



**TENDER & BIDS FOR APPOINTMENT OF CANTEEN CATERER
FOR MANIKTALA FACTORY**

TENDER No. PER/0310/2015 Dt.: 01/01/2015

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/0310/2014
DATE OF COMMENCEMENT OF	01/01/2015 at 11:30 Hrs
LAST DATE AND TIME FOR RECEIPT OF BIDS	09/01/2015, 15:00 Hrs
TIME AND DATE OF OPENING OF BIDS	09/01/2015, 16:00 Hrs
PLACE OF OPENING OF BIDS	Bengal Chemicals & Pharmaceuticals Limited 164, Maniktala Main Road, Kolkata – 700 054.
ADDRESS FOR COMMUNICATION	Works Manager Bengal Chemicals & Pharmaceuticals Limited 164, Maniktala Main Road, Kolkata – 700 054. West Bengal, India.
WEBSITE ADDRESS	www.bengalchemicals.gov.in

TENDER & Bids for appointment of Canteen Caterer for Maniktala Factory

BENGAL CHEMICALS & PHARMACEUTICALS LIMITED (BCPL) is a pioneer in Pharmaceuticals, Home products and Chemicals under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India. BCPL is involved in the production and marketing of Pharmaceuticals, Home products and Chemicals at affordable price to the Nation. BCPL inviting this tender for Caterer service for Employees of Maniktala Factory.

Last date for Receipt of Two bid and Opening of technical bid is 09/01/2015 (15:00 HRS) & 23/07/2014 (15:00) 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 15.00Hrs on 09/01/2015. 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.

The Technical Bid should be accompanied by **Earnest Money Deposit (EMD)** in the form of DD drawn in favour of M/s. BENGAL CHEMICALS & PHARMACEUTICALS LTD. payable at KOLKATA for a sum of **Rs. 25,000/- (Rupees Twenty Five Thousand only)** failing which the Tender is likely to be rejected

These two bids should be submitted in a single sealed cover with the respective Tender No. Mentioned thereon, complete in all respect, addressed **Works Manager Maniktala Factory, BENGAL CHEMICALS & PHARMACEUTICALS LTD, Regt. Off: 164, MANIKTALA MAIN ROAD, KOLKATA – 700 054.**

PH: 033-2320-4157/58.

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:- www.bengalchemicals.gov.in.

The date of Financial Bid opening will be intimated to the technically qualified tenderers later.

**Works Manager
Maniktala Factory**

**BENGLA CHEMICALS & PHARMACEUTICALS LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
164, MANIKTALA MAIN ROAD, KOLKATA – 700 054.**

(TENDER DOCUMENTS FOR CANTEEN SRVICES)

Tender Notice No. : PER/0310/2015

Name of the work : Operating one Canteen at Maniktala Factory
at 164 Maniktala Main Road, Kolkata – 700
054.

**Last date of Sale of
Tender Document** : 09/01/2015 upto 13:00 Hrs.

Date of opening Tender : 09/01/2015 at 15:00 Hrs. (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/0310/2015

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)
164, MANIKTALA MAIN ROAD, KOLKATA – 700 054.**

