

**Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]**

**Tender No: APD/CFS/Canteen/19-20**



**BALMER LAWRIE & CO. LTD.**

Container Freight Station

P-3/1, Transport Depot Road

Kolkata – 700 088

Phone No. 2450-6811 & 813

Fax No. 2449-8355

Email No.: [sett.a@balmerlawrie.com](mailto:sett.a@balmerlawrie.com)

**CINL15492WB1924GOI004835**

**TENDER NO: APD/CFS/Canteen/19-20**

**Tender Document for**

***[Lunch and allied services at our Container Freight Station at  
P-3/1, Transport Depot Road, Kolkata-700088.]***

**DUE DATE & TIME: [ 27/05/2019 at 18:00 Hrs ]**

**INDEX**

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>PAGE NO.</b>
1	Index	2
2	Notice Inviting e-Tender	3
3	Special Instructions for Participation in e-tendering	4
4	Scope of Work	6
5	General Terms and conditions	7
6	Special Terms and conditions	10
7	Declaration accepting terms & conditions by bidder	12
8	Particulars of the organization	13
9	Price Bid	14

### **NOTICE INVITING E-TENDER**

On line bids in single bid system are invited from the reputed and experienced Vendors, who fulfil the eligibility criteria mentioned elsewhere in the tender document under the Heading "General Terms & Condition", for undertaking the subject contract for **[Supply of Lunch and allied services at our Container Freight Station at P-3/1, Transport Depot Road, Kolkata-700088 ]**

The bidder should not have been black listed in any of the PSU's or private organizations and a self-certification to this affect would need to provide on contractor's letter head.

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.

<b>S. No</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	Name of Work	Supply of Lunch and allied services at our Container Freight Station at P-3/1, Transport Depot Road, Kolkata-700088
<b>2</b>	Tender No	APD/CFS/Canteen/19-20
<b>3</b>	Validity Of Offer	120 days from the date of opening of the price bid
<b>4</b>	Contract Period	One year. To be extended for one more year upon mutual consent.
<b>5</b>	EMD	Rs.10,000.00. MSME/ NSIC vendors under Micro and small category are exempted from submission of EMD
<b>6</b>	Downloading / Submission of Tender :	
	a. Start on:	<b>08.05.2019</b>
	b. Close on:	<b>27.05.2019 by 18.00hrs</b>
<b>7</b>	Opening of Tenders	<b>On or after due date of submission</b>

#### **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.

- Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- 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.
- Income Tax PAN number.
- GST Registration number.
- Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last two years.
- Certificate from bankers about financial soundness.

## **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 Black Listed, EMD could be forfeited, work could be cancelled and 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 submit an interest free EMD of **Rs.10,000/- (Rupees Ten Thousand only)** by Demand Draft/Pay Order at our above address. The DD/PO/BG for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at Kolkata. However **(MSME/NSIC Reg. Vendors are exempted from EMD** subject to their submission of valid relevant certificate. Copies of the instruments (DD/PO/BG) evidencing payment of Tender Fee and EMD should be scanned & uploaded before bidding. 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 are available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidder may contact the following resource persons for any assistance required in this regard. **HELPDESK NOS ARE OPEN BETWEEN 1000 HRS and 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS)**

**Please email your issues before you call to helpdesk. This will help them serve you better.**

**Contact Nos. and email IDs for Balmer Lawrie helpdesk officers**

<b>HELPPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST</b> (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))			
Please email your issues before your call helpdesk. This will help us serving you better.			
Balmer Lawrie & Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001			
<b>Dedicated Helpdesk for Balmer Lawrie</b>			
Contact Person	E-Mail ID	Tel. No.	Helpdesk Nos are open from
1. Mr. TirthaDas (Kolkata)	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290	MON - FRI
2. Mr.Partha Ghosh (Kolkata)	<a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	<a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>	+91-22-66865608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT
<b>Escalation Level 1</b>			
Mr.Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071	
<b>Escalation Level 2</b>			
Mr.Ashish Goel	<a href="mailto:ashish.goel@c1india.com">ashish.goel@c1india.com</a>	+91-9818820646	
<b>Escalation Level 3</b>			
Mr.Achal Garg	<a href="mailto:achal.garg@c1india.com">achal.garg@c1india.com</a>		

## 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.

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

## **Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]**

**Tender No:** APD/CFS/Canteen/19-20

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 needs 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.

### **SCOPE OF WORK**

#### **SCOPE OF WORK**

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be explicitly covered below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

The successful tenderer shall have to undertake the following work:

Detailed scope of work:

Company will give Work Contract to the selected contractor for using adequate and specified space within Company premises for setting up canteen facilities.

