



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi
मानव संसाधन प्रबंध / Human Resources Management

Ref. : ID/HR- PUR/ARC of Roti/Poori/2017-18

Date: 23.10.2017

Enquiry Opening Date: 14.11.2017

M/s _____

Sub. - Rate contract of preparation of Roti (Tawa Chapati) /Poori in BHEL canteen for BHEL staff at Lodhi Road office, New Delhi.

Dear Sirs,

BHEL Invites bids from reputed caterers / vendors to empanel a caterer / vendor on rate contract basis for a period of one year for preparation of Roti (Tawa Chapati) / Poori in BHEL canteen for BHEL staff at Lodhi Road office, New Delhi.

Tender will be uploaded on the BHEL website (www.bhel.com) & e-procurement portal of government of India (<http://eprocure.gov.in/cppp/>). Therefore, the bidders are advised to keep visiting the mentioned websites regularly.

Quotations are invited in two part bids in sealed cover with Enquiry No. & Date and Quotation, Due Date, legibly super- scribed on it. The Part-I offer of the parties, shall be opened on due date of opening, i.e.14.11.2017 in the presence of authorized representatives of the parties who may like to be present. Part-II, Price Bid, of only techno-commercially qualified parties shall be opened on a later date.

You are requested to submit your most competitive offer for rate contract as per the requirement and terms & conditions (as per Annexures I to XII enclosed) of the tender, cited later in this tender enquiry.

Last date of submission	:	14 .11.2017 at 2.00 PM
Opening of Tender	:	14.11.2017 at 2.00 PM
Tender Cost	:	Nil
Earnest Money Deposit	:	Rs.16,000.00

The sealed bid may be sent either by Registered Post/ Speed Post/ Courier Services or by hand to the undersigned at:

Deepak Wahi
Sr. Manager (Purchase)
BHEL – Industry Sector
Integrated Office Complex
Lodhi Road, New Delhi – 110003

In case of any clarification, the bidder can contact the undersigned over telephone no. 011-41793215 or at email dwahi@bhel.in

For and on behalf of
Bharat Heavy Electricals Limited

Deepak Wahi
(Deepak Wahi) 23/10



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Annexure - I

Instructions to bidders:

1. Bidders must go through all annexures carefully before submitting the bid.
2. The offer shall be submitted as per the instructions of tender document. One set of tender document duly filled, signed and stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all the 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.
3. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
4. 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, or else, BHEL's interpretation shall prevail and shall be binding on the tenderer.
5. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed.
6. Only rate shall be quoted in price bid format and nothing else. Rates must be quoted in figures as well as in words. In case the rates in figures differ from the rates written in words, the lesser of the two will be treated as valid rate. Any other terms and conditions mentioned in the Price Bid shall make the offer liable for rejection.
7. The price must be quoted in the enclosed Price Format Only.
8. The prices quoted should be firm and no revision of prices will be entertained after the quotation is opened.
9. Tender must be submitted in a sealed envelope which has to be super-subscribed with NIT no. and due date written on the envelope and the bidder contact details.
10. Quotation shall be received up to 2.00 PM on 14.11.2017, tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
11. Validity of offer will be 60 days from the date of opening of tender.
12. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
13. Any queries regarding this tender may be clarified from Sr. Manager (Purchase) over telephone no. 011-41793215 or at email dwahi@bhel.in.

Dweepa Singh
23/10



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Annexure-II

PRE QUALIFYING REQUIRMENTS (PQR):

1. EMD amount of Rs.16,000.00 needs to be deposited through NEFT. The bank account details of BHEL for NEFT are enclosed as Annexure XII. The bidder is required to enclose a copy of the acknowledgement of NEFT payment along with their bids. Bids without EMD will not be accepted and shall not be considered for further evaluation.

The EMD of unsuccessful bidders shall be returned within 7 days of award of work to the successful bidder. No interest shall be payable on EMD amount.

The EMD shall be forfeited in case of:

- i) After opening the tender, the bidder revokes his bid within the validity period or increases his earlier quoted rates.
 - ii) The successful bidder does not commence the work within the period as per LOI / contract. In case the LOI / contract is silent in this regard then within 15 days after the award of contract.
2. The bidder has to submit copies of their PAN card and GST Registration certificate.
 3. The experience of having successfully completed similar Job / services during last 7 years ending on 31.10.2017 should be either of the following:
 - i) Three similar completed jobs / services with value not less than Rs.3.20 Lakhs each.

