



RURAL ELETRIFICATION CORPORATION LIMITED

ZONAL OFFICE

ICMARD BUILDING, 7TH FLOOR

14/2, CIT SCHEME VIII (M), ULTADANG

KOLKATA – 700 067

Tender Document

for

Providing Canteen Services

Last Date of Receipt of Tender:

31st January 2012

Tender No.

RECL/Admn./Canteen/11/99/1052

Dt. 16.01.2012



हिंदी में पत्र व्यवहार कर देश का गौरव बढ़ाएं
रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड
RURAL ELECTRIFICATION CORPORATION LIMITED

(भारत सरकार का उद्यम)

(A Government of India Enterprise)

Zonal Office : KOLKATA

ICMARD Bldg., Block-14/2, CIT Scheme-VIII(M), Ultadanga, Kolkata-700 067

Tel: 2356-6989 (D) Fax: 2356-6991, EPABX: 2356-7017/7018

E-mail : zmkolkata@recl.nic.in Website : www.recindia.com

NOTICE INVITING TENDERS (NIT) FOR CANTEEN SERVICES

No. RECL/Admn/Canteen/11/99/1052

Dated: 16.01.2012

TENDER DOCUMENT

1. Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites 'Sealed Bids' for canteen services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-2. The job specifications and scope of work are given in Annexure-I. The format for Financial Bid is at Annexure-3. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as 'Techno commercial Bid' giving details in the format as per Annexure-2 and the second sealed envelope superscribed as 'Financial Bid' in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope superscribed as 'BID FOR CANTEEN SERVICES' AND 'NOT TO BE OPENED BEFORE 31.01.2012'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be dropped in to the Tender Box placed at the REC Office Premises at ICMARD Building, 7th Floor, 14/2, CIT Scheme, VIII (M), Kolkata – 67.
3. **The sealed bids will be received by REC up to 11.00 AM on 31.01.2012.** Any bid received after the prescribed deadline shall not be considered irrespective of rates. **The Techno-Commercial bids will be opened on the same date i.e. 31.01.2012 at 11.30 AM** in the presence of the representatives of the bidders present. **The financial bids of such firms which meet the prescribed techno-commercial criteria will be opened on the same date i.e. on 31.01.2012 at 3.30 PM.**
4. Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) should accompany the **Techno-commercial bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Rural Electrification Corporation Limited payable at Kolkata. Such EMD shall not carry any interest. **Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by REC.**
5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.

6. The EMD of successful bidder shall be retained as security towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable. EMD of unsuccessful bidders shall be returned after the acceptance of the Purchase Order by the successful bidder/s.
7. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.
8. The Bidder should carefully read, understand and seek clarifications if any before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.
9. Small scale units registered with National Small Industries Corporation (NSIC) shall be allowed the facilities of exemption from payment of EMD and price preference of up to 15% over the large scale units as per directives of Ministry of Micro Small and Medium Enterprise. The bidder should enclose a copy of registration with NSIC.

10. RATES AND PRICES

- 10.1 Bidders shall quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 10.2 All statutory duties and taxes (including excise and customs) VAT, etc may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 10.3 No additional freight or any other charges, etc, would be payable.
- 10.4 The bidder shall charge the competitive rates for branded items of snacks / cold drinks, juice, biscuits etc. in any case within the MRP printed on the item.

11. TERMS OF PAYMENT

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by authorized officer of REC that the services provided during the month are satisfactory.

12. ELIIGIBILITY CRITERION

- 12.1 The Bidder must have minimum Average Financial turnover of Rs. 3.06 lakhs during the last four financial years.
- 12.2 Bidder must be registered with Department of Sales for Services Tax with any State/Central Government.
- 12.3 Bidder must have a Valid PAN Number, PF/ESI registration.
- 12.4 Bidder must have experience for smooth running of canteen for minimum 25 employees of reputed organization in the last four years.
- 12.5 The bidder should have experience in handling similar contract during the last 4 years of either Rs. 3.5 Lakh in single work order or two work orders each of Rs. 2.19 Lakh. The bidder must submit the successful completion certificate while claiming the experience.
- 12.6 The firm should be in existence for a minimum period of last 4 years.

12.7 The bidder should enclose copies of documentary evidence in support of above failing which the bid will be summarily rejected.

12.8 The catering staff deployed should have experience in servicing in office complexes.

13 EVALUATION OF BIDS

13.1 The bids will first be evaluated on the parameters fixed for eligibility criteria and the bids of such bidders who do not fulfill the eligibility criteria conditions listed at 9.1 to 9.6 will not be considered for opening of financial bid..

