



## Balmer Lawrie & Co. Ltd.

P-43, Hide Road Extension,  
G&L Division, Kolkata – 700 088  
Ph: 2450-5361 Fax: 2439-2277/5160

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Tender Enquiry No. :	GLK/TE16/326
Date :	09.01.17
Due Date :	19.01.17

### **Sub : Supply of Officers' Lunch at HRC**

Contractors/Caterers with proven track record/credential having minimum 3 years experience/exposure in corporate canteen handling are requested to quote competitive rates for **(A)** supply of Lunch for our officers **and (B)** cooking arrangement inside our premises including LPG. The Lunch will be supplied or cooked at our Officers' Tiffin Room situated at P-43, Hide Road Extn., Kolkata – 700 088 for the period of one year effective 01.02.17.

The interested vendors may collect the Tender Forms from APD at the above address on any working day before due date. The said tender forms may be gone thorough, duly filled in and submitted in a sealed envelope superscribing **'Tender Enquiry No. and Date'** at the above address on or before 19.01.17, 5:00pm. The company reserves the right to reject vendor for **option (A) or (B)** mentioned above.

**Submission of bid:** The vendor has to apply their bid online through e-procurement platform.

(NABARUN MUKHERJEE)  
DY MANAGER (HUMAN RESOURCES)



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### ANNEXURE-A

#### General Information

1. The total number of lunches will be around minimum 60 (sixty) per day. This number may vary by 10%-20% from day-to-day in view of Officers Visiting from outstation/Factory or visitors and valuable guest.
2. a) 75% of the Officers are non-vegetarian  
b) 25% of the Officers are vegetarian/fruit diet  
The choice of the Officers in respect of the above will be indicated on the previous week day to enable the contractor to purchase accordingly.
3. Lunch will be required to be supplied on all 6 working days in a week.
4. The contract will be initially for one year commencing from 01.02.17 and may be extended for another period of one year if mutually agreeable to both parties.
5. Payment will be made immediately on submission of certified monthly bill, on the basis of actual number of meals consumed. This will be computed on the basis of attendance sheets (at Lunch Room) signed by the Officers on a day-to-day basis.
6. The Contractor will supply to the Company a Menu for 6 days in advance which will be reviewed by the Menu Committee set up by the Company. The Menu Committee will be at liberty to suggest any change in the Menu in the larger interests of the Company and its Officers within the price of each meal already fixed.
7. The supplier (in case of Tender Option-A) will be required to have the cooking place in the close vicinity (within 3 km) of our Unit/Premises i.e. P-43, Hide Road Extn., Kolkata – 700 088 to enable our authorized representative to visit their cooking place for inspection of food to ensure hygienic standard.
8. **The Menu Committee may at its option weigh the food prior to service to the Officers to ensure that a fair quantity as per the Contract is being supplied to the Officers.**
9. If an item of the set menu falls short on any day for any Officer, 25% of the price per meal will be recovered from the amount due to on account of each such Officer.
10. If an Officer is not supplied with the desired meal suitably, as indicated in the previous week, for such non service, the Company would be at liberty to deduct half the cost of the meal. This deduction will take place regardless of the fact whether the Officer concerned is supplied with an alternative meal.
11. The contract will be in force for an initial period of 12 (twelve) months w.e.f. 01.02.17, but the same can be terminated by either of the parties by giving two clear calendar month's notice in writing.

SIGNATURE OF TENDERER \_\_\_\_\_

SEAL

DATE \_\_\_\_\_



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### **CONDITIONS FOR ONLINE BID SUBMISSION**

#### **Procedure for Bid Submission**

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

**Note: Bidder need to quote total Value of work in online bid and detail of work (Rate & quantity wise shall be incorporated in Annexure I & II & upload the same in E-portal)**

#### **Registration with e-Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

#### **Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform. All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt Ltd.

M/s C1 India Pvt Ltd.  
C104, Sector 2 Noida-201301

Contact person:  
Ritabrata Chakraborty (Kolkata), +91-8697910411  
Email: [ritabrata.chakraborty@c1india.com](mailto:ritabrata.chakraborty@c1india.com)

#### **Submission of Hard copies:**

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

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### ANNEXURE - B

#### List of items to be provided

<u>A.</u>	<u>Non-Vegetarian Meal</u>	<u>Vegetarian Meal</u>	<u>Fruit Diet</u>
	Dehradun Rice/ Chapati with Dal	Dehradun Rice/ Chapati with Dal	Bread & Butter
	Main non-veg. dish of Fish or chicken curry-2)	Veg. dishes (dry/fried (2 Varieties)	Seasonal Fruits
	Vegetable dishes-2 (Dry / fried and curry)	Special vegetable dish	Eggs (2eggs), curd
	Sweet dish or fruit	Sweet dish or fruit or Curd	Bananas, Papaya Sweets (Sandesh or Rasgollas)

#### Following items to be kept on the table for use by all

Salad  
Papad  
Chutney/Pickle

<u>C.</u>	<u>Minimum Quantities to be served per person</u>	<u>Nett. Cooked Weight</u>
	Fish	: 100 gms.
	Chicken	: 150 gms.
	Curd (for Veg. Diet/Fruit Diet)	: 100 gms.
	Eggs (2 nos.) or (Omelet of 2 eggs on request) once in a week	

<u>D.</u>	<u>Fruit Diet</u>	
	Banana	: 1 no.
	Papaya	: 200 gms.
	Seasonal Fruits	
	Sweets	: 1 pc.