Or
 - ii) Two similar completed jobs / services with value not less than Rs.4.00 Lakhs each.

Or
 - iii) One similar completed job / service with value not less than Rs.6.40 Lakhs.

“Similar Job / service” refer to “Rate Contract for providing catering services”.

Only work orders and related work completion certificates from the clients shall be submitted as proof against Sl. No. 3 of PQR. For example: If you are qualifying as per Sl. No. 4 (ii), only work orders and related work completion certificates of 2 clients each costing not less than ₹ 3.20 Lakhs shall be furnished. The work completion certificate shall be specific to the work order submitted i.e. the specific contract, value of the job, duration of contract / job and declaration of satisfactory performance shall be indicated in the work completion certificate from the client. The certificates shall be issued by competent authority with his / her contact details mentioned, for verification purpose. BHEL reserves the right to verify the correctness of the certificates of the clients.

4. The bidder's average annual financial turn over during the last three financial years ending 31 March, 2017 should be at least 2.4 lacs per annum. Copy of acknowledgements of IT return of last three financial years i.e. FY 2014-2015, 2015-2016 and 2016-2017 (AY 2015-2016, 2016-2017 and 2017-2018).

Deepak Wad
23/10



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Annexure-III

Scope of work: -

- Rate contract for preparation of Roti / Poori at BHEL, Lodhi Road canteen. The contract will be valid for a period of one year. The same may be however be extended further for a period of one year / part thereof with mutual agreement, in writing on the same rates terms and conditions.
- Successful vendor shall be required to prepare Roti / Poori in BHEL canteen for BHEL, Lodhi Road staff on working days as per following

S. No.	Description	Atta Brand	Oil Brand	Weight/ piece
1	Roti (Tawa Chapatti)	Shakti Bhog/ Annapoorna/ Ashirvad	-----	30-35 grm
2	Poori	Shakti Bhog/ Annapoorna/ Ashirvad	Sundrop/ sunflower/ fortune	25-28 grm

- Approximate 430 lunches per day are required and quantity may vary as per requirement.
 - Roti:- 02 nos per lunch, Total 860 nos. Roti for 430 lunches approximate per day.
 - Poori :- 05 per lunch total 2150 nos. poori for 830 lunches approximate per day.
- Poori is required only once in a month.
- If there is any change in menu, canteen in charge will inform contractor one day in advance.

SCOPE OF WORK NO.- 1:-

- Successful Vendor shall be required to prepare Roti/ Poori in-House on daily basis on all working days and Roti/Poori should be packed 1st grade aluminum foil up to 12.30 pm
 - Roti weight 30-35 grm each piece
 - Poori weight 25-28 grm each pieceLocation: - BHEL Lodhi Road, New Delhi -110003 (Canteen)
If needed, interested bidder may visit the site before submission of bid.
Approximate 430 Lunches per day are required and quantity may be increase / decrease in future depending on actual requirement.
- Price should be quoted exclusive applicable GST. Applicable GST shall be payable extra.
- Tawa Roti shall be packed in 1st grade aluminum foil sheet and should be prepared up 12.30 pm
- Only one item i.e. either Tawa Chapati or poori is required per day, if any change with item, canteen in charge will inform the contractor one-day advance.
- The manpower deployed by the caterers should be polite and well behaved.

Deepale Singh
23/10



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- 1.6 All the input required like cooking equipment, cooking gas, utensils, materials etc. along with required manpower for preparing the items will be arranged by contractor at his own cost. BHEL will provide space only.
- 1.7 BHEL will provide fuel PNG for cooking. All tenderers are requested, please quote the rate of Roti and Poori without fuel.
- 1.8 Tender may be rejected on account of unsatisfactory past performance in the execution of earlier contract BHEL, if noticed during technical evolution.
- 1.9 The tender document may be submitted through speed post/ ordinary post or delivered by hand to reach within the stipulated date and time.
- 1.10 Bids complete in all respects should reach our office on or before date 26.08.2015 by 14.00 hrs.
- 1.11 Technical bids will be opened on same date. The technical bids will be opened in the presence of authorized representative of the bidders who wish to be present. BHEL reserves the right to make any change in the terms and conditions of tender and reject any and all bids. Bids received late or found incomplete shall be rejected.

