

KANAGALA – 591225

HL/BG/PS/CANTEEN/2013

Date:06th Sep 2013

NOTICE INVITING TENDER

Sealed Tenders under two bid system (Technical & Price Bid) are invited from Experienced Contractors to provide catering services for preparation and supply of cooked food/tea etc. round the clock in our factory premises at Kanagala – 591 225, Tq. Hukkeri, Dist. Belgaum for a period of 18 Months (01st Oct 2013 to 31st March 2015). Interested parties may visit our Office at Kanagala on any working days to collect more details of Canteen.

Blank Tender forms (Technical Bid & price Bid) may be collected in person from our office at Kanagala on any working day OR can be downloaded from our website www.lifecarehll.com at Free of Cost. The completed tenders duly super scribed tenders along with E.M.D. of Rs.10, 000/- by D.D. drawn in favour of HLL Life care Ltd., payable at SBI, Nipani-591237 should reach the undersigned on or before due date for submission.

Tenders submitted after the due date will not be considered. The Management reserves the right to accept or reject any tender at any stage without assigning any reason and also to negotiate with the lowest quoted party and the same will be binding on all the tenderers. If the tenderers back out from the commitment their EMD will be forfeited followed by Blacklisting. The tenderers should be ready to attend negotiation meeting at their own cost at Kanagala/Trivandrum or at the place fixed by the Company.

Tender details are also available on our web site. www.lifecarehll.com

LAST DATE FOR SUBMISSION OF TENDERS: 27th Sep 2013 14:00 Hrs
DATE OF OPENING TECHNICAL BID : 27th Sep 2013 14:30 Hrs .
DATE OF OPENING OF PRICE – BID: WILL BE ITIMATED TO
QUALIFIED BIDDERS ONLY.

General Manager (Operations)

1. Company will provide :

- I. Canteen Building free of rent, Free Electricity, Free water, Tables and
- II. Chairs,
- III. Required Utensils, Gas Stoves/Burners and Tandoor Bhatti.
- IV. Free Cooking LPG/Cost of Gas consumed will be reimbursed on monthly basis
- V. Free Firewood or Charcoal if required/Cost of fire wood /Charcoal will be reimbursed on monthly basis
- VI. Liquid soap for hand wash and Phenyl & Nirma /Surf/Vim for floor cleaning as per norms fixed by us.
- VII. Three manpower on Company account will be provided daily to assist in maintaining good house keeping.

2. Financial Implications (Approx):

The canteen contractor is eligible for the following reimbursements per month.

- I. Reimbursement of Canteen subsidy @ Rs. 80/- each employee per month against your claim with required documents.
- II. Reimbursement of Cost of LPG/Firewood/Coal for the actual quality consumed each month against your claim with necessary documents.
- III. Reimbursement of expenses towards preparing and serving of Tea/Coffee/Milk, Breakfast, Lunch, Dinner, Cold Drinks, Special Food Items etc. to Company Guests or at the Training Sessions or on any other Occasions on monthly basis on actual only against submission of your claim duly certified by concerned controlling officers.,
- IV. Reimbursement on monthly basis the cost of Tea served to our employees during Night Shift against your claim with necessary documents.
- V. Reimbursement of expenses on monthly basis for the tea/Snacks/Meals etc provided to the Company guests

Instruction to Bidders & General Terms and Conditions.

1. This is a two bid system comprising of (a) Technical bid & (b) Price bid
2. The Technical Bid should accompany a D.D for Rs.10000/- towards Earnest Money Deposit drawn in favour of HLL Life Care Ltd., and payable at SBI, Nipani- 591237 failing which the Tender will summarily be rejected.
3. Both the Bids shall be submitted in sealed covers separately. Tender numbers of the Technical and Price Bids shall be super scribed on the respective covers in order to clearly identify between the two Bids. The two separately sealed and Super scribed Bids enclosed in a single cover and super scribed with the respective Tender No. Complete in all respects, addressed to the General Manager (Operations), HLL Life Care Ltd., Kanagala-591225 should reach us on or before the due date and time mentioned in the Tender Notification. HLL Life Care Ltd., shall not be responsible for any delay, if any, in the delivery of the bidding documents or non-receipt of the same.
4. Section 101(Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948(All LXIII of 1948)(23rd sept 1948) is applicable
5. Payment will be released on monthly basis.
6. VAT / Any other Taxes & duties if applicable are to be borne by the contractor only.
7. The tenderer shall take license under the **Contract Labour (R & A) Act 1970** & other statutory licenses before commencement of work and should produce proof.
8. The above Tender is liable to be suspended or cancelled at any time at the discretion of the Company with or without assigning any reason and his decision will be final and binding on all concerned parties.
9. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
10. Workers engaged by you for aforesaid contract shall be Contractors employee only and not of HLL Lifecare Limited, Kanagala.
11. There will not be any Employee Employer relationship between HLL Lifecare Ltd. and the persons employed by contractor for aforesaid work.
12. HLL Lifecare Ltd. has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.

