

Balmer Lawrie & Co. Ltd.
[A Government of India Enterprise]
Administration Department
21, Netaji Subhas Road. Kolkata - 700 001

Ref.: Admin/EOI-Tie Up with caterers

EOI No. -: **BL/HR/ADM/CATRER/EOI/201920/0003**

Date: 28th Feb 2020

Due Date: 18th March 2020

Subject: TIE-UP cum rate contract agreement with caterers in Kolkata only

Balmer Lawrie & Co. Ltd., a public sector company under the Ministry of Petroleum & Natural Gas, intends to TIE-UP cum rate contract agreement with caterers in Kolkata only for cater services of company's meetings, workshops, conference etc.

Competent & experienced caterers having requisite amenities may submit their offer along with the required information as prescribed in the format under **Annexure I**.

SCOPE OF SERVICE CUM QUALIFYING CRITERIA

The scope of service of this EOI consists of TIE-UP cum rate contract agreement with caterers in Kolkata only for cater services of company's meetings, workshops, conference etc. with a special corporate rate agreement between Balmer Lawrie and Caterer company/vendor/contractor, which will be valid for three years i. e. from 1st April 2020 to 31st March 2023.

TENDER SUBMISSION

1. Tender to be submitted under sealed covers, super scribing on the envelope "**Tender for Caterer tie-up**".
2. Detailed offer complete in all respects as stipulated in this tender documents to be submitted to the office of the Head (Administration & CSR), Balmer Lawrie & Co. Ltd. 21 Netaji Subhas Road, Kolkata -700 001.
3. Due date for submission of Tender is 18th March 2020 up to 6:00 p.m.

EARNEST MONEY DEPOSIT

A sum of Rs.5000/- (INR Five thousand only) should accompany with the bid in the form of Pay Order/ Bank Draft in favour of BALMER LAWRIE & CO. LTD. payable at KOLKATA. Bids/Offer not accompanied with the requisite EMD or bid accompanied with bid guarantee of inadequate value will not be entertained. In case of award of work, the EMD shall be converted into Security Deposit and shall be released within one month of successful completion of contractual period. EMD of unsuccessful applicants will be returned after finalization of the contract by A/c payee Cheque.

MANDATORY CERTIFICATES TO BE SUBMITTED

The interested Bidder should provide all necessary papers related to Registration of FSSAI, GST etc.

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VALIDITY OF OFFER

Submitted tender shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of tender.

TESTING / INSPECTION/BASE KITCHEN VISIT

Caterers will be accepted/rejected subject to inspection done by the authorized representatives of Balmer Lawrie & Co. Ltd.

RIGHT OF ACCEPTANCE / REJECTION

- a) Tenders not conforming to the requirements are liable for rejection. Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids.
- b) Balmer Lawrie & Co. Ltd. Reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.
- c) Submission of incomplete Tender will not be considered nor shall the company entertain any persons, whatsoever, on the subject queries.

PERIOD OF CONTRACT

Initially for three years i. e. from 1st April 2020 to 31st March 2023, extendable up to another one year on same price, terms & condition, subject to satisfactory performance and mutual acceptance.

FIRM PRICE CONTRACT

On placement of order, prices will remain firm till the period of contract.

TERMS OF PAYMENT

All payment would be made within 30 days from the date of receipt of bill along with requisition details.

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ANNEXURE - 'I'

SERVICE FREQUENCY

Tentative frequency of service may vary based upon company's requirement throughout the year.

[A] FOOD QUALITY & SERVICE CRITERIA

- a) Foods are required to be of high quality, fresh and should be tastefully furnished.
- b) Foods to be prepared absolutely in vendor's kitchen.
- c) Foods to be delivered at dedicated time frame as conveyed by Balmer Lawrie during order.
- d) Pure hygienic container to be used for deliver and serving.
- e) Service boy and washing bearers to be dressed in proper manner and to keep meeting cafeteria hygienic.
- f) Contractors have to keep provision for supply crockeries & cutleries as per meeting requirement.
- g) Contractor must bring their buffet set during each occasion.
- h) Electricity and domestic water are in the scope of Balmer Lawrie.
- i) Drinking water to be supplied as per indent either in bottle or 20 ltr jar-dispenser. Also advised to keep restriction of plastic use. Disposable glass is highly acceptable.
- j) In case of packed lunch service, aluminium foil may be used for each & every item and altogether to be placed in a big paper packet along with paper napkin and water bottle (200ml).
- k) In case of a la carte service, plastic container may be restricted and to be served in aluminium foil or temperature controlled special food container.
- l) Sufficient manpower to be involved during any program carried out Balmer Lawrie premises.
- j) **Food to be served at Balmer Lawrie Head Office at 21 NS Road, Hide Road Complexes and Balmer Lawrie Guest Houses located at Ballygunge Circular Road area.**

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SPECIAL CONDITION OF TENDER

The special terms & condition as stated hereunder shall be read in conjunction with General Conditions of Tender:

[01] Before submission of this Tender Document, interested service provider are requested to fill and submit the enclosed Enlistment Form as Annex: X for enlistment with Balmer Lawrie.