Annual Rate Contract (ARC) will be for one year and may be extended for another one year of the same price and terms conditions. If the contractor fails to fulfill contractual obligations or maintain quality / quantity, ARC will be cancelled by BHEL During the contract period & security deposit shall be forfeited.

Deepale Wad
23/10



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Annexure –IV

Procedure for bid submission and evaluation criteria

Bids complete in all respects should reach our office on or before date .11.2017 by 14.00 Hrs. The tender shall be in two part bids.

PART-I- Techno- Commercial Un-priced Bid complete with all technical and commercial details in duplicate other than price shall be sealed in one envelope. Techno- Commercial Un-priced Bid contains:

All tender documents including annexures duly filled and duly signed and stamped on each and every page by the authorized signatory of the bidders as a token of acceptance of all terms and conditions of the tender.

Unpriced copy of the Price bid with all amount/ figures/ percentages wherever quoted in the price bid being replaced with the word 'Quoted' or 'Q'.

Techno- Commercial Un-priced Bid will be opened on date 14.11.2017 by 14.00 Hrs. in the presence of the bidders who may like to be present. After scanning and acceptance of the technical bids, price bids of technically accepted parties only shall be opened. The date of opening price bids will be intimated separately.

PART-II- Priced Bid (only Priced-Bid in Annexure X, no document should be enclosed with priced bid) shall be sealed in another envelope.

Any technical detail and / or terms and conditions, if found in this part shall be ignored as the same are supposed to be contained in part-1 only, as indicated above.

Two sealed envelopes containing Part-I and Part-II of bids separately, should be kept in third large envelope duly sealed and super scribing with the Enquiry Reference No., due date of tender opening of techno- commercial bid, item description and vendor's name, should be addressed to BHEL – Industry Sector, Integrated Office Complex, Lodhi Road, New Delhi – 110003

Single bid with technical and price mixed bid will not be considered.

Late tenders will be rejected.

EVALUATION CRITERIA

Bidder's shall be selected as L-1 (Lowest one) on tawa chapatti basis. In the event of more than one bidder having quoted identical lower rates of tawa chapatti and there is a tie amongst the bidders, rates offered for poori will be considered to select L-1 vendor.

Deepak Wal
23/10



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Annexure- V

Terms & Conditions of the Contract

1) VALIDITY OF CONTRACT

The contract will be valid for a period of one year. The same may however be extended further for a period of one year / part thereof with mutual agreement, in writing, on the same rates, terms and conditions.

2) TERMINATION OF CONTRACT

During the period of contract, if the contractor defaults in performance of the work with due diligence and continue to do so or commit any default in complying any of the tender terms and conditions ever after the notice (in writing) is given to him, BHEL may, without prejudice to any other, has right to remedy which shall have accrued or shall accrue thereafter to BHEL, terminate the contract and in such case the Security deposit may be forfeited.

3) Security deposit (SD)

Amount equal to 5% of the contract value shall be deposited by the successful bidder through NEFT either within seven days from the date of award of work or before start of contract whichever is earlier. SD can also be recovered at the rate of 10% from the running bills. However, in such case at least 50% of the SD shall be deposited within specified time and balance 50% may be recovered from the running bills.

If the successful bidder requests BHEL in writing to adjust EMD amount towards SD then EMD shall be retained as part of SD while the balance amount may be deposited as above. SD, without interest, shall be refunded after successful completion of contract period.

4) TERMS OF PAYMENT

In case of the award of the work, all invoices along with specified document shall be submitted in triplicate, to HR-Purchase Department of BHEL building, Lodhi Road and the payment will generally be made on a monthly basis within 15 days after receipt of bill correct in all respect and verification by BHEL representative for satisfactory completion of the work and actual quantity. No advance money will be paid under circumstances. Also no interest shall be paid due to delay in making payment.

5) BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part of full without assigning any reason whatsoever. BHEL also reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black- listed / debarred/ banned by PSUs/ kept on hold by any office of Delhi-based Division of BHEL during the last three years will be rejected.

Deepale wsh.
23/10



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6) BHEL reserves the right to increase / decrease the quantities.