13. HLL Lifecare Limited will not be liable for any accident happened to Contractors' workmen while on work during the contract period. The contractor has to buy **personal accident insurance** policy in respect of the employees deployed by him as per the Payment of Workmen compensation Act.
14. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Ltd.,
15. You have to deposit an amount of Rs. 25,000/- towards **Security Deposit**, which will be refunded by cheque without any interest on satisfactory Completion of the contract.
16. In case of any damages caused to HLL property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
17. Contractor will have independent ESI and PF code number /**PAN number** and **Service Tax** registration allotted by the concerned authorities if required.
18. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest etc.
19. The rates quoted should be valid till the completion of contract and will not be enhanced during any period of the contract. Sub contract not allowed.
20. The contractor should follow the suggestion/instruction given by HLL Lifecare Limited Representative time to time for the same.
21. Experienced cook only should carry out cooking.
22. The Contractor should compulsorily provide **Uniform** to his employees at his own cost deployed for the said work. Contractor to ensure that all precautions are taken for safety of his employees and equipments.
23. In case of non-compliance of the contract Security Deposit will be forfeited.
24. Minor repair works of Burners, Stoves, Mixers, Fridge etc. to be get done by the contractor himself at his own cost.
25. Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan. However, any day the number of technological Man hour should not be less than 80 including supervisor man hour to execute the day to day work.
26. Contractor to ensure that the employees deployed in the premises of HLL are physically & mentally fit & do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.

27. Contactor shall ensure Personal Accident Insurance (24X7) policy of contact workers from (Govt. Undertaking Company). The coverage shall be of Rs. 5 Lakhs per individual. The coverage shall be of 24 Hrs. (Accident Death cover). The sum assured (Rs. 5 Lakhs) shall become payable to the nominee in the event of death of insured person. In the event of death of any contact worker deployed by the contactor without proper insurance cover, the contactor shall be liable to pay Rs. 5 Lakhs to the nominee / legal heir of such deceased contact worker.
28. The contractor shall arrange for the **Medical check up** of his employees and produce the fitness certificate from the authorized hospital/Doctor before reporting for the work.
29. It is the contractor responsibility for the safety aspects of his employees deployed for the work. He should provide necessary safety equipments like Shoes, Gloves, and Mask etc at his own cost to his employees deployed for the said work wherever necessary. The safety & quality policy of the Company shall be complied by the contractor
30. The company HLL Lifecare Ltd. reserves the right to cancel the contract at any time during the contract period without paying any compensation and the decision of the HLL Lifecare Ltd. with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
31. Season wise available Fruits like Banana, Apple, Grapes, Mangoes, Chikku etc are to be made available at par with market rates.
32. Cold Drinks like Pepsi, Coco Cola, Thumps Up & ready made Snacks, Biscuits, Chocolates etc also required to be kept in the Canteen for Sale at M.R.P
33. Any other Non-Vegetarian dishes not reflected in the list are to be prepared in demand for which advance intimation will be given and reasonable rate to be charged.
34. The Taxes, VAT etc applicable should be clearly mentioned in the quotation.
35. Tea with light snack like Bhajji etc should be served at the work spot inside factory and Office two times in a day and Night Tea should be served inside factory at about 11 to 11.30 PM in night. To facilitate the same you should have sufficient man power for serving.
36. **The contractor will ensure that his employees are engaged in such a way that there will be no claim from the contract employees for continued employment or regular employment with the Principal Employer.**
37. **Contractor shall indemnify HLL against all claims by statutory authorities & losses under various labour laws, statutes OR any civil or criminal law in connection with the employees employed by him.**

38. The contractor shall pay minimum wages to the employees employed by him.
39. The contractor shall be liable to pay statutory Bonus under payment of Bonus Act 1965 and submit proof of disbursement along with received copy of Form –D
40. The contractor shall be responsible for the discipline of his own laborers deployed under the service contract. In case of any loss to HLL on account of indiscipline of contract labour then such loss shall be assessed & recovered from the contractor's Bills Or from the security Deposit.
41. The contractor shall not employ any person who has not completed his 18 years of age & person who attained 60 year of age.
42. LEAVE WITH WAGE TO THE CONTACT LABOUR.

The contractor shall make provisions of the leave with wages as per the Govt. Act. And it should be strictly observed. The quoted rates should include the cost of such provisions and HLL will not do any additional payments towards such provisions.