13.2 A weightage of 50% towards average financial turnover of 4 years and 50% towards rates offered will be assigned in the following manner:

I. Average Financial turnover of 4 years of the bidder

Sl.No.	Turn over	Marks
a)	3.06Lakh	0
b)	Highest turnover amongst the bids received Rs. _____ lakhs	50
c)	Differential turn over (turn over at (b) above subtracted by the minimum eligibility turnover of Rs. 3.06 lakhs) Rs. _____ lakhs	
d)	Turnover of other bidders	
	i) Turnover of the bidder in excess of Rs. 3.06 lakhs Rs. _____ lakhs	
	ii) Marks assigned – Sum total of d (i) divided by sum of total of (c) multiplied by 50	_____

(For example if the turnover of a bidder is Rs. 4.0 lakhs and the highest turnover received is Rs. 5.0 lakh and thus differential at (c) is Rs. 1.94 lakhs, then the marks assigned to the bidder would be $0.94/1.94 \times 50 = 24.22$ compared to '50' marks assigned to the bidder with highest turnover and '0' to the lowest of Rs. 3.06 lakh

II. Financial Bid – Rates offered

	Marks
a) Sum total of lowest rates offered by any valid bidder arrived at by multiplying the estimated quantity (Appendix-1 of Annexure-I) by the quoted rates Rs. _____ lakhs	50
b) Sum total of highest rates offered by any bidder arrived at by multiplying the estimated quantity (Appendix-1 of Annexure-1) by the quoted rates Rs. _____ lakhs	0

- 15.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one Bidder, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC.
- 15.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 15.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 15.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 15.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

16 FORCE MAJEURE

- 16.1 In the event of either Bidder being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the Bidder affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 16.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.
- 16.3 Upon the occurrence of such cause and upon its termination, the Bidder alleging that it has been rendered unable as aforesaid thereby, shall notify the other Bidder in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other Bidder within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, REC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- 16.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

17 APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

- 18 No alternative offer shall be considered.
- 19 REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC's action.
- 20 REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- 21 Any clarification on the documents may be obtained from:-

Shri P. Sahani Chief Manager (Technical), Rural Electrification Corporation Limited, Zonal Office, Kolkata. ICMARD Building, 7 th Floor, 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700 067. Telephone No: 23567017/18 extn. 26	Shri T. N. Sinharay Asst. Manager (HR), Rural Electrification Corporation Limited, Zonal Office, Kolkata. ICMARD Building, 7 th Floor, 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700 067. Telephone No: 23567017/18 extn. 28
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

(S. Ghosh Dastidar)
Zonal Manager (EZ)

Scope of work and terms and conditions

A. Coverage of Canteen services

- i) Providing tea / beverages / snacks / lunch services at REC office premises on 7th Floor of ICMARD Building -About 22 employees

D. Broad details of scope of work

- i) Servicing of lunch / tea / snacks to employees

Arrangements for supply of cooked lunch* tea and snacks for about 22 employees on 7th Floor of ICMARD Building

- ii) Arrange for servicing of cooked / pre cooked snacks to the above 22 employees of the Corporation on 7th Floor of ICMARD Building. A suggestive menu of lunch / snacks etc. together with the brand / quality of the material to be used is enclosed (Appendix-II)
- iii) All serving utensils/crockery are to be arranged by the bidder. Cleanliness/hygiene of utensils/crockery should be maintained properly.

(*) The number may vary depending upon the requirement by REC (to be intimated to the vendor well in advance).

**SUMMARY OF EXPECTED MONTHLY CONSUPTION OF LUNCH, SNACKS, TEA,
COLD DRINKS ETC. IN REC**

S.No.	Item	Monthly estimated consumption (In Nos.)
A. LUNCH		
	a) Working lunch to employees	
	i) Veg	128
	ii) Non-veg	378
B. BEVERAGES	a) Tea / Coffee	1012
	b) Veg. Soup / Juice	1012
C. SNACKS	Samosa / Kachori / Veg. sandwich / Assorted veg. pakoras / Bread toast (butter/jam)	1012

TENTATIVE LUNCH/SNACKS MENU

i.

(a) LUNCH for employees

(in consultation with Canteen Committee)

Different dishes	Monday	Tuesday	Wednesday	Thursday	Friday
Veg. Fry	Assorted fry	Assorted fry	Assorted fry	Assorted fry	Assorted fry
Vegetable - about 100 gms	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables
Spl. Vegetable (for veg. meal only) - about 100 gms	Palak paneer	Karahi Pakora	Kofta/ Alu Mattar	Palak paneer /Mattar Paneer	Kabuli Channa
Dal (about 100 gms)	Dal	Dal	Dal	Dal	Dal
Rice (about 100 gms)	Boiled Rice / Roti / Chapati	Boiled Rice / Roti / Chapati	Boiled Rice / Roti / Chapati	Boiled Rice / Roti / Chapati	Boiled Rice / Roti / Chapati
Fish/Chicken/Egg Curry (for non-veg. meal only) – about 100 gms	Fish	Egg curry	Fish	--	Chicken
Misc.	Salad/Papad/ Achaar/Chatni	Salad/Papad/ Achaar/Chatni	Salad/Papad/ Achaar/Chatni	Salad/Papad/ Achaar/Chatni	Salad/Papad/ Achaar/Chatni

ii) SNACKS/BEVERAGES (Twice daily –Morning/after noon): Both items on each day have to be separate (in consultation with Canteen Committee)

