respect.
- e) Payment shall be made to contractor within 15 days from the date of submission of GST complaint Tax invoice as mentioned above and other relevant documents. **The contractor shall submit the bank details along with the cancelled cheque for NEFT/RTGS.**

- 16) **L.D. FOR BAD QUALITY OF SERVICES & FOOD ITEMS:** In case the quality of services & food items offered are not found satisfactory an L.D. of up to 20% of total value will be deducted from the bill. For finalization of L. D. Engineer-In-Charges decision shall be final and binding on contractor.
- 17) No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not providing services on time.
- 18) All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.
- 19) In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.
- 20) No party shall be permitted to tender for work in BHEL in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BHEL. Any violation of this condition which comes to the Notice of the BHEL after the work is awarded will entitle the BHEL to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BHEL on account thereof.
- 21) 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.
- 22) **RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other

contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.

- 23) **POST TECHNICAL AUDIT OF WORK AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.
- 24) **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and Contractor in respect of or connected with this contract, General & Special terms & conditions of tender, then the same shall be referred to Arbitration and Arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/ interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.
- 25) **RISK CLAUSE:** In case the contractor do not accept the work awarded to him or do not turn up after the award of work, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of Contractor. The additional cost including loss, if any incurred by BHEL will be recovered from the Contractor.

For & On behalf of "BHEL"

  
(Omender Singh)  
Sr. Engineer (HR-TAX)

 ओमेन्दर सिंह  
वरि. अभियंता (मा. सं.-टीएक्स)  
**Omender Singh**  
Sr. Engineer (HR-TAX)  
भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा  
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida

**ESTATE OFFICE: BHEL TOWNSHIP: NOIDA**

NIT No.: 28:AA:NOI:ADMN.:DM(Catering):112:2019-20

Dated: 14.10.2019

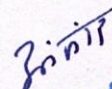
**DECLARATION**

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

**(Signature & seal of the contractor)**

Place:

Date:

  
 ओमेन्दर सिंह  
वरि. अभियंता (मा. सं.-टीएएक्स)  
**Omender Singh**  
Sr. Engineer (HR-TAX)  
भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा  
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**ESTATE OFFICE: BHEL TOWNSHIP: NOIDA**

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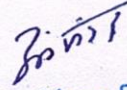
**No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

**(Signature & seal of the contractor)**

Place:

Date:

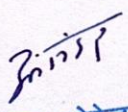
  
  
ओमेन्दर सिंह  
वरि. अभियंता (मा. सं.-टीएएक्स)  
**Omender Singh**  
Sr. Engineer (HR-TAX)  
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Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida

**BIDDER'S DETAILS**

|                                                                                                                             |                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Name of the Contractor /Party/<br>Firm                                                                                      |                                                                    |
| Present status of Party, whether<br>Individual/ HUF/ Partnership<br>firm/ AOP/ Public Ltd.<br>Company/ Private Ltd. Company |                                                                    |
| Name of Representative                                                                                                      |                                                                    |
| Postal Address                                                                                                              |                                                                    |
| Phone/ Landline Nos.                                                                                                        |                                                                    |
| Mobile Nos.                                                                                                                 |                                                                    |
| Fax No.                                                                                                                     |                                                                    |
| E-Mail Address                                                                                                              |                                                                    |
| Web Site Address ( If Any)                                                                                                  |                                                                    |
| Bank details for payment<br>through NEFT/RTGS                                                                               | Name of Bank:<br>Branch:<br>Account No.:<br>IFSC No.:<br>MICR No.: |

**Note:** Submit a cancelled cheque for verification of above bank details.

(Signature & seal of the contractor)

  
  
ओमेन्दर सिंह  
वरि. अभियंता (मा. सं.-टीएएक्स)  
**Omender Singh**  
Sr. Engineer (HR-TAX)  
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