OPEN TENDER NOTICE NO. PER/0310/2015

Seal tender for the work mentioned below are invited by Works Manager from bonafide, 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 Maniktala Factory at 164, Maniktala Main Road, Kolkata – 700 054. |
| 2. Approximate cost | _____ |
| 3. Earnest Money Deposit | _____ |
| 4. Cost of Tender Document | ₹. 500/- (Five hundred only) |
| 5. Last date and time of sale of Tender documents | 09/01/2015 at 13:00 Hrs. |
| Last date and time of receipt of tender | 09/01/2015 at 14:00 Hrs. |
| 6. Date and time of opening of tender | 09/01/2015 at 15:00 Hrs. |
| 7. Place of submission tender | Bengal Chemicals & Pharmaceuticals Ltd.
Maniktala Factory
164, Maniktala Main Road, Kolkata – 700 054. |
| 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 requisite competency and credential of running and maintaining similar type of canteens in and around the city.
 - c) 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). Sufficient evidences in support of above, like attested certificate from the employer/client, audited balance sheet duly certified by Chartered Accountant etc. have to be submitted along with the offer. Copies of orders received from other organizations preferably Govt. organizations should be accompanied together with details of names and contact number of the existing clients.
 - d) Declaration for the firm whether it is proprietorship/partnership to be submitted along with documents.
10. The Tender document may be obtained on any working day between 10:00 hrs. to 16.00 hrs. upto 09/01/2015 from the office of the AGM(P & A), 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.
12. Earnest Money deposit ₹. 25,000/- (Twenty Five thousand only) should be made in favor of Bengal Chemical & Pharmaceuticals Limited, payable at Kolkata by DD. Tenders not accompanied with required EMD shall be summarily rejected. The successful tenderer have to deposit ₹. 1,00,000/-(One Lakh)only as interest free security deposit at the time of possession of the tender. The interest free security deposit will be refunded to the tenderer after 1 month of termination of the contract.
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 01/01/2015 onwards and will be available upto 09/01/2015 hours of 13:00 Hrs..
22. Tender will be received in a separate sealed cover for the above work 09/01/2015 and will be opened on the same date at 15:00 hours.
23. Tender enclosed in sealed Covers with tender no. super scribed on the cover may be sent by registered post to the address of Works Manager so as to reach by 09/01/2015 up to 15:00 hrs (BCPL will not be responsible for any postal delay) or deposited in the special box allotted for the purpose in the office of Works Manager.

24. Tenderers can also download the tender documents from the Website www.bengalchemicals.gov.in this facility is available free of cost. However, the Demand Draft of (Cost of tender form as mentioned) as mentioned above for the cost of tender form will have to be attached with the tender form otherwise the tender form will be summarily rejected. BCPL management will not be responsible for any delay/ difficulties / inaccessibility of the downloading facility for any reason whatsoever. In case of, any discrepancy between the tender documents downloaded from internet and the master copy available in the office of the Works Manager the latter shall prevail and will be binding on the tenderer. No claim on this account will be entertained.

25. 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 Woks Manager
Bengal Chemicals & Pharmaceuticals Limited
164, Maniktala Main Road, Kolkata – 700 054.

I/We _____ have read various conditions to tender hereto 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 Maniktala Factory at 164, Maniktala Main Road, Kolkata – 700 054 having 400 odd employees strength.**

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. A sum of ₹ _____ is hereby forwarded as Earnest Money Deposit. The full value of the Earnest Money shall stands forfeited without Prejudice to any other rites or remedies if (a) I/We do not execute the contract documents within SEVEN days after receipt of notice issued by BCPL Administration that such documents are ready. OR (b) I/We do not

commence the work within 10 days after the receipt of the work order to that effect. OR (c) If the documents furnished along with the tender documents, found defective/fabricated or not genuine.

6. 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.
13. The Earnest Money including the amount taken as security deposit for the due performance of the stipulation to keep the offer open till the date specified in the tender under clause 1.1.15 (i.e. Minimum validity of offer hereof shall be refunded to the unsuccessful tender (s) within a responsible time after finalization of tender case. The earnest money deposited by the successful tender(s) shall be retained towards the security deposit for the due and faithful fulfillment of the contract, but shall be forfeited by the purchaser without prejudice to any other rights or remedies available to it if the contractor fails to execute the agreement. Start the work within a reasonable time (to be determined by the Authorized Official / Representative of BCPL Administration) after notification of the acceptance of his/their tender.
14. 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.
15. 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.
16. 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.
17. Weekly Rest, compensatory rest, leave etc. for the manpower engaged by the tenderer shall be provided by the contractor at his own cost.
18. 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 properly 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 – I**TECHNICAL 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. Raw Rice – 150 gms/ Roti(Chapati) – 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 (Rui/Katla) – 75 gms/Egg – 2 pcs./Card – 150 gms.
5. Chatni – 2 TSF

The above is for three days. Besides, 1(one) Day Chicken 120 gms and 1(one) Day Egg-2 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 not to 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/GulabJamun.	
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: _____