BEVERAGES	a) Tea / Coffee - 100 ml. b) Veg. soup / Juice-150 - 150 ml. (Fresh fruit/vegetables)
SNACKS	a) Samosa / Kachori (1 pc) - 100 gm. / Paneer Pakora (1 pc) - 50 gm. / Veg.Sandwich-2 pcs . / Assorted veg. pakoras (100 gm) / Bread toast (butter/jam-10 gm + 2 slices)

BRAND / QUALITY / MAKE OF MATERIALS

Sl. No.	Items	Quality / Brand
	Dairy Products	
1	Milk-Toned, Pouched	100 % Milk Food/Vita / Mother dairy/ Amul
	Butter	Amul / Britannica / Vita / Vijya
	Cheese Processed	Amul / Britannica / Vita / Vijya
	Condensed Milk	Milk Maid/ Nestle/Mother Dairy /Parag/Verka
	Ice Cream	Mother Dairy/Kwality/walls/Vadilal
	Curd	Packed (100 Gms) curd of Nestle/Mother Dairy/Amul
	Bakery Products	
	Bread	Harvest Gold /Britannia /Modern /Perfect
	Biscuit	Britannia / Parle / Sunfeast/ Little Heart/ Fifty Fifty / Good day/ Bon Bon Chocolate or orange / Priya Gold / Snax
	Provision and Stores	
1	Atta (Whole grain)	Good quality Agmark of Aashirwad / Aahar / Nature Fresh / Shakti Bog
	Rice	Good quality Rice (Miniket/Chamarmani)
	Sugar Cube	Dauralla or equivalent
	Low calorie sweetener (Sachet / Tablet)	Equal / Nature fresh / Sugar Free
	Tea Bags	Taj Mahal / Tata Tetley / Lipton
	Coffee	Nestle Classic
	Jam	Kissan / Top / Hinz / Catch
	Pickle	Kissan / catch / Panch Ranga
	Refined Oil (Low fat content)	Gold seal (Lipton) / Postman (Hindustan lever) / Sweekar/ Sun flower / Safola
	Tamato/Chilli/soya sauce	Magi / Kissan / tops
	Garam / Chat / Chana Masala – Kasturi Methi. table salt. Dhanial/ Chilli /Haldi Powder, Pepper etc.	Good Quality MDH / Catch / Agmark MTR – ISI mark
	Laung. Dal Chini. elaichi and other hot spices etc.	Best quality
	Pulses – Dals and beans etc.	Best quality
	vegetables	
	Fresh vegetables	Fresh and Best Quality
	Fish/Chicken/Egg	Fresh and Best Quality

In case of non –availability of above described brand/(s) – the contractor should obtain prior permission of the officer-in-charge for use of alternate material

CANTEEN SERVICES – TECHNICAL BID

ELIGIBILITY CRITERIA

1. THE AGENCY

- a) Name _____
- b) Type _____ Limited Co./Partnership/SSI/NGO/Proprietor
(Please enclose copy of Registration)
- c) Regd. Address _____
- d) Address of Office at Delhi/NCR _____
- e) Contact Person's
- i) Name & Design. _____
- ii) Tel No.
Landline _____ Mobile _____
- iii) Email ID _____

2. PAN/GIR No. : _____
(Please upload copy)

3. TIN No. : _____
(Please upload copy)

4. Service Tax Regn.No.: _____
(Please upload copy)

5. EPF Registration No. _____
(Please upload copy)

6. ESI Registration No. _____
(Please upload copy)

7. Annual Turnover for the last 4 years :
(Should be more than Rs. 3.06 lakh)

2010-11 _____

2009-10 _____

2008-09 _____

2007-08 _____

(Please furnish copies of documentary proof (Vig. P&L A/c / CA certified documents)

(Please sign on each page)

8. Experience of similar work in the field during the last four years

- (i) The bidder must have experience of smooth running of canteen for minimum 25 employees of reputed organization or should have provided at least 20 catering services of 25 persons or more).
- (ii) The catering staff should have experience in servicing in office complexes.

Please furnish copies of documentary evidence in respect of experience and a certificate to the effect that the catering staff deployed will have experience in servicing in office complexes

9. Earnest Money Details

Amount - Rs. 5,000/

D.D. No. _____ Date _____ Bank _____

Signatures of authorized signatory

Name _____

Designation _____

Seal:

CANTEEN SERVICES – FINANCIAL BID

Items (As per Scope Work and Appendix –1 & 2)	Rate per unit inclusive of taxes (Rs.)
A. LUNCH	
i) Veg	
ii) Non-veg	
B. BEVERAGES	
a) Tea / Coffee	
b) Veg. Soup / Juice	
C. SNACKS	
Samosa / Kachori / Pankeer Pakora / Veg. Sandwich / Assorted veg. pakoras / Bread toast	

The terms and conditions contained in the Tender Document are acceptable to us.

Signatures of authorized person

Name _____

Designation _____

Seal