

**Tender for Providing Canteen Facility at
Corporate R & D Centre Akkulam**



HLL Lifecare Limited
(A Government of India Enterprise)
Corporate R & D Centre (CRDC),
Sreekarym PO, Akkulam
Thiruvananthapuram -695017
Ph: 0471 2774700

HLL Lifecare Limited
(A Government of India Enterprise)
Corporate R & D Centre,
Sreekarym PO, Akkulam
Thiruvananthapuram -695017
Ph: 0471 2774700

HLL/CRDC/TENDER/PUR/2019-20/ 03

27.12.2019

NOTICE INVITING QUOTATIONS FOR PROVIDING CANTEEN SERVICES AT
HLL CORPORATE R & D CENTRE, AKKULAM, THIRUVANANTHAPURAM

TENDER No: HLL/CRDC/TENDER/PUR/2019-20/ 03 Dated 27.12.2019

HLL Lifecare Ltd, a Government of India Enterprise, invites sealed and super scribed quotations from interested contractors for the above said work.

A complete set of document can be had from the **Office of the Head (R & D), HLL Lifecare Ltd, Corporate R & D Centre, Sreekarym P.O, Akkulam Thiruvananthapuram-695017** on all working days from 9.30 am to 5.00 pm.

- Date of issue of documents : 27.12.2019
- Last Date of submission : 02.01.2020 at 15.00 PM
- Date of bid opening : 02.01.2020 at 15.30 PM.

Thanking you,

Yours Faithfully,

Head (R & D)
HLL Lifecare Ltd
Corporate R & D Centre
Sreekariyam P O, Akkulam
Thiruvananthapuram-695017

HLL Lifecare Limited
(A Government of India Enterprise)
Corporate R & D Centre,
Sreekarym PO, Akkulam
Thiruvananthapuram -695017
Ph: 0471 2774700

HLL/CRDC/TENDER/PUR/2019-20/ 03

27.12.2019

GENERAL TERMS & CONDITIONS

1. The schedule of items (ANNEXURE-I) is appended. Bidders are advised to go through the entire general terms and conditions of this contract carefully.
2. The filled & duly signed quotations as per the format enclosed should be submitted to;

Head (R & D)
HLL Lifecare Ltd,
Corporate R & D Centre
Sreekarym P O, Akkulam
Thiruvananthapuram-695017

on or before 15.00 PM on 02.01.2020. The quotations will be opened at 15.30 PM on 02.01.2020 in the presence of interested bidders or their authorized representatives who choose to attend at the time of opening of quotation.

3. Canteen should be functioning within **5 Days from the date of receipt of Work Order or Letter of Indent (LOI)**.
4. The quotation for the work shall remain open for acceptance for a period of **7 days** from the date of opening of quotation.
5. The contractor is advised to visit the site before quoting the rates and clarifications if any required can be had from the undersigned before submitting the quotation.
6. Rates quoted should be inclusive of applicable taxes and duties, all cost of materials, tools/equipment/ labor charges, conveyance to site, handling charges, loading and unloading charges, hiring charges, clearing of debris, statutory payments etc complete. The rate should be inclusive of applicable GST.
7. HLL reserves the right to accept or reject the Quotation either partially or fully without assigning any reason what so ever.
8. Period of contract will be **TWO YEARS** with effective from the date of starting the canteen operations and the same may be extended for one more year based on the performance.

9. The food should be prepared in a hygienic atmosphere using good quality material and supply the same as per the rates offered by Contractor vide your request letter which are attached as annexure to this letter. There will be no change in rates during the period of this work order.
10. You should supply the tea and snacks at work place of office staff. **The tea time shall be from 10.30 AM to 11.00 AM and from 03.30 PM to 4.00 PM. The breakfast should be served from 8.45 AM to 9.15 AM. The lunch should be served from 1.00 PM to 1.30PM.**
11. Company shall provide Rs.22,808/-(Rupees Twenty two thousand eight hundred and eight only) to the canteen contractor every month towards reimbursement of expenditure towards running the canteen for which **the contractor may directly ensure the labor as required for the smooth running of canteen.**
12. Contractor may collect the cost of the food items served, through coupons or register system at your convenience. Credit system should not be encouraged and the Company will not be responsible for recovery of the same.
13. The canteen contractor shall provide proper Uniforms, aprons, and disposable cap to the employees for service in the canteen and also in the office area, and ensure the wearing of uniforms during work time without fail.
14. The food served should be fresh. If stale food served is noticed, the company shall have the right to terminate the work order without any further notice.
15. Tea/ Lunch served on official basis may be charged separately by submitting the bill in Contractor's letter head, to the concerned officer who order for the same.
16. Company shall supply Gas, Equipment's, Utensil plates, Glasses etc. required for the smooth functioning of the canteen and you should use the same for the same purpose of the work covered under this work order. The lists of utensils are given as **Annexure- A** which you may take to Contractor's custody and give acknowledgement. They should be returned at the end of the contract period. Any loss or damage to the items will be adjusted first from the security deposit and the rest if any from your movable and immovable properties. The company shall have the right to inspect the canteen at any time through its representatives.
17. All the workers engaged by the Contractor shall at all times and for all purposes be the workers of you and shall perform their duties under your sole control and supervision and the company shall not have any employee employer relationship with the persons engaged by you.
18. A list of persons proposed to be engaged by you in the canteen giving their name, address and age along with a photograph and a copy of their election ID card should be submitted to the company, before Contractor starts the work.
19. Contractor shall be fully responsible for the acts or omissions of the persons engaged by the Contractor and Contractor shall indemnify and save the company from and against any such losses, damages and expenses if any caused to the company.

