

Balmer Lawrie & Co. Ltd. Container Freight Station, [Navi Mumbai]

Tender No : _BL/CFS/MUM/527



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707

Phone No 2724 0466 /2724 2988, Fax No. 2724 2943

E-mail: [koli.ka@balmerlawrie.com]

CIN-LI5492WB1924GOI004835

e- TENDER NO: BL/CFS/MUM/527

TECHNICAL / COMMERCIAL BID

Tender Document for

[Providing Canteen Services]

DUE DATE & TIME: [17/03/2017 at 10.00 am]

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting e-Tender	3
3	Special Instructions for Participation in e-tendering	4
4	General Terms & Conditions	7
5	Scope of Contract	8
6	Declaration accepting terms & conditions by bidder	11
7	Particulars of the organization	12
8	Price Bid	13

NOTICE INVITING E-TENDER

On line bids are invited from the Registered Vendors, who fulfill the eligibility criteria mentioned elsewhere in the tender document under the Heading “General Terms & Conditions” , for undertaking the subject contract for **[providing canteen services]**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of their credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	Providing Canteen Services
2	Tender No	BL/CFS/MUM/xxx
3	Validity Of Offer	90 days from the date of opening of the price bid
4	Contract Period	One Year
5	Tender Fee	nil
6	EMD	Rs. 25000 /-
7	Downloading / Submission of Tender :	
	a. Starts on	07/03/2017 at 3.30 PM
	b. Closes on	17/03/2017 at 10.00 am
8	Opening of Tenders	17/03/2017 at 10.30 am

1. LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission. :

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company for bidders other than sole proprietor.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/certified copy of partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm
- c. Income Tax PAN number
- d. Service Tax Registration number
- e. Chartered accountant’s certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer’s company for last two years

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be BlackListed, EMD could be forfeited , work could be cancelled , criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to pay an interest free EMD of Rs**25000/- (Rupees Twenty Five Thousand only)** by Demand Draft/Pay Order at our above address. The DD/PO for Tender Fee and EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at **[Mumbai/ Navi Mumbai]**. Copies of the instruments (DD/PO/BG) evidencing payment of Tender Fee and EMD should be scanned & uploaded before bidding. However, payment of Tender fee and submission of EMD is exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro Small and Medium Enterprises (MSME) on submission of valid copy of registration certificate. **SCT/ST Category having MSMED/NSIC certificates should specifically mention.** The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Documents of only those bidders shall be entertained who are bidding on-line. **UNDER NO CIRCUMSTANCES PRICE BID SHALL BE SUBMITTED IN PHYSICAL FORM.**

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "*Bidding Manual*".

1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before your call helpdesk. This will help us serving you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tirtha Das	Tirtha.das@c1india.com	+91-9163254290
Ravi Gaiwal	Ravi.gaiwal@c1india.com	02266865611
Tuhin Ghosh	Tuhin.ghosh@c1india.com	+91-8981165071
Ujjal Mitra	ujjal.mitra@c1india.com	+91-77026 69806

1.2 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.

2. Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- No bids will be accepted physically or by post. Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of any documents sent by post as part of response to the tender. Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.
- Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.

- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer on his own in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that need to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.

GENERAL TERMS & CONDITIONS

1. ELIGIBILITY CRITERIA

The tenderers should meet the following eligibility criteria:

- (a) Average Annual turnover shall be a minimum of Rs. 8.00 lakhs during the last three financial years ending on 31st March, 2016. **[Copies of Certificates from a Chartered Accountant and/or copies of Balance Sheet and Profit & Loss Account should be submitted as proof].**
- (b) The tenderer should have experience of running such canteen services for at least 5 years in any CFS Industry or in any reputed establishment. **[Copies of orders/certificates should be enclosed as supportive documents]**
- (c) EMD of Rs.25,000/- (Rupees Twenty Five Thousand only).
- (d) Should have valid Shop establishment License
- (e) Should have valid Food License (FSSAI) from Govt.of Maharashtra
- (f) The Bidder must have ESI and PF registration (Proof to be attached)
- (g) The monthly wages / salary for the canteen staff has be made through Bank transfer and the related documents should be submitted with monthly bill.
- (h) Should not have been blacklisted by any PSU / Government department.(Self declaration is to be attached).