The Contractor will at his own cost provide infrastructure such as Gas, Cutlery/Crockery/Utensils used in Kitchen as required for providing food services. Company will provide only Water cooler, Water Purifier, Burners, Ceiling fans & Exhaust fan, Refrigerator, Tables & Chairs etc. However cutlery/crockery at the officers' lunch room shall be provided by BL for serving.

***The quantities mentioned in Price Schedule-1 and 2 are indicative and approximate only. The Company does not guarantee any minimum/maximum quantity apart from quantity specified in clause A of Special Conditions of Contract.***

The contractor shall obtain necessary statutory licences form concerned authorities and shall abide by all applicable statutory rules and regulations and as amended from time to time.

Sale of food Items will be restricted only to persons within the premises of the company.

## **Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]**

**Tender No:** APD/CFS/Canteen/19-20

The company may procure items from the contractor mentioned in Price Schedule-2 also for its employees/Guest. 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 **Price Bid Format**.

## **GENERAL TERMS AND CONDITIONS**

### **1. Eligibility Criteria For Techno-Commercial Bid**

The tenderers should meet the following eligibility criteria:

a. Average Annual turnover shall be a minimum of Rs.50, 000.00 during the last three financial years ending on 31<sup>st</sup> March, 2018. **[Copies of Certificates from a Chartered Accountant and/or copies of Balance Sheet and Profit and Loss Account should be submitted as proof].**

b. The tenderer should have experience in running such canteen services for at least 2 years in any reputed establishment/ industry/ CFS. **[Copies of orders/certificates should be enclosed as supportive documents].**

c. Bidder should submit Earnest Money Deposit/Security Deposit of Rs.10,000/- (Rupees Ten Thousand only) in the form of Pay Order/ Demand Draft drawn in favour of BALMER LAWRIE & CO. LTD. Payable at Kolkata. In case bidder revokes or withdraw their offer within validity of the offer or fails to submit security deposit and/or commence the work after the contract is awarded, Balmer Lawrie would be at liberty to forfeit the Earnest Money Deposit.

d. Should have valid Shop establishment License.

e. Should have valid Food License from Govt. of West Bengal. If the bidder does not have the said food license at the time of bidding, the same has to be produced within three months of the receipt of the award of contract, otherwise the contract is liable to be rejected.

f. The bidder should not have been black listed in any of the PSU's or private organizations and a self-certification to this affect would need to be provided on contractor's letter head. The company may verify such certification and if found during such verification that the statement is not true, the bid of the party will be rejected without any further reference to them.

### **2. Submission Of Online Bids**

The bids should be submitted online .

For Price Bid, only the rates are to be submitted as per given format.

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

### **3. Tender Opening**

Tender shall be opened on or after due date & time of tender submission only.

### **4. Acceptance of offers**

4.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.

4.2 Balmer Lawrie would like to place order for all the items of work as mentioned in the Price Schedule-1 to a Single contractor. The overall L1 status will be determined by looking at the total value as quoted for Price Schedule-1 by the bidder based on the estimate quantity mentioned. However, for Price Schedule - 2 (Rate only items on Direct payment basis from Customers) rates must be quoted by the

## **Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]**

**Tender No:** APD/CFS/Canteen/19-20

bidder in line with market rate for similar items to ensure that visitors who are primarily BL-CFS customers are not being unreasonably charged.

4.3 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

4.4 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.

4.5 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

### **5. Negotiations**

5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer for rates of both the Price Schedule-1 and Price Schedule-2 as given in Price Bid Format. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.

5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

### **6. Price Variation**

6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.

6.2 The quoted rates shall be valid for a period of minimum 120 days from the date of opening the price Bid.

### **7. Notification Of Award**

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

### **8. Contract Period**

The contract will be for a period of 1 year effective from awarding the contract or as shall be mentioned in the Work Order and may be extended for one more year on mutual consent from both BL and the tenderer. The Company reserves the rights to terminate the contract by issuing three 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.

### **9. Security Deposit / EMD**

The bidder should submit Earnest Money of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Pay Order/Demand Draft drawn in favour of BALMER LAWRIE & CO. LTD. payable at Kolkata. In case bidder Revokes or withdraws its offer within validity of the offer or fails to submit security deposit and/or commence

the work after the contract is awarded, Balmer Lawrie will be at liberty to forfeit the Earnest Money Deposit.

While ,EMD of unsuccessful bidder shall be refunded without interest after finalisation of the contract, EMD

of successful bidder shall be converted into part of the Security Deposit or else shall be refunded after receipt

of full SD money.