20. Contractor shall maintain proper discipline among the workers engaged.
21. The workers engaged by the contractor shall be persons of good health, character and behaviors and should be free from any type of diseases.
22. Contractor will be responsible for compliance of all Acts and Rules applicable in running the canteen and engagement of workers in the canteen and the Company will in no way be responsible for the lapses/ failures on Contractors part. The payment of minimum wages applicable should be ensured.
23. Contractor should take necessary insurance coverage for the workers engaged by the Contractor to meet any injury or accident etc. to any person employed by the Contractor in the course of and out of their work or employment.
24. In the event of theft or pilferage or damage or loss if any of the properties of the Company, by Contractor's workers or attributable to them, Contractor shall indemnify the company and make good for the loss or damage caused to the company.
25. Waste removal (which includes dumping of food waste, vegetable waste etc. in the bio gas plant) and Cleaning of all utensils (including cooking utensils & used plates, glass etc.) should be done by you or the staff engaged by the Contractor.
26. Contractor is also required to serve tea / snacks to the external delegate meeting / internal employee meetings in R & D. During the meetings Contractor or his representative is required to stay back and provide necessary canteen support. However it is to be noted that, apart from the approved meetings (mentioned above) canteen must remain closed on all holidays and no personal usage of canteen resources will be allowed and the company reserves the right to terminate the service if found guilty.
27. If a staff or any other person engaged by the Contractor in furtherance of the execution of the work undertaken by the Contractor is found to have committed or is likely to commit any activity prejudicial to the interest of the company, Contractor shall substitute him/ her by any other person, suitable for the job as and when the company makes such a request to this effect.
28. The contractor should ensure that the food being supplied is hygienic and meet the quantity and quality as per the tender. Promptness in supply and upkeep of timing mentioned in the tender document should also be ensured. If the violation of the above is noticed appropriate action may be taken by the company
29. The company shall have the right to and terminate the work order without any notice in case of any irregular working/ in discipline/Cooking and supply of food items in unhealthy and unhygienic conditions is noticed.

30. An amount of **Rs. 10,000/-** should be deposited as Security Deposit (SD) by the successful bidder which will be released only after the satisfactory completion of the contract.

31. Both the parties will have the right to terminate the contract by giving **Three months' notice**. The company shall have a right and to terminate the work order without any notice in case of any irregular working or indiscipline/ cooking and supply of food items in unhealthy and unhygienic conditions noticed.

32. The contract will be awarded initially for one year and the same will be extended for the next year after successful completion of first year. It is to start from the date of signing the agreement and agreement may be renewed by the company on such terms and conditions as may mutually be agreed upon between the parties. The O/o HLL Lifecare Limited Corporate R&D Centre reserves the right to cancel the contract at any time after giving one months' notice, if it is not satisfied with the working of the said contractor. The decision of the Unit Head of HLL Lifecare Limited Corporate R&D Centre in this regard shall be final and will be binding on the contractor.

33. The party should have minimum **Two years** of experience in running canteen in reputed Government institutions. Proof of the same shall be submitted along with tender.