2. SCOPE OF CONTRACT

1. The Company will provide space admeasuring 1800 sq. ft. area for setting up canteen facilities to the selected contractor.
2. The Contractor will at his own cost provide infrastructure such as Gas, Cutlery, Crockery, Utensil, Refrigerator etc., as required for providing food services. The Company will provide only water cooler, water purifier, ceiling fans & exhaust fans, tables & chairs, light arrangement etc. The infrastructure provided should be used and maintained properly.
3. The Contractor will sell only those items permitted by the company and collect charges directly from those who come to the canteen.
4. The company and its employees may avail of the facilities. The approximate requirements [this is over and above food and beverage service to personnel visiting the CFS] are given below:

- **LUNCH [VEG] : 500 Nos. per month**
- **LUNCH [NON-VEG] : 400 Nos. per month**
- **TEA : 6400 cups per month**
- **COFFEE : 900 cups per month**
- **TEA WITH BISCUIT : 850 cups per month**
- **COLD DRINKS : 500 bottles per month**

The quantities are indicative and approximate only. The Company does not guarantee any minimum/maximum quantity.

5. The Contractor will pay to the Company a fixed amount of Rs.7,500/- towards cost of electricity and water charges every month in addition to monthly rental charges.
6. The contractor shall obtain necessary statutory licenses form concerned authorities and shall abide by all statutory rules and regulations.
7. Sale of food Items will be restricted only to persons within the premises of the company.
8. The company may procure items from the contractor for its employees. For this purpose the rate will be finalized by Company. The Contractor is requested to quote for these items as per rate schedule given in **Part-B: Price Bid**.
9. All the canteen staff should be properly dressed and should maintain cleanliness and hygiene the in the canteen. Those staff who are serving food should wear aprons or over coat.
10. The contractor shall be responsible for removal of all food waste and garbage generated in canteen.
11. The contractor will pay Rs.14000 /- as a monthly rent charges.

3. CONTRACT PERIOD / TERMINATION OF CONTRACT

The contract will be for a period of 1 years effective from 01.04.2017 to 31.03.2018. The Company reserves the rights to terminate the contract by issuing one month's notice for termination. In case of any breach of contract, serious criminal act on the part of selected contractor and/or his employees, and any such acts, the Company shall have the rights to terminate the contract immediately without any notice. On completion of the initial period of Contract, the contract may be extended, on the sole discretion of the company, for an additional year on existing terms & conditions to be confirmed in writing.

4. VALIDITY

Offers must be valid for 90 (ninety) days from the due date of the tender. The rates quoted by the tenderers once accepted by the Company shall be valid and firm during the tenure of entire contract period of 2 years.

5. QUOTING OF RATES / TAXES

Rate shall be quoted in **Part-B (Price Bid)** as per format. Service Tax, if applicable, shall be mentioned separately.

6. EMD/SECURITY DEPOSIT

EMD of Rs.25,000/- of the successful tenderer shall be converted into Non-interest bearing Security Deposit and shall be refunded after successful completion of the contract period. EMD of unsuccessful tenderers shall be refunded only after finalization of the tender.

7. TERMS OF PAYMENT

In respect of items consumed on Company Account, payment will be released on monthly cycle basis within 15 days of receipt of the bills next month after due certification by our authorized official.