[02] The undersigned shall not be bound to accept the lowest or any other tender and reserves the right to accept or to reject the tenders without assigning any reason whatsoever.

[03] Vendor shall warrant that all goods and services covered by this conditions shall have been produced, sold, supplied, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labour agreements, working conditions and technical codes and requirements as applicable from time to time. The Vendor shall execute and deliver such documents as may be required to effect or to evidence such compliance.

[04] All laws and regulations required to be incorporate in agreements of this character are hereby deemed to be incorporated by these references. BL and their authorized representatives disown any responsibility for any irregularity, contravention or infringement of any statutory regulations in the manufacture of supply of goods / services covered by this order.

[05] For further information, please contact:

Sri Subhojit Mukherjee, Officer, Administration, Balmer Lawrie & Co. Ltd.

Contact No. - (033) 2222 5401(0), Mobile No. - 9051913892

For Balmer Lawrie & Co. Ltd.

Dilip Kumar Das
Head (Administration &CSR)

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Annex: - X

Sl. No.	Description	Details to be filled up by Vendor/Contractor
	Name1 (max. 35 char.)	
	Name2 (max. 40 char.)	
	Street/House No. (max. 50 char.)	
	Street1 (max. 40 char.)	
	Street2 (max. 40 char.)	
	PIN Code (Postal Index No. e.g. "700001") (max. 6 char.)	
	City/Place (e.g. "Kolkata" or "Dehradun") (max. 40 char.)	
	Country ("India" or "England" or as the name of country be)	
	State (Name the state from where the office of Vendor/Contractor operates)	
	First Tel. No. (with STD Code): (e.g. 033-22225280 or 022-66552814) (max. 30 char.)	
	First Fax No. (with STD Code)	
	Contact Person	
	First Mobile No.	
	E-mail Address) (max. 40 char.)	
	GST Registration No-	
	PAN No.:	
	Local Sales Tax No.(VAT) :	
	FSSAI LICENSE NO-	
	Bank Name (max. 60 char.)	
	Street (max. 35 char.)	
	City (max. 35 char.)	
	Branch (max. 40 char.)	
	IFSC Code	
	MICR Code	
	Account No.	
	Type of Account (Current, Savings, etc.)	

Signature of the vendor with official Seal

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PRICE PART

EOI REF NO.- BL/HR/ADM/CATRER/EOI/201920/0003

Menu: - Category- A buffet

Plain rice/fried rice/jeera rice/
polao and curd rice
Choice of Dals
Choice of Indian breads
Any veg starter items
Any seasonal veg item
Choice of other veg item
One non-veg item (chicken/fish)
Choice of two deserts
Chatni/pickle/papad/salad/mouth freshener

Menu: - Category- C buffet

Plain rice/fried rice/jeera rice/
polao and curd rice
Choice of Dals
Choice of Indian breads
Any veg starter items
Any non-veg (fish/chicken) starter items
Any seasonal veg item/Panner item
One non-veg item (chicken/fish)
Choice of two deserts
Chatni/pickle/papad/salad/mouth freshener

Menu: - Category- E buffet

Plain rice/fried rice/jeera rice/
polao and curd rice
Choice of Dals
Choice of Indian breads
Any veg starter items
Any seasonal veg item
Choice of other two veg item
Choice of two deserts
Chatni/pickle/papad/salad/mouth freshener

Menu: - Category- G buffet

fried rice/Ginger corn rice and curd rice
Veg Hakka Noodles
Sauté Vegetable
Chinese veg starter
Any Chinese veg item
One Chinese non-veg item(fish/chicken)
Choice of two deserts
salad/mouth freshener

Category- B buffet

Plain rice/fried rice/jeera rice/ polao and curd rice
Choice of Dals
Choice of Indian breads
Any non-veg (fish/chicken) starter items
Any seasonal veg item/Paneer item
One non-veg item (chicken/fish)
Choice of two deserts
Chatni/pickle/papad/salad/mouth freshener

