

ANDREW YULE AND COMPANY LIMITED

(A Government of India Enterprise)

Electrical Division, Switchgear Unit

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TENDER NO. ED / Swg / Canteen / 12-13 / RG dated 26/06/2012

**Rate Contract for Supply of Meal at two factories under
Electrical Division, Kolkata Operations**

Last Date of submission of Tender: 10/07/2012 up to 4.00 p.m.

Tender will be opened on 11/07/2012 at 11.00 a.m.

EMD Rs 20,000/- (Rupees Twenty Thousand Only)

Cost of Tender documents: Rs.200/- (Rupees Two Hundred Only)

Offers are invited from reputed Caterers for supply of cooked food at our Canteen in two factories under Electrical Division, Kolkata Operations viz.

(a) Switchgear Unit, 14 Mayurbhanj Road, Kolkata - 23

(b) Brentford Unit, P-25 Transport Depot Road, Kolkata - 88

The Contractor is required to supply and serve meal as per following menu at two different Factory canteens and supply tea two times daily under the following categories-

Category A - Food to be cooked within our factory

Category B - Cooked Food to be brought from outside

Tentative No. of meals per day ~ 300 (Three hundred)

No. of days – 6 days in a week (Monday–Saturday), except 14 festival holidays in a year

Menu

Item	Quantity	Supply day
Rice (Baskati) / Chapati	Sufficient	Monday to Saturday
Dal (Best Quality eg. Kamal Musur etc.)	Sufficient	Monday to Saturday
Fried Vegetables	100 gm per head	Monday to Saturday
Vegetable Curry (different kind in different days)	150 gm per head	Monday to Saturday
Fish (Big Ruhi or Katla)	75 gms per head	Monday to Saturday except Wednesday & Friday.
Egg.	1 pc per head	Only on Friday.
Chicken	100 Gms	1 st , 2 nd & 3 rd Wednesday
Mutton	100 Gms	Every 4 th Wednesday
Tea	2 times, good quality	Monday to Saturday.

Weight indicated above is in uncooked condition.

No. of meals per day indicated above is on approximation basis. The exact heads shall be determined on the basis on attendance on a particular day which will be confirmed by the respective Personnel department of the Unit.

Employees, who do not avail the above facility, should be supplied alternative menu / fruits of equivalent amount of normal food as mutually agreed upon from time to time. The requirement of alternative menu / fruits may vary during the Hindu Ritual or Muslim Festival or illness of some personnel.

No deviation in the menu is acceptable.

Scope of Service

1. The Contractor will supply and serve cooked food daily against AYCL requisition, which will be communicated to them at 9.00 a.m. daily.
2. For **Category A** above, AYCL will provide necessary space for cooking, requisite Crockery & utensils, water and electricity required for the above service. Fuel would be in the scope of the Contractor. The contractor will also be responsible for regular cleaning and washing of the utensils to keep them in order.

For **Category B** above, the Contractor is supposed to bring in cooked food. The Contractor has to make adequate arrangement to keep the food hot so that warm food can be supplied during lunch hours. AYCL would provide necessary water and electricity.

3. The Contractor will be responsible for keep the canteens clean and in good & hygienic conditions.
4. The Contractor should deploy sufficient no. of employees every day for smooth running of the canteen. They should also depute one Service Manager at each Canteen responsible for distribution of food and proper cleaning of the Canteen.

General Terms and Conditions

- 1) The firm should have **(a)** valid ESI & PF Registration numbers **(b)** valid health license issued by the competent authority and **(c)** valid contract labour license.
- 2) **Earnest Money Deposit** – Bidders have to deposit Rs.20,000 by D.D. / Pay Order issued in favour of Andrew Yule & Co. Ltd., payable at Kolkata towards **Earnest Money**. EMD shall be refunded to unsuccessful bidders, after finalization of the annual rate contract without payment of any interest. For successful bidders, EMD will be converted and kept as security deposit. No interest is applicable for Security Deposit.

