



**Balmer Lawrie & Co. Ltd.**

P-43, Hide Road Extension,  
G&L Division, Kolkata - 700 088  
Ph: 033-2450-0148

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Tender Enquiry No. : GLK/TE19/032
Date : 09.05.2019
Due Date : 18.05.2019 after 05.00 p.m.

### **NOTICE OF INVITING TENDER**

**Sub: Limited Tender Enquiry for Supply of Officers' Lunch at G&L-Kolkata located at P-43 Hide Road Extension, Kolkata 700088**

On-line bids are invited from resourceful competent Contractors/Caterers with proven track record/credential and having experience/exposure in corporate canteen handling/providing lunch/dinner to minimum 50 persons at a time to quote competitive rates for supply and serving of Cooked Lunch at Officers' Tiffin Room located at P-43 Hide Road Extension, Kolkata-700088. The Lunch will be supplied at Officers' Tiffin Room for the period of one year effective from the date of purchase order.

Responses received from the Registered Vendors of the Company alone will be accepted. Unsolicited bids i.e. bids from unregistered vendors shall not be opened. Other interested Parties/ Suppliers may seek to register with the Tender Inviting office / Company and subject to such registration being confirmed, they would be considered for the subsequent Tenders.

Interested vendors may download the tender from the company's website or collect the Notice of Inviting Tender Form from the HR department of G&L, Kolkata Plant at the above address on any working day before due date.

**Submission of bid:** The vendor can apply their bid through e-procurement only.

(RATIKANTA PANDA)  
DY. MANAGER (HUMAN RESOURCES)

NB: Submission of credentials and Tender bids other than website (E-Proc) will not be accepted.

Note: 1) Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.  
2) BL reserves the right to cancel the tender / offers without assigning any reason whatsoever



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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 shall be incorporated in Annexure E & uploaded 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

Tirtha Das (Kolkata), +91-9163254290  
Email: tirtha.das@c1india.com

Tuhin Ghosh (Kolkata), +91-8981165071  
Email: tuhin.ghosh@c1india.com



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Helpdesk Support (Kolkata), +91-8017272644  
Email: blsupport@c1india.com

CH. Mani Sankar (Chennai), +91-6374241783  
Email: chikkavarapu.manisankar@c1india.com

Ujwala Shimpi (Mumbai), +91-022-66865608  
Email: ujwala.shimpi@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 list of documents required in point No,-1, to the Tender Inviting Authority before opening the Tender. 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. Bidder can submit tender fees and / EMD through online and submit the hard copy of receipt of submission of EMD document within stipulated time or through online bank transfer in NEFT/ RTGS/IMPS mode. 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.

### **Corrigendum to tender:**

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's 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.

### **Bid Submission Acknowledgement:**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing. Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity

SIGNATURE OF TENDERER \_\_\_\_\_ SEAL \_\_\_\_\_ DATE \_\_\_\_\_



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### **1. LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER**

The photocopies of following documents attested by concerned persons should be attached with the tender bid which may be verified with original:

- a. Trade Licence.
- b. Income Tax PAN number/GST Number
- c. Certificate from Food Safety And Standards Authority of India
- d. Udyog Aadhar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] if any

### **2. VERIFICATION OF DOCUMENTS**

- a. Tenderers or their authorized representative may be required to come to our office POSITIVELY as intimated along with all original documents, photo copies of which have been submitted with the tender towards 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 false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.
- g. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

### **3. EARNEST MONEY DEPOSIT (EMD)**

All bidders must submit an interest free EMD of INR 5000 (rupees Five thousand only) by Pay Order / DD drawn on any schedule bank in India in favour of "BALMER LAWRIE & CO. LTD." and payable at Kolkata (Calcutta) or through online bank transfer in NEFT/ RTGS/IMPS mode., India. EMD of unsuccessful bidder(s) will be returned after finalization of the tender.

### **4. PROVISIONS FOR MICRO, SMALL AND MEDIUM ENTERPRISES ( MSME)**

- a) Qualification Criterion: MSME vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F: No21(17)/2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. The MSME registration to specify manufacturing / service of the tender item(s).



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- b) Registered MSME vendors shall be exempted from need to furnish EMD, subject to their submission of registration details. Declaration of Udyog Aadhar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSMEs.

### **5. FILLING OF TENDER DOCUMENTS**

- a. The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- b. The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- c. Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- d. The sole proprietor or authorised representative shall sign all documents as required. 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 produced.

### **6. SITE VISIT**

Parties are advised to check the service area physically before quoting the rates.

### **7. RATES BASIS**

The Rate basis shall be as under:

- a. Rate shall be quoted on per head per meal basis. Meal means lunch (Vegetarian Meal/Non-Vegetarian Meal/Fruit Diet) per head per day.
- b. The rate quoted shall remain firm during the contract period.
- c. Rates quoted shall be valid (validity of the bid) for acceptance upto 60 days from the date of the due date of the tender.