7) TAX DEDUCTON SOURCE:

Tax shall be deducted at source from the running bill as per applicable income tax Rules and other statutory requirements.

8) PENALTY CLAUSE

Timely supply of Roti (Tawa Chapatti) / Poori is the essence of the contract. If the contractor fails to preparation of roti / Poori within the delivery time i.e. by 12.30 pm every day, a penalty @10% of the amount payable to vendor for the respective day (s) may imposed. Even after penalty, the repeated delay in preparation of roti / Poori by the party will be viewed seriously and appropriate action, as deemed fit, will be initiated against the contractor, BHEL's decision in this regard shall be final.

9) DELIVERY PERIOD

Roti/ Poori shall be packed in aluminum foil and should be handed over to canteen up to 12.30 pm daily in working days.

10) ARBITRATION

In the event of any dispute of difference arising out of the execution of the order/ contract of the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL and service provider in any manner touching upon the order / contract, such dispute of difference shall) except as to any matters, the decision of which is specifically.

Provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject to aforesaid, the provision of arbitration and Conciliation Act, 1996 (India) or statutory modification or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under clause. The venue of arbitration shall be at BHEL Lodhi Road.

Deepak BSC
23/10



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11) LAWS GOVERNING THE CONTRACT

The order/ contract shall be executed and govern by the law of India and the courts of India alone shall have jurisdiction in respect of any arising under or in connection with the order/ contract.

12) JURISDICTION DISCREPENCY:

Courts at 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

13) PRICE DISCREPENCY

- a) If, in the price structure quoted for the goods /service / work, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price to the quantity), the unit price shall prevail and the total price shall be corrected accordingly, unless the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern the unit price shall be corrected accordingly.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail and the total shall be corrected. and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in the words is related to an arithmetic error, in which case the amount in figure shall prevail subject of (a) and (b) above.
- d) If there is discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid liable to be ignored.

14) STATUTORY VARIATION

Any increase in basic rate of GST during the contractual time of services shall be to the contractor account. However, any decrease in the rate of GST shall be passed on to the purchaser. Supplier to ensure compliance of GST/any applicable prevalent tax law during the currency of contract. All the returns applicable under GST Law shall be abided and any loss to the purchaser due to noncompliance shall be recovered from the contractor.

15) NOTE:

It is presumed that the bidder has accepted all the instructions, Terms and conditions and Technical Specifications covered in this tender enquiry, unless the deviations are specifically indicate in the bid on a separate sheet.

Deepale waf
23/10



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Annexure-VI

DETAIL OF BUSINESS

The vendor shall furnish the following information along with part-1 bid for rate contract .

1.0	Name of the firm	
2.0	Address for communication	
3.0	Registered office, if any:	
4.0	Telephone no. (office) (Res) (Mobile) (Fax)	
5.0	Name of the proprietor/ partner	
6.0	Name of the Banker	
7.0	Experience certificate with Govt. /Public sector undertaking/ Private of repute.-Minimum three years (Pls. enclosed)	
8.0	Copy of PAN Card and GST No. to be furnished	
9.0	Actual turnover – Minimum five lacs per year for three years	
10.0	Any other information	

(Signature and seal of the contractor)

Deepak Singh
23/10/17



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Annexure-VII

Acceptance Letter/ No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Or

We hereby accept all terms and conditions of the above tender except the following:
(Give Reference to Clause Nos. of terms and conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.

Signature
With name, Designation & Seal of the firm

Deepale wal
23/10



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Annexure-VIII

DECLARATION

I / We hereby declare that I / We have not been banned or de-listed by any PSU/ Government Department/ Financial Institute/ Court and no case is pending with the police/ court against our firm/ partner or the company.

Signature

With name, Designation & Seal of the firm

Deepak wal
23/10



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Annexure-IX

TECHNICAL DETAILS OF VENDOR

For technical bid

TURNOVER (F.Y.)	2014-2015	2015-2016	2016-2017
Rs. (lacs)			

Work experience fulfilling, submitted in part-I bid)

EXPERIENCE	NO. of work	Value	Customer's Name
1.			
2.			
3.			

PAN Card No./ Name on PAN card	
GST No.	

Income Tax Return (F.Y)	2014-2015	2015-2016	2016-2017
EMD Detail	DD/ PO No.	Date	Amount (In Rs.)

