



**TENDER & BIDS for appointment of Canteen Caterer for PANIHATI UNIT, B.T. ROAD,  
KOLKATA-700114**

TENDER No. : PER/Canteen/01 /2017-18

**BENGAL CHEMICALS & PHARMACEUTICALS LTD**

(A Govt. of India Enterprise)

**Regd.Off:** 6, GANESH CHUNDER AVENUE, KOLKATA – 700 013

PH: 033-22371525/26 FAX: 033-2225 7697

**BENGAL CHEMICALS&PHARMACEUTICALS LTD**  
(A Govt. of India Enterprise)  
**Regd. Off. 6, GANESH CHUNDER AVENUE, KOLKATA – 700 013**  
PH: 033-22371525/26 FAX: 033-2225 7697

Tender No :	PER/Canteen/01/2017-18
DATE OF COMMENCEMENT OF	07/06/2017
LAST DATE AND TIME FOR RECEIPT OF BIDS	14/06/2017 2 P.M
TIME AND DATE OF OPENING OF BIDS	14/06/2017 3 P.M
PLACE OF OPENING OF BIDS	Bengal Chemicals &Pharmaceuticals Limited , 6,GANESH CHUNDER AVENUE, KOLKATA – 700 013
ADDRESS FOR COMMUNICATION	<b>DGM (HR &amp; ADMIN)</b> Bengal Chemicals &Pharmaceuticals Limited , 6,GANESH CHUNDER AVENUE, KOLKATA – 700 013
WEB SITE ADDRESS	<a href="http://www.bengalchemicals.co.in">www.bengalchemicals.co.in</a>

**Opening of Technical and Price Bids shall be 14/06/2017 (3 PM) & 14/06/2017 (3:30 PM) respectively.**

We request you to submit yours sealed Tender document. Sealed Tender & bids is to be submitted on or before the closing date i.e. before 2 P.M on **14/06/2017**. Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be superscripted as “Technical Bid “ and “Price Bid” on the respective covers in order to clearly identify between the two Bids.

These two bids should be submitted in a single sealed cover with the respective Tender No. Mentioned thereon, complete in all respect, addressed **DGM (HR & ADMIN), BENGAL CHEMICALS & PHARMACEUTICALS LTD, Regd. Off: 6,GANESH CHUNDER AVENUE, KOLKATA – 700 013**

The Technical Bid & Financial Bid will be opened as scheduled in the presence of the bidders, who opt to be present. In the event of the date being declared is a closed holiday for BCPL, the due date for submission of bid and opening of will be the following working day at the appointed time. In case you need any further information, please feel free to contact the undersigned on E-mail:- [personnel\\_ho@bengalchemicals.co.in](mailto:personnel_ho@bengalchemicals.co.in)

DGM (HR & ADMIN)  
Corporate Office

**BENGLA CHEMICALS & PHARMACEUTICALS LIMITED**  
(A Govt. of India Enterprise)

**Regd. Off. 6, GANESH CHUNDER AVENUE, KOLKATA – 700 013**

---

(TENDER DOCUMENTS FOR CANTEEN SRVICES)

Tender Notice No. : PER/ /2017

Name of the work : Running and Maintenance of Canteen at PANIHATI  
UNIT, B T ROAD, KOLKATA 700 114

Last date of Sale of  
Tender Document : 14/06/2017

Date of opening Tender : (Technical Bid)

Sold to : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MR No. and Date : \_\_\_\_\_

Tender Fee : ` 500/- (Five Hundred only)

**\*Note:**

(Form will have to be issued against non-refundable amount of ` 500/-)

TENDER FORM

Reference N.I.T. No. PER/ /2017

1) Name of the Tenderer/Firm \_\_\_\_\_

2) Name of the Proprietor \_\_\_\_\_

3) Fathers Name \_\_\_\_\_

4) Address \_\_\_\_\_  
\_\_\_\_\_

5) Whether related to any Employees in this Company  
(If yes, Name of the person with relation):

Name \_\_\_\_\_ Relation \_\_\_\_\_

6) Cost of Tender Form paid vide receipt No \_\_\_\_\_ Date \_\_\_\_\_

7) Whether any Trade License, Give the No \_\_\_\_\_ Date \_\_\_\_\_

Issued by \_\_\_\_\_  
(Copy to be enclosed)

8) Whether any License under the Contract Labour (abolition) Act.