### **10. Payment Terms**



## **Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]**

**Tender No:** APD/CFS/Canteen/19-20

In respect of items consumed on Company Account as per Price Schedule-1, payment will be released on monthly cycle basis within 15 days of receipt of the bills for the preceding month after due certification by our authorized officials.

Payment in respect of Price Schedule -2 that is sold & served to CHA/Customers/Visitors/ Other vendors staff of CFS shall be directly collected and dealt by the successful canteen vendor and BL shall take no liability or responsibility for the same.

Further except for tea , all food like lunch etc as may be consumed by BL staff(other than officer & supervisors shall be directly collected from respective persons by the canteen vendor.

### **11. Contractors Responsibility**

The successful bidder shall post their representative to supervise the safe and smooth functioning of the above work. The posted representative should be available throughout the canteen operating hours every day and shall be answerable and responsible for lapses on the part of the personnel employed by the successful bidder. The successful bidder/owner should also make himself available as & when required by the company's officials.

While it shall be the prerogative of the contractor to engage any personnel deemed fit to carry out the jobs under the contract, it shall be necessary on the part of the Contractor to make prior assessment of the number of personnel required to be deployed in the premises of the company in consultation with the company. All persons engaged by the contractor should carry identity cards issued by Contractors and duly certified by Balmer Lawrie & Co. Ltd.,

The Contractor will be responsible for the welfare and discipline of his employees inside the company premises. The contractor shall not deploy within the premises any personnel, whose presence in the premises can have damaging effect to the safe working of the operation of the company and / or disciplined working of its employees. It shall be the full responsibility of the contractor to ensure that such personnel are removed from the premises forthwith when notified about such incident.

The contractor shall at his expenses comply with all the labour laws and keep Balmer Lawrie & Co Ltd., indemnified in respect thereof. The contractor should comply with all rules and regulations of State Labour Board or any other bodies as required.

The contract shall be placed on strict understanding that the contractor has to indemnify the company and its officials / employees against any Government action on the company consequent to any action on the part of the contractor or his men.

### **12. ESI/PF/Other Statutory obligations:**

The Contractor would be required to ensure adherence of all applicable 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

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.

### **13. Sub-letting of Work**

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 contract.

## **Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]**

**Tender No:** APD/CFS/Canteen/19-20

### **14. Indemnity**

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands, proceedings, damages, cost charges and expenses whatsoever that may arise against the company on account of the faults of the contractor/his workmen/due to malfunctioning of the equipment employed by the contractor. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible IR problems including those related to employment. The bidder should adhere to all State and Central Enactments related to employment such as Minimum Wages Act, Workmen Compensation Act, Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Contract Labour [Regulations and Abolition] Act etc. Further, Company will not have any liability towards employment, remuneration or compensation in whatever manner made to the employee of the bidder. Such demand shall be settled by the bidder directly.

### **15. Quoting Of Rates / Taxes**

Rate shall be quoted in **Price Bid Format**. Rates shall be inclusive of all **taxes but exclusive of** GST which shall be paid by BL extra as applicable.

### **16. Liability & Ensuring Safety**

The Contractor will be fully responsible for ensuring safety of lives, cargo, vehicles, property and containers within Balmer Lawrie CFS yard. It is also the responsibility of the successful bidder to comply with all the legal provisions relating to running a canteen as per provisions of appropriate Govt issued from time to time. Any contraventions of such legal provisions and the consequences arising out of the same has to be taken care off by the contractor and the successful bidder should indemnify the Balmer Lawrie & Co Ltd. from such losses.

**Ensure adherence to all safety norms as prescribed in the HSE Manual of the company. Deviation to any safety norms would call for equal penalty.**

### **17. Termination**

The contract can be terminated by either party by giving 3 clear months notice in writing. However in case of serious breach of contract by the Contractor the Company reserves the right to terminate the contract without notice.

### **18. Addition/alteration of Tender Document**

The Company reserves the right to add/alter terms and conditions of tender documents including cancellation of the tender at any time without assigning any reason whatsoever. The Company also reserves the right to accept/reject a tender without assigning any reasons.

### **19. Force Majeure Conditions:**

Performance of the Contract / 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.

**20. 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.

**21. Special Instruction**

In case of any query/clarification, the tenderer may contact our Mr. Abhrajit Sett, Dy. Manager (Comm) [Phone : 24506811/13]. To understand the scope of work clearly it is suggested that tenderer may please visit the unit before putting in their bids.

**22. Timings**

Canteen must be operational and ready to serve reasonably good and hygienic food items at the right temperature at all times between 08.00 AM TO 10-00 PM. Hours may however be extended depending on requirements. Any such request for extension in timing would be binding and compulsory. Lunch timing for Officers, Staff or Visitors shall be generally between 1PM to 3.00PM. However, this time be varied on exigencies.