34. The tender will be valid for one year from the date of tender opening ie, from 02.01.2020

Annexure –I

SI NO	Item Description	Volume per No/Piece	Requirement per Day (Nos) approx.
I	DRINKS		
1	Milk Tea	150ml	75
2	Black Tea	150ml	10
3	Green Tea/ Masala tea	150ml	5
4	Chukku Kappi	150ml	As per request
5	Milk Coffee	150ml	10
6	Black Coffee	150ml	5
7	Milk	200 ml	5
8	Horlicks/Boost	200 ml	5
9	Lime Juice	250 ml	5
II	SNACKS		
1	Cutlet / Uzhunuvada / Parippuvada / Pazhampori / Bonda / Roasted Sandwich / Bajjy, Samosa / Alavanku	50 gm	70
2	Oil free Snacks:- Tapioca / Rava Upma / Kozhukatta / Sandwich / Semiya Upma / Aval Upma / Chundal Kadala / Ila Appam / Vatta Appam / Aval / Kinnathappam	50gm	20
3	Special Snacks :- Veg Roll / Roasted Banana	75gm	10
III	Breakfast:		10nos
1	Dosa (3 Nos) (Chutney & Sambar) – 1 set	50gm/Dosa	

2	Idly (3 Nos)(Chutney , Sambar& Kesari) – 1 set	50gm/Idli	
3	Appam (3 Nos) + Curry – 1 set	50gm/Appam	
4	Poori (3 Nos) + Curry – 1 set	50gm/Poori	
5	01 unit of Puttu/ upma + Curry (Kadala Curry/ Greenpeace)	100gm	
6	4 slice Fried Bread + Omelet		
7	Ghee Roast + Chutney & Sambar (1 Nos).	100gm/Ghee Roast	
8	Wheat Porotta (2 Nos) +Curry – 1 set	60gm/ porotta	
IV	Meals:		25 nos
1	Rice+ Curry+Thorane, Aviyal, Sambar, Rasam, Moru,Pulissery,Pappadam, pickle - 1 Set	500gm	
2	Chapatti (3 Nos.) + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)- 1 Set	50gm/chappatti	
3	Curd	50gm	
4	Masala Omelet	-	
V	Special Meal :		
1	Veg Fried rice + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)	One plate	
2	Porotta/Chapathy (3 Nos)+ Veg Curry (Potato/ Green Peas Curry/ Cauliflower)	300gm	
3	Porotta / Chapathy + Egg curry (One full Egg)	250gm	

HLL Lifecare Limited
(A Government of India Enterprise)
Corporate R & D Centre,
Sreekarym PO, Akkulam
Thiruvananthapuram -695017
Ph: 0471 2774700

PRICE BID FOR CANTEEN AT HLL – CRDC,

Please find the quotation for providing canteen services at Corporate R & D Centre, Akkulam.

The rates are given below:

SI NO	Item Description	Rate / Unit in Rs.
I	DRINKS	
1	Milk Tea	
2	Black Tea	
3	Green Tea/ Masala tea	
4	Chukku Kappi	
5	Milk Coffee	
6	Black Coffee	
7	Milk	
8	Horlicks/Boost	
9	Lime Juice	
II	SNACKS	
1	Cutlet / Uzhunuvada / Parippuvada / Pazhampori / Bonda / Roasted Sandwich / Bajjy, Samosa / Alavanku	
2	Oil free Snacks:- Tapioca / Rava Upma / Kozhukatta / Sandwich / Semiya Upma / Aval Upma / Chundal Kadala / Ila Appam / Vatta Appam / Aval / Kinnathappam	

3	Special Snacks :- Veg Roll / Roasted Banana	
III	BREAKFAST	
1	Dosa (3 Nos) (Chutney & Sambar) – 1 set	
2	Idly (3 Nos)(Chutney , Sambar& Kesari) – 1 set	
3	Appam (3 Nos) + Curry – 1 set	
4	Poori (3 Nos) + Curry – 1 set	
5	01 unit of Puttu/ upma + Curry (Kadala Curry/ Greenpeace)	
6	4 slice Fried Bread + Omelet	
7	Ghee Roast + Chutney & Sambar (1 Nos).	
8	Wheat Porotta (2 Nos) +Curry – 1 set	
IV	MEALS	
1	Rice+ Curry+Thorán, Aviyal, Sambar, Rasam, Moru,Pulissery,Pappadam, pickle - 1 Set	
2	Chapatti (3 Nos.) + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)- 1 Set	
3	Curd	
4	Masala Omelet	
V	SPECIAL MEALS	
1	Veg Fried rice + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)	
2	Porotta/Chapathy (3 Nos)+ Veg Curry (Potato/ Green Peas Curry/ Cauliflower)	
3	Porotta / Chapathy + Egg curry (One full Egg)	

Quantity requirement per day, as per Annexure-I will be taken for the rate comparison.

PLACE:

SIGNATURE

DATE:

NAME & ADDRESS OF TENDERER

Seal (In case of Society/Organization/Firm)