(Signature and seal of the contractor)

Deepale wip
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Annexure-X

PRICE BID FORMAT

S. No.	Description	Atta Brand	Oil Brand	Rate with fuel (PNG) Rs.
1	Roti (Tawa Chapatti) Weight – 30-35 gm per tawa Chapatti	Shakti Bhog/ Annapoorna/ Asshirbad	-----	
2	Poori 25-28 gm per Poori	Shakti Bhog/ Annapoorna/ Asshirbad	Sundrop/ sunflower/ fortune	

1.1 **Note:** The rates quoted above are to be exclusive of applicable GST. Applicable GST shall be payable extra.

(Signature and seal of the contractor)

Devalalvel
23/10



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Annexure-XI

CHECK – LIST (Part-I Bid)

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

s. No.	Description of requirement	Yes/ NO/ NA	Page No(s)
1	EMD of Rs. 16,000/- in the form of pay order or Demand Draft in favor of " Bharat Heavy Electricals Ltd" in a separate envelope.		
2	Detail of work experience, Satisfactory work performance certificates.		
3	Turn over minimum 2.4 lacs during the last three financial years ending 31 st march 2017		
4	Acknowledgement of I-T return of last three financial years i.e. FY 2014-2015, 2015-2016 and 2016-2017		
5	Copy of the PAN Card and GST NO.		
6	Terms & Condition (Annexure-I)		
7	PRE QUALIFYING REQUIRMENTS (PQR) (Annexure-II)		
8	Scope of work (Annexure-III)		
9	Procedure for bid submission and evaluation criteria (Annexure-IV)		
10	Terms & Conditions of the Contract (Annexure-V)		
11	<u>DETAIL OF BUSINESS</u> (Annexure-VI)		
12	Acceptance Letter / No Deviation Certificate (Annexure-VII)		
13	Declaration (Annexure-VIII)		
14	Technical Details of Vendor(Annexure-IX)		
15	Price Bid Format (Annexure-X)		
16	Check List (Annexure-XI)		
17	Details of BHEL for NEFT (Annexure-XII)		
18	NEFT Format Duly Certified by Bank (of Vendor)		

Deepale wadhwa
23/10

(Signature and seal of the contractor)

EFT MANDATE (DULY CERTIFIED BY BANKER)			
Bank Name	CANARA BANK		
Bank Branch Address	PRIME CORPORATE BRANCH -II, WORLD TRADE TOWER, BARAKHAMBHA LANE, NEW DELHI		
Branch Code	1942	MICR No	110015097
Swift Code	CNRBINBBIFD		
IFSC for RTGS	CNRB0001942		
IFSC for NEFT	CNRB0001942		
Beneficiary's Name	BHARAT HEAVY ELECTRICALS LIMITED INDUSTRY SECTOR INTEGRATED OFFICE COMPLEX, LODHI ROAD NEW DELHI - 110003		
Beneficiary's Account Number	0307201003847		
Type of Account	CURRENT ACCOUNT - GENERAL		
We hereby certify that information given above (Bank Details) are true and correct			
We certify that the particulars mentioned above are true and correct and we will be responsible if any of the information stated above found to be incorrect at a later date. We also confirm that, any changes in the above details occurring in future, shall be informed to you immediately.			
Yours Faithfully	<i>Deepak Wadhwa</i>		
Sign	_____		
Name:	दीपक वधवा / DEEPAK WADHWA वरिष्ठ लेखाधिकारी / Senior Accounts Officer		
Designation:	भारत हेवी इलेक्ट्रिकल्स लिमिटेड उद्योग क्षेत्र, एकीकृत कार्यालय कॉम्प्लेक्स लोधी रोड, Industry Sector, Integrated Office Complex, Lodhi Road, नई दिल्ली-110003 / New Delhi-110003		
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">कृते केनरा बैंक/For Canara Bank</p> <p style="text-align: center;">वरिष्ठ प्रबन्धक/Senior Manager प्राईम कॉर्पोरेट कनाउट प्लेस शाखा Prime Corporate Connaught Place Branch नई दिल्ली/New Delhi-110001</p> <p style="text-align: right;"><i>22/05/16</i></p> <p style="text-align: center;">Banker's Seal and Signatures</p> </div>		

Deepak Wadhwa
931x