**SPECIAL TERMS & CONDITIONS**

The Contractor may sell any food/ beverage items as permitted under the law. Suggested meal/snacks for sale to visitors would be as follows:

<b>Morning</b>	<b>Lunch</b>	<b>All time</b>
2 pcs bread (with/ without butter) and single egg boiled  Any other breakfast item	Veg. Meal :- Rice, dal, sabji, bhaji, sweet curd  Non- Veg. Meal:- Rice, dal, sabji, bhaji, Fish (1pc - 80 gms) or chicken (125 gms or Egg(2 pcs)	Tea, Coffee in paper cup, , Soft drink, other non- alcoholic beverages, bread/ toast/ sandwich, boiled eggs, omelette, Veg/ Non-Veg Lunch [illustrative items: Vegetable, Non Veg. Item, Chapatties, Rice, Dal, Salad, Papad, Pickle, Sweet, Any Fruit], kachauri with vegetables, samosa, any other reasonable item as per BL discretion.

**A. BL would pay for a minimum quantity of supplies as follows:**

- I. Lunch for about 18 (Eighteen) Officers/Supervisors
- II. Non Vegetarian food to be served as per schedule: 4 days Fish, 1 day Egg, 1 day Mutton/Chicken(Twice a month each).
- III. Three times Tea in standard paper cup for around 50 persons per day

Any additional quality to above minimum quantities shall be paid extra to the selected tenderer as per the price bid.

For above purpose, the lunch/ dinner items should be as below:

<b>NON-VEGETARIAN</b>	<b>VEGETARIAN</b>
Rice, Chapati, Dal , Bhaji, Sabji, salad, Mutton (150 gms /Chicken (150 gms) / Fish (100 gms / 2Eggs), Sweet and Fruit.	Rice, Chapati, Dal, special veg. item, Bhaji, Sabji, salad, Sour curd or sweet Curd 100 gms( good quality), Sweet and Fruit.

**C . Suggested meal/snacks for sale to visitors (price to be indicated )**

Tea, Coffee in paper cup, Soft drink, other non- alcoholic beverages, bread/ toast/ sandwich, boiled eggs, omelette, Veg/ Non-Veg Lunch [illustrative items: Vegetable, Non Veg. Item, Chapatties, Rice, Dal, Salad,

**Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]**

**Tender No:** APD/CFS/Canteen/19-20

Papad, Pickle, Sweet, Any Fruit ], kachauri with vegetables, samosa, any other reasonable item as per BL discretion.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No. APD/CFS/Canteen/19-20 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.	
6	CIN 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 uploaded	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSEME act	
15	In case registered under MSME provide registration number and copy of registration certificate.	
16	In case of MSME vendor, mention if they fall under SC/ST Category. Provide Certificate of SC/ST if applicable.	

## PRICE BID FORMAT

### PRICE SCHEDULE -1

(For Officer's Lunch & Tea for CFS- Officers, Staff & Guests)

Sl.No.	Description of item	Qty	Unit	Rate()	Amount()
1	Cost of providing & serving Officers' Lunch (Veg/Non-Veg) (As per clause B of Special Terms & Conditions)	5600	Plate		
2	Service Charges for operating Canteen Facility	12	Month		
3	Cost of providing & serving Tea standard size paper cup	45000	cup		

### PRICE SCHEDULE -2

#### RATE ONLY ITEMS ON DIRECT PAYMENT BASIS FROM CUSTOMERS

Suggested meal/snacks for sale to visitors

Sl.No.	Description of item	Qty	Unit	Rate(₹)	Amount(₹)
1.	Cost of providing & serving Tea standard size paper cup	10000	Cup		
2	Cost of providing & serving Tea in small size paper cup	20000	cup		
3	Cost of Coffee in standard paper cup	500	cup		
4	Veg Lunch [ 2 Vegetable + 3 Chapatties + Rice(150 gms) +Dal (150 gms) + Salad + Papad + Pickle + Sweet + Any Fruit ] per lunch	5000	Plate		
5	Non Veg Lunch [ 1 Vegetable + 1 Non Veg. Item (as per clause A of Special Terms & Conditions) + 3 Chapatties + Rice (150 gms) + Dal (150 gms) +Salad + Papad + Pickle + +Sweet + Any Fruit per lunch	7000	Plate		

We have understood the terms & conditions indicated in the e-Tender Enquiry No. APD/CFS/Canteen/19-20 Dated : 08.05.2019 and hereby confirm our acceptance of the same.

Place :

Signature :

Date :

Name :

Designation :

Seal :