<u>E.</u>	<u>Once in a month Special Lunch to be served as per following:</u>
	i) Fried Rice, Alurdam, Chicken Masala vegetable/veg. chop
	ii) Chinese fried rice/chowmin, chili chicken/chili fish, sweet & sauce veg. sweets/ice cream.
	iii) Sandwich, cutlet, finger cheeps, boil vegetable, fruits custard/pester/sweets.

<u>F.</u>	<u>In a week meal to be supplied as under:</u>
(a)	Fish - 2 days
(b)	Chicken - 2 day
(c)	Eggs - 1 day
(d)	Veg. - 1 day

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### ANNEXURE - C

#### Contractor's Obligations

- A. All statutory obligations including **Appropriate Trade License, ESI, PF & Service Tax etc.** to be complied by the contractor. Proof of compliance to be provided along with the bills those are serving here.
- B. The contractor shall supply food as per menu. It may be noted that the menu attached is only indicative of the type of food required. The Company reserves the right to change the menu depending on seasonality, better variety etc. The Company would have a Menu Committee for the purpose of finalizing the menu on weekly basis.
- C. Occasionally special lunches are hosted for the guests of the Company. The contractor will be obliged to provide lunch in such instances as per the menu decided by the Company. The price to be charged per meal will be proportionate to the extra items/dishes supplied at the said special lunches.
- D. The Contractor will have to provide a **Bank Guarantee/Security Deposit of Rs.15,000/-** which is to be kept in the custody of the Company and the Company shall have the right to adjust any amount against any default by the Contractor in case food supplied has been declared unfit for human consumption by the Medical Officer of the Company or in case the Contractor fails to supply food on a particular day for no fault of the Company. On termination of the contract, the Company shall refund the Bank Guarantee/Security Deposit, free of interest.
- E. **An earnest money of Rs.5,000/-** should accompany the tender. Tender without earnest money deposit will not be considered.

#### Company's Obligations

The following facilities will be provided by the Company within the canteen premises at free of cost:

- i) Electricity/Food warmer
- ii) Crockery/Cutlery/Utensils
- iii) Freezer for storage of fruits, Micro Oven etc. at Contractors' risk.
- iv) Paper napkins/tooth pick/Mouri
- v) Space for keeping LPG Cylinders for cooking/warming food inside the premises. (in case of Option-B)

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## ANNEXURE - D

### Service & other particulars of the Contractor

1. Name of the Contractor :
2. Address of Contractor :
3. Name of Proprietor/Partner/Manager :
4. Tender No. :
5. Experience :

<u>Period</u>	<u>Name of Restaurant/ Office/Canteen etc. where food supplied</u>	<u>Type of * food supplied</u>	<u>No. of meals supplied per day</u>
<u>From:</u>	<u>To:</u>		

\* Here mention, if food is 'Fast Food Services' such as Doses etc. or regular meals.

6. Experience (Particularly in running Industrial Canteen) :
7. If the contract is awarded to us, we hereby agree to undertake all the contractor's obligations as mentioned under Annexure-C.
8. Certified that the information given above is true to the best of our knowledge and belief.

Date : Authorized Signatory : \_\_\_\_\_

Place : Name of the Contractor : \_\_\_\_\_

Rubber Stamp of the Contractor : \_\_\_\_\_

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### ANNEXURE - E

With reference to your Tender Enquiry, we furnish below our rates for supply of Lunches for officers at your Officers' Tiffin Room at P-43, Hide Road Extn., Kolkata – 700 088.

#### Rate to be quoted for the following :

<u>Description</u>	<u>Quoted Rate</u>
<b>Option (A) - Rate per meal (Figure in words)</b> (For supply of cooked food from Outside to our premises) for the Menu mentioned in <b>Annexure-B.</b>	: Rs. _____ (Rupees .....)
Service Tax	:
<b>Option (B) - Rate per meal (Figure in words)</b> (The meal to be cooked inside our premises including LPG to be arranged by the vendor) for the menu mentioned in <b>Annexure-B.</b>	: Rs. _____ (Rupees .....)
Service Tax	:

Signature of Proprietor/Partner/Manager :

Name of the company :

Rubber Stamp :

Date :