### **8. BASIS OF SELECTION**

The basis of selection followed by placement of order shall be as under:

Rate should be quoted for rate per meal exclusive of all taxes. The lowest bid will be ascertained taking into consideration the basic of rates per meal and shall be placement of the order.

### **9. SUB-LETTING OF WORK**



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No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from any other firm at the 'Risk & Cost' of the contractor/successful bidder.

### 10. SAFETY:

The bidders are strictly advised to follow all the safety aspects in attending to the said work. Under no circumstances Balmer Lawrie will be responsible for any kind of deviation in following the safety instructions by the bidder.

### 11. FORCE MAJEURE CONDITIONS:

Delivery schedule is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable.

### 12. ARBITRATION:

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.

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### **ANNEXURE-A**

#### **Conditions of Contract**

1. The total number of lunches will be around minimum 50 (fifty) 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 required to be supplied and served to diner on all 6 working days in a week.
4. The contract will be initially for one year commencing from the date as mentioned in purchase order and may be extended for another period of one year if mutually agreeable to both parties on existing terms and conditions.
5. Payment will be made at the earliest on submission of certified monthly bill, on the basis of actual number of meals consumed subject to minimum guaranty of 50 heads per day. 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 Contractor will be required to have the cooking place in the close vicinity 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.



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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. the date as mentioned in purchase order, but the same can be terminated by either of the parties by giving one clear calendar month's notice in writing. If the vendor stops the service without giving stipulated notice as mentioned in this NIT or without assigning any valid reason as acceptable to the Company, an amount of Rs 20,000/- or actual amount (whichever is less) will be deducted from the last/available bill of the vendor as a penal measure, apart and above of the fore-fitment of security deposit of the vendor.

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### ANNEXURE - B List of Food Items

#### List of items to be provided :

A. Non-Vegetarian Meal	Vegetarian Meal	Fruit Diet
Dehradun Rice/ Chapati with Dal	Dehradun Rice/ Chapati with Dal	Bread & Butter
Main non-veg. dish of Fish or chicken curry	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)

Note :- Definition of Meal is Lunch (Vegetarian Meal / Non-Vegetarian Meal / Fruit Diet) per head per day.

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

Salad  
Papad  
Chutney/Pickle

#### C. Minimum Quantities to be served per person    Nett.Cooked Weight

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

#### D. Fruit Diet

Banana : 1 no.  
Papaya : 200 gms.  
Seasonal Fruits  
Sweets : 1 pc.



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**E. Once in a month Special Lunch to be served as per following:**

- 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.

**F. In a week meal to be supplied as under:**

- |     |         |   |        |
|-----|---------|---|--------|
| (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. 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.
- B. 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.
- C. 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.
- D. **An earnest money of Rs. 5,000/-** should accompany the tender. Tender without earnest money deposit will not be considered.
- E. Contractor should ensure that all the food staff which will be supplied to OTR should be safe and hygienic. OTR staffs who will prepare and serve cooked food to the Officers and Executives will be clean and tidy uniform provided by the contractor. Contractor must provide hygienic hand gloves, musk hair cover etc during the time of serving food staff to the officers and executives at OTR.
- F. Contractor should ensure that all persons who will prepare and serve cooked food at OTR should be free from any epidemic disease. Everybody who will handle food staff should be vaccinated against epidemic disease.



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### 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) Fuel of any manner will not be supplied by the Company.

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**DECLARATION**

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. GLK/TE19/032 dated 08.05.2019 and hereby confirm our acceptance of the same.

Place: Signature of Tenderer  
Date: Name & Address  
Telephone Nos. Office: Fax Nos. :

Encl. : As above



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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>From:</u>	<u>To</u>	Name of Restaurant/ Office/Canteen etc.meals / where food supplied	Type of * food supplied	No. of meals supplied per day
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\* Here mention, if food is 'Fast Food Services' such as Doses etc. or regular meals.

6. If the contract is awarded to us, we hereby agree to undertake all the contractor's obligations as mentioned under Annexure-C.
7. 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 : \_\_\_\_\_

SIGNATURE OF TENDERER : \_\_\_\_\_ SEAL : \_\_\_\_\_

DATE \_\_\_\_\_



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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, Hide Road Extn., Kolkata - 700088.

**Rate to be quoted for the following:-**

<u>Description</u>	<u>Quoted Rate</u>
a. Basic Rate per meal	: Rs. _____ (Figure in Words Rupees_____)
b.	GST : %

Signature of Proprietor/Partner/Manager:

Name of the Company :

Rubber Stamp :

Date :

**N.B-**

1. All basic rates should be quoted price column A
2. GST should be mentioned in column B
3. If there is a mistake between figure and word mention for grand total amount. The word will be take in consideration for evaluation process.