Give No \_\_\_\_\_ Date \_\_\_\_\_ Issued by \_\_\_\_\_  
(Copy to be enclosed)

9) Experience in the line in brief with credentials if any.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BENGLA CHEMICALS & PHARMACEUTICALS LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
6, GANESH CHUNDER AVENUE, KOLKATA – 700 013

OPEN TENDER NOTICE NO. PER/ /2017

Seal tender for the work mentioned below are invited by DGM (HR & ADMIN) from reliable,experienced, and financial sound contracts having established credential for similar type of work.

1. Name of the work Running and Maintenance of Canteen at PANIHATI UNIT, B T ROAD, KOLKATA 700 114
2. Approximate cost \_\_\_\_\_
4. Cost of Tender Document ` 500/- (Five hundred only)
5. Last date and time of sale of Tender documents  
Last date and time of receipt of tender
6. Date and time of opening of tender
7. Place of submission tender Bengal Chemicals & Pharmaceuticals Ltd.  
6, GANESH CHUNDER AVENUE, KOLKATA – 700 013
8. Validity of offer 3(three) months from the date of opening Tenders

9. Eligibility Criteria:

- a) The Tenderer should have valid license issued by the competent authority for running and maintenance of industrial canteen in compliance with the statutory norms for running and maintenance of canteen.
- b) The Tenderer should have engaged at least one similar single work in last three financial years(i. e. current year and three previous financial years).
- c) The Tenderer should have valid pan card.

10. The Tender document may be obtained on any working day between 10:00 hrs. to 16.00 hrs. Up to 14/06/2017 from the office of the DGM(HR & ADMIN), BCPL City Office at 6, Ganesh Chunder Avenue, Kolkata – 700 013 on written application and on production of money receipt of ` . 500/- (Five hundred only) from the competent authority of BCPL.

11. Tender form is not transferable. The cost of tender form is not refundable under any circumstances.

13. The Tender must be submitted in the prescribed form duly filled in (in figures and words wherever required) and complete in all respect. The Tenderer must sign on each and every page of the Tender documents.

14. BCPL will provide requisite space for canteen, electricity, water and infrastructural facilities. However, gas oven, micro oven, fridge, mixer-grinder, roaster and other allied electronics / electrical gadgets required for running the canteen shall be arranged by the tenderer at his cost. No supporting manpower for running and maintaining the canteen shall be provided by the company and the tenderer is required to provide requisite number of manpower for rendering canteen services.

15. The tenderer should quote rates for lunch / snacks to be served during the specified hours as per Menu Chart attached herewith and rate to be quoted separately (Item wise both price and weight, wherever applicable). Apart from lunch/snacks, tea and coffee should also be served at the respective hours as may be notified by the Canteen Managing Committee.

16. It shall be the duty of the tenderer to serve lunch snacks / tea / coffee / etc. to the respective employees and/or guests against payment and neither the company nor the Canteen Managing Committee shall be responsible for the same.

17. In addition to preparation of food stuff in hygienic manger, the quality, quantity preparation and service should meet the satisfaction of the Canteen Managing Committee.

18. The tenderer should have all the requisite license / registration /clearance including PF and ESI, which should be duly supported with attested copies of certificates / registration / license / challan etc. and other statutory obligations applicable from time to time.

19. The bidder selected and the work order issued in their favor, is subject to observation for a period of 6 (months) to assess the suitability and competency of the canteen service provider. On expiry of six months, the work order so issued shall continue to be in force for a period of 12 (twelve) months which may be extended for further periods, exclusively at the discretion of the BCPL Management and Canteen Managing Committee. BCPL Authorities, however, reserve the right to terminate the contract in case the canteen service so provided is not up-to the satisfaction.

20. BCPL management reserves the right to either cancel the tender or reject any or all the tenders without assigning any reason thereof.

21. Tenders forms will be on sale from 07/06/2017 onwards and will be available up to 14/06/2017 2 P.M

22. Tender will be received in a separate sealed cover for the above work 14/06/2017 and will be opened on the same date at 3 P.M

23. Tender enclosed in sealed Covers with tender no. super scribed on the cover may be sent by registered post to the address of DGM(HR & ADMIN) so as to reach by 14/06/2017 2 P.M (BCPL will not be responsible for any postal delay) or deposited in the special box allotted at above mentioned office.