For bidders already enlisted with AYCL, Electrical Division, having outstanding amount more than the EMD amount or who have already submitted the EMD against our earlier tenders or who have security deposit available with us, may apply for adjustment of the same. SSI or MSME registered vendors are exempted from EMD on submission of valid certificate. Offers without EMD or adequate request for exemption shall not be considered.
- 3) **Tender Fee** – Vendors who have downloaded the tender document from our website have to submit a pay order / DD for Rs. 200 from a Nationalized Bank, issued in favour of Andrew Yule & Co. Ltd as tender fee.
- 4) **Validity of Contract** - Contract shall remain valid for a period of one year from the date of award of contract. If the contractor does not fulfill the execution of the contract the security Deposit of the said contractor shall be forfeited. Please confirm acceptance.
- 5) **Payment Terms** – Payment would be made on monthly basis within 15 days from the submission of bill duly certified by competent authority. No other payment term is acceptable. Offers with other payment terms would not be considered. However acceptance of any deviation in the above payment terms will be at the sole discretion of Andrew Yule & if the deviation is accepted, price of bidders who quote other payment terms will be loaded @ 18% per annum. Please confirm acceptance.
- 6) **Termination Of Contract** - In the event of failure on the part of Contractor to render satisfactory services, AYCL reserves the right to terminate the contract at any point of time at its sole discretion. Please confirm acceptance.
- 7) **Validity of Offer** – Your offer should be valid for 60 days from the date of opening of tender. Please confirm acceptance.

- 8) **Income Tax** – Income tax will be deducted from your invoice as per statute. TDS certificate will be issued to you accordingly, if required. Please confirm acceptance.
- 9) **Other Taxes and Duties** - Service Tax and VAT, if applicable will be applicable as per rule. Please confirm acceptance.
- 10) **Arbitration Clause** - All disputes relating to this order or relating to the price of the goods supplied or services provided there under or otherwise arising there from between the seller and buyer shall be subject to and referred to the court or competent jurisdiction situated within the limits of the City of Kolkata. Please confirm acceptance.
- 11) **Minimum Wage** - The labourers should be paid minimum wage as per W.B. Minimum Wages Act and it should be revised from time to time as per circular issued by the O/o Labour Commissioner, Government of West Bengal. As per existing Circular dated 17/01/12 (applicable for the period from 01/01/12 to 30/06/12) the minimum wage for an Unskilled Employee is Rs. 5337. The Contractor will be responsible for statutory payment of ESI (@4.75% on Rs. 5337), PF (@13.61% on Rs. 5337), Bonus (@8.33% on Rs.3500) and Labour Welfare Fund (Rs. 1 per month) for each employee. The Contractor should also observe all related Acts & Rules framed there-under as prescribed by the Authority from time to time. Copy of the above payment details signed by the concerned employees, should be submitted along with the bill. Proof of making payment to ESI / PF Authorities should also be submitted for release of payment. Please confirm acceptance.
- 12) The firm should maintain the following **registers / documents** in respect of such employees, which will be inspected by us from time to time. Please confirm acceptance.
- a) Register of workmen to be maintained.
 - b) Employment card to be issued to all workmen
 - c) Service Certificate to be issued to all workmen after termination of employment.
 - d) Master Roll
 - e) Register of wage
 - f) Register of Firm
 - g) Register of Advance
 - h) Wage slip to be issued to all workmen
 - i) Half yearly return to be submitted by 30th July and 30th January to the licensing officer
 - j) Notice showing wage period be displayed at work place with a copy to Principle Employer.
 - k) Register of overtime.

Submission of offer

Sealed offer should be submitted superscribing the above tender reference no. and date. The offer should consist of -

- 1) Copy of ESI & PF Registration numbers, Health License and Contract Labour License
- 2) EMD of Rs. 20,000
- 3) Tender document fee of Rs. 200 (for those who have downloaded the tender from the website)
- 4) Confirmation of points 4 to 12 above
- 4) Submit a copy of the tender document duly stamped and signed on each page as a token of acceptance of all terms and conditions as per NIT.
- 5) List of Customers at present
- 6) Trade License issued by competent authority.
- 7) Performance certificate issued by different Customers towards quality of food served and services rendered by you
- 8) Offered price as per the following format –

		Comprehensive Rate for each Meal per head per day
Category A	Food to be cooked within our factory	Rs.
Category B	Cooked Food to be brought from outside	Rs.

Note

- # Andrew Yule & Co. Ltd. reserves the right to ask for any further details for arriving at a decision.
- # Andrew Yule & Co. Ltd. reserves the right to reject any or all the Bids received, to waive any informality, minor deviation or omission without assigning any reason whatsoever.
- # Tender Evaluation will be done on the basis of comprehensive charge for meal per head per day separately for each category.