Category- D buffet

Plain rice/fried rice/jeera rice/ polao and curd rice
Choice of Dals
Choice of Indian breads
Any veg starter items
Any seasonal veg item/Paneer item
Choice of other veg item
One non-veg item (Mutton)
Choice of two deserts
Chatni/pickle/papad/salad/mouth freshener

Category- F buffet

Plain rice/fried rice/jeera rice/ polao and curd rice
Choice of Dals
Choice of Indian breads
Any non-veg (fish/chicken) starter items
Any seasonal veg item/Paneer item
Choice of other veg item
One non-veg item (Mutton)
Choice of two deserts
Chatni/pickle/papad/salad/mouth freshener

Category- H buffet

fried rice/Ginger corn rice and curd rice
Veg Hakka Noodles
Sauté Vegetable
Chinese non-veg(fish/chicken) starter
Any Chinese veg item
One Chinese non-veg item(fish/chicken)
Choice of two deserts
salad/mouth freshener

PRICE PART

EOI REF NO.- [BL/HR/ADM/CATRER/EOI/201920/0003](#)

Menu: - Category- I Lunch Pack

Complete veg pack with rice, roti 2 pc, dal
Two veg item, one veg cutlet, Curd, sweet 2pc,
200ml water, napkin, carry pack

Menu: - Category- J Lunch Pack

Non-veg pack with rice, roti 2 pc, dal
One veg item, one veg cutlet, One Chicken/Fish item
Curd, sweet 2pc, 200ml water, napkin, carry pack

Menu: - Category- K Lunch Pack

Non-veg pack with rice, roti 2 pc, dal
One veg item, one non-veg starter,
One Chicken/Fish item, Curd, sweet 2pc,
200ml water, napkin, carry pack

Menu: - Category- L Lunch Pack

Non-veg pack with rice, roti 2 pc, dal
One veg item, one veg cutlet, One Mutton item
Curd, sweet 2pc, 200ml water, napkin, carry pack

Menu: - Category- M Lunch Pack

Non-veg pack with rice, roti 2 pc, dal
One veg item, one non-veg starter,
One Mutton item, Curd, sweet 2pc,
200ml water, napkin, carry pack

Menu: - Category- N Lunch Pack

Veg Continental pack with 2 grilled veg sandwich,
Sauté Veg, Corn Cutlet, Paneer Kebab, 2 Sweet,
1 200ml diet coke, napkin, carry pack

Menu: - Category- O Lunch Pack

NonVeg Continental pack with 2 grilled veg sandwich,
Sauté Veg, Corn Cutlet, Chicken Kebab, 2 Sweet,
1pc 200ml diet coke, napkin, carry pack

Menu: - Category- P Lunch Pack

Veg Continental pack with 2 grilled veg sandwich,
Sauté Veg, Corn Cutlet, Paneer Kebab, 2 Sweet,
1pc 200ml diet coke, napkin, carry pack

Menu: - Category- Q Lunch Pack

NonVeg Continental pack with 2 grilled Chkn
sandwich, Sauté Veg, Corn Cutlet,
Chicken Kebab, 2 Sweet, 1pc 200ml diet coke,
napkin, carry pack

Menu: - Category- R Lunch Pack

NonVeg Continental pack with 2 grilled chkn sandwich,
Sauté Veg, 1 pc Fish Fry, Chicken Kebab, 2 Sweet,
1pc 200ml diet coke, napkin, carry pack

NB: - Above described all buffet menu choice (Category- A to H), to be served along with complimentary two times each person tea/coffee and cookies. Add on tea-coffee & cookies to be served if required and as per order/requisition.

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Quote per head price exclusive of GST, as per menu category described in page no-6 & 7

Menu Category	Price per head in INR for below 15 Head count	Price per head in INR for 15-25 Head count	Price per head in INR for 25-45 Head count	Price per head in INR for above 45 Head count
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
O				
P				
Q				
R				
Add-on tea/coffee & cookies excluding complimentary two times				

For A LA Carte order, price to be paid as per restaurant/vendor/contractor/caterer menu price chart basis.

NB: - Price to be quoted as identical basis irrespective of time period through out the year throughout the contract period. Price to be quoted exclusive of GST, which will be paid extra.

Signature of the vendor with official Seal

[BL/HR/ADM/CATRER/EOI/201920/0003](#)