24. If the date of opening of Tender happens to be a holiday. Tender on the next working day at the same time in the same manner.

I/We \_\_\_\_\_ various conditions to tender hereto attached said conditions and hereby agree to abide by the said conditions.

TENDERER/CONTRACTOR'S ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF TENDERER(S)/CONTRACTOR(S)

To  
The DGM (HR & ADMIN)  
Bengal Chemicals & Pharmaceuticals Limited  
6, GANESH CHUNDER AVENUE, KOLKATA – 700 013

I/We \_\_\_\_\_ have read various conditions to tender here to attached and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 90 (Ninety) days from the date fixed for opening the same and in default thereof, I/We will be liable for forfeiture of my/our Security Deposit. I/We offer to do the work as detailed below:

Name of the work	Running and Maintenance of Canteen at PANIHATI UNIT, B T ROAD, KOLKATA 700 114
------------------	--

Rates Quoted	Enclosed in Annexure as per Menu Chart.
--------------	---

1. The tenderer should quote rates for lunch / snacks to be served during the specified hours as per Menu Chart attached herewith and rate to be quoted separately (item-wise both price and weight, wherever applicable). Apart from lunch/snacks, tea and coffee should also be served at the respective hours as may be notified by the Canteen Managing Committee.
2. Special conditions, if any, will not be accepted and the tender may be treated as non-responsive. In case of any conditions quoted by the tenderer the conditional tender may be summarily rejected.
3. I/We hereby bind myself/ourselves to render canteen services as per the conditions specified in the tender documents. I/We also hereby agree to abide by the General Condition of Contract and to carry out the works according to the standard specifications for food stuff both in quantitative and qualitative terms.
4. I/We declare that I/We possess requisite license / registration / clearance including PF and ESI, attested copies of certificates / registration / license/challan etc. are enclosed for reference.

5. BCPL will provide requisite space for canteen, electricity, water and infrastructural facilities. However, gas oven, micro oven, fridge, mixer-grinder toaster and other allied electronics / electrical gadgets required for running the canteen shall be arranged by the tenderer at his cost. No supporting manpower for running and maintaining the canteen shall be provided by the company and the tenderer is required to provide requisite number of manpower for rendering canteen services.
  
7. The tenderer should quote rates for lunch / snacks to be served during the specified hours as per Menu Chart attached herewith and rate to be quoted separately (Item wise both price and weight, wherever applicable). Apart from lunch/snacks, tea and coffee should also be served at the respective hours as may be notified by the Canteen Managing Committee.
  
8. In addition to preparation of food stuff in hygienic manner, the quality, quantity preparation and service should meet the satisfaction of the Canteen Managing Committee. It shall be the duty of the tenderer to keep and maintain the canteen premises in a clean and hygienic manner. In case of failure to do so by the tenderer, BCPL authority shall arrange the same and the cost shall be deducted from the Tenderers pending bill. Should there be no pending bill, the same shall be adjusted against EMD.
  
9. The tenderer should have all the requisite license / registration / clearance including PF and ESI, which should be duly supported with attested copies of certificates / registration / license / challan etc.
  
10. The bidder selected and the work order issued in their favor, is subject to observation for a period of 6 (months) to assess the suitability and competency of the canteen service provider. On expiry of six months, the work order so issued shall continue to be in force for a period of 12 (twelve) months which may be extended for further periods, exclusively at the discretion of the BCPL Management and Canteen Managing Committee. BCPL Authorities, however, reserve the right to terminate the contract in case the canteen service so provided is not up-to the satisfaction. The party may terminate the contract by giving 3(three) months notice. If the party terminates their contract without prior intimation or permission or whatsoever to the concerned authority of BCPL within the stipulated period, the security deposit will be forfeited.

11. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications as may be mutually agreed to by and between us and indicated in the Letter of Acceptance of my/our offer for this work.
  
12. I/We enclose attested copies requisite clearance certificate or a declaration to that effect as may be necessary.
  
  
  
  
  
  
  
  
  
  
12. The manpower so engaged by the tenderer should be capable and competent enough to render canteen services and able to communicate with the officers/employees/visitors etc. either in Hindi or English apart from the local dialect.
  