8. ESI/PF/Other Statutory obligations:

The Contractor would be required to ensure adherence of all statutory obligations related to their employees who would be working inside Balmer Lawrie premises. On award of the contract, the Contractor shall ensure compliance with all relevant statutory provisions under the relevant labour laws which are as given below:

- a) The Contract Labour (Regulation & Abolition) Act 1970
- b) The Employees Provident Funds and Miscellaneous Provisions Act 1952
- c) The Employees State Insurance Act 1948
- d) The Minimum Wages Act 1948
- e) The Workmen Compensation Act 1923

Balmer Lawrie & Co. Ltd. Container Freight Station, [Navi Mumbai]

Tender No : _BL/CFS/MUM/527

and other applicable labour enactment and as amended from time to time in respect of the personnel deployed by the Contractor at the Company's premises.

The personnel deployed in the Company's premises by the Contractor shall be fully qualified in all respects to carry out the activities for which he/ she has been deployed.

The contractor shall equip the personnel deployed by him in the Company's premises with all the necessary implements and safety equipment.

It may be noted that the bill submitted by the Contractor for services rendered shall be processed only on submission of satisfactory proof of remittances Challans in respect of statutory payments such as ESI, PPF, etc. for the personnel deployed by him in the Company's premises along with the ESI/PF numbers allotted to them. Cost if any, incurred by the Company in ensuring statutory compliance with the existing labour enactment and as amended from time to time shall be fully charged to the contractor

9. GENERAL SAFETY, SECURITY & OTHER REGULATIONS:

The laid down safety and security rules and regulation of BL-CFS Dronagiri shall have to be adhered to. The tenderer shall allow only those workers who have the authorized gate entry permits and will ensure that they compulsorily use proper safety equipments. All entry / exit permit for vehicle, equipment, men and material shall be arranged by the tenderer without any extra cost. The selected contractor shall comply with the provisions of the required Insurance, Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, ESI, PF, Bonus, Gratuity, etc. or any other Acts/Rules, which are applicable as per the Statute, in respect of the workmen/personnel employed by him. The contractor should conduct annual medical tests for all his staff working inside the canteen and should obtain fitness certificate from a medical practitioner / doctor.

10 SPECIAL INSTRUCTION

In case of any query/clarification, the tenderer may contact our Mr. Md. Feroz Khan U, Manager (HR) [Phone : 2747-2988/0466/1041/1042 Extn. 204, Mobile : 9004022217]

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No BL/CFS/MUM/527 dated 07/03/2017 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. / LPP	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed	
10	Whether copy of latest Income Tax Return enclosed	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate Enclosed	
13	VAT / CST Registration Number	
14	Whether copy of VAT / CST Registration certificate Enclosed	
15	Name of the Banker	
16	Whether registration under MSMED Act	
17	In case registered under MSMED provide registration number and copy of registration certificate.	



**BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION
PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707**

PART- B : PRICE BID

Tender No. BL/CFS-MUM/527

Date: 07/03/2017

SUBJECT : TENDER ENQUIRY FOR CANTEEN CONTRACT.

1. Cost Of Tea per cup Rs. _____
2. Cost Of Tea per cup with 4 Biscuits Rs _____
3. Cost of Coffee per cup Rs. _____
4. Cost of Cold Drink per bottle of 300 ml each Rs. _____
5. Veg Lunch [2 Vegetable sabji + 3 Chapatties + Rice +Dal +
Salad + Papad + Pickle+ 1 sweet] per lunch Rs. _____
- 6.. Non Veg Lunch [1 Vegetable + 1 Non Veg. Item + 3 Chapatties +
Rice +Dal +Salad + Papad + Pickle] per lunch Rs. _____
7. Service Tax (Text Column –Bidder has to put % on portion of billing)
8. Vat (Text Column –Bidder has to put % on portion of billing)

We have understood the terms & conditions indicated in the Tender Enquiry No. TENDER No. BL/CFS-MUM/ 527 dated 07/03/2017 and hereby confirm our acceptance of the same.

Place : _____ **Signature :** _____
Date : _____ **Name :** _____
Designation : _____
Seal : _____