  
13. The manpower so engaged by the tenderer shall have either their own cooking accessories or the tenderer shall provide such items. BCPL Administration will not responsible for any untoward incident caused, if any.
  
  
  
  
  
  
  
  
  
  
14. This is purely a works contract like all other works contracts awarded by BCPL and general conditions of contract, Hence the contractor shall be entirely responsible for the engagement of labour and liable for compliance of statutory provisions. No claim of employment, under any circumstances, by the man power engaged shall be entertained by BCPL Administration.
  
  
  
  
  
  
  
  
  
  
15. Weekly Rest, compensatory rest, leave etc. for the manpower engaged by the tenderer shall be provided by the contractor at his own cost.
  
  
  
  
  
  
  
  
  
  
16. Threats quoted shall be FIRM and shall include all statutory obligations on the part of the contractor.

19. All statutory taxes and liabilities levied/leviable by the Central & State Govt. or any other statutory authority from time to time shall be borne by the contractor and the rate shall be inclusive of tax liabilities.

20. BCPL authorized official(s)/representative shall have the authority and right to advise the tenderer to remove or replace any manpower whom he/they consider/s incompetent, unsuitable or otherwise.

**NOTES:**

1. All pages to be signed by the authorized signatory of the company with seal.
2. Figures wherever appear must be written in words also.
3. Re-writing / overwriting if any must be deleted property and countersigned with seal.
4. BCPL Management reserves the right to accept / reject whole or part of the bids received / submitted.
5. BCPL shall not be responsible for any loss of tender documents in transit.
6. Simply submission of tender documents does not generate any right on the bidders.
7. Tender Fee is non-refundable and not subject to any adjustment whatsoever.

Annexure – ITECHNICAL BID FORM

(General information of the Firm)

Name & Address of the Party	
Telephone No with STD code	
Fax no	
E-mail Address	
Name of the Contact Person	
Whether Proprietary/Partnership/Limited Company	
Years of Experience (Please attach documentary proof)	
No of employees	
Experience of Catering service for Govt. /PSU (documentary proof to be enclosed)	
EMD Details-( DD to be attached with technical bid ): DD No and Date	

Signature of the bidder/proprietor/partner/ \_\_\_\_\_  
 Authorized signatory of the Company with Seal \_\_\_\_\_

**Annexure – II**  
**FINANCIAL BID**

**MENU UNDER SUBSIDY OF COMPANY:-**

1. Boiled Rice – 150 gms/ Roti – 6 pcs (made of 150 gms Atta).
2. Dal (Moong/Musoor alternatively) – 100 ml.
3. Sabji (With available seasonal vegetables/same without potato) – 75 gms.
4. Fish (Ruhu/Katla) – 75 gms/Egg – 2 pcs./Card – 150 gms.
5. Chatni- 02 Table Spoon.

The above is for three days. Besides, 01 (one) Day Chicken 120 gms and 01 (one) Day Egg-02 Pcs to replace item no. 4(four) above and 1(one) day complete vegetarian Thali with Fry / Sabji.

In case of 1(one) day holiday in a week, Chicken meal must not be excluded. If there are more than 2(two) holidays in a week, if at all to avoid, Veg meal first and then Egg Meal to be avoided.

**MENU AGAINST PAYMENT BY INDIVIDUALS (WITHOUT COMPANY'S SUBSIDY)**

Name of the item	Price (.)`	Name of the item	Price (.)`
1. Veg. Salad – 60 gm.		8. Rasogolla/Gulab Jamun.	
2. Bread/Butter & Omlatt (of two eggs).		9. Extra Rice (150 gm)	
3. Chicken/Plain Soup.		10. Extra Chapatis (per pcs)	
4. Dhosa (Plain /Masala).		11. Fish – 1 pc.	
5. Chowmin (all variety).		12. Egg – 1 pc.	
6. Mutton/Chicken Kasa. (120 gm)		13. Tea, Coffee (Both with and without milk), Lassi.	
7. French Toast.			

Signature of the bidder/proprietor/partner/  
Authorized signatory of the Company with Seal

Date: \_\_\_\_\_

Place: \_\_\_\_\_