43. LEAGAL COMPLIANCE

The Contractor will comply with all the provisions regarding licensing, welfare & health procedures, maintenance of various records & registers etc. as provided under the Contract Labour (Regulation & Abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Govt. from time to time. For non-compliance for any provisions, statutory compliances under law, the contractor shall be responsible for penalties levied by the appropriate authorities under the Act. The contractor shall also be liable to comply with all other labour & Industrial Laws and such othe Act, payment of Bonus Act, Minimum Wages Act etc. Depositing ESI, PF Contributions as may be applicable is the responsibility pf the contractor for any default in compliance the contractor shall be held responsible.

44. In the event of contractor abandoning the work OR HLL revoking the contract HLL reserves the right to get incomplete work completed at contractor's RISK & COST. HLL shall have a right to terminate the contract at any time without assigning ay reason thereof.

TECHNICAL BID FORM –CANTEEN TENDER

Questionnaire – General Information of the Tenderer.

(If required separate sheet can be enclosed)

Sl	Subject	Details
1	Name of Tenderer	
2	Address of Tenderer	
3	Contact Telephone No	
4	Service Tax No	
5	PAN No/PF registration code	
6	Labour Licence No under Contract Labour(R&A)Act.1970	
7	Experience in running Canteen in Industry/Big Hospitals/Colleges/Mess/Establishments where minimum 300-400 people/employees are engaged. Give details with no. of years of experience. Experience certificate to be attached.	
8	Details of canteens now operating	
9	No.of Manpower now employed	
10	Maximum no.of Manpower that can be arranged at a time within short notice	
11	Turn over details for last 03 Years	
12	Banker Details	
13	Are you ready to follow the terms and conditions of tender notification.	Yes/No
14	Details of EMD for Rs.10,000/-	D.D. No.

DECLARATION

I / we confirm having read and understood all the specifications, instruction, forms, terms and conditions and all relevant information regarding the above canteen Tender and agree to abide by all without any deviation from what are stated above.

Date
Seal of Tenderer

Signature
Name & Address

PRICE BID PAGE-1

Menu

Sl	Item	Qty/Wt	No. of pieces	Quoted Rate
1	Rice Plate Chapati or Jowar Roti or Tandoor Roti Rice Sambar Vegetable (Sabji) Butter Milk Papad Pickle	250 Gms 100 ML 100 Gms 75 ML	2 Nos	
2	Double Idly Sambar & Chutney	Idli – 30 Gms each Chutney –70 Gms Sambar –100 ML	2 Nos.	
3	Single Idly Sambar & Chutney			
4	Uddin Vada Sambar & Chutney	Wada–40 Gms each Chutney –70 ML Sambar –100 ML	2 Nos.	
5	Poori & potato Bhazi	Poori–20 Gms each Bhazi – 50 Gms	4 Nos.	
6	Dosa Plain	Dosa – 40 Gms Sambar – 100 ML Chutney –70 ML	1 No.	
7	Masala Dosa with potato Bazi	Dosa –100 Gms Bhazi – 50 Gms Sambar –100 ML Chutney – 70 ML	1 No	
8	Sheera	100 Gms		
9	Uppit	100 Gms		
10	Phoe (Avalakki)	80 Gms		
11	Mixture	50 Gms		
12	Egg Omlet (One egg)		1 Egg.	
13	Egg Omlet (Two egg)		2 Egg	
14	Boiled Egg with Red chutney (Saus)		1 Egg.	
15	Boiled Egg with Red chutney (Saus)		2 Egg	
16	Egg curry Single		1 Egg	
17	Egg curry Double		2 Egg	

PRICE BID –PAGE-2

Sl	Item	Qty/Wt	No. of pieces	Quoted Rate
18	Plain Rice & Sambar	Rice – 250 Gms Sambar-90 ML		
19	Chapati or Roti with Sambar or Vegetable	Chapati or Roti –45 Gms each Sambar or Vegetable	2 Nos. 100ML or 50 Gms.	
20	Potato vada with sambar & 2 Pc of Bread			
21	Tandoor Roti	80 Gms each		
22	Bhadang	50 Gms		
23	Parotha Kurma/Poori Kurma	Parotha –100 Gms Or Poori –20 Gms each Kurma – 70 Gms.	1 No. or 4 Nos.	
24	Curd with/without sugar	80ML with Sugar Without Sugar		
25	Tea Normal	100ML		
26	Tea Special			
27	Nescafe	100 ML		
28	Milk (Hot)	100 ML		
29	Vegetable Pulav with Sambar	Pulav –200 Gms Sambar –100 ML		
30	Onion Bhajji	30 Gms	1 No.	
31	Mirchi Bhajji	30 Gms	1 No.	
32	Coffee	100ML		
33	Special Veg Meals	Tandoor Roti/Chapati Jeera/Pulav Rice Daal Spl.Sabji(Paneer/ Kaju Kurma/ Veg Kolhapuri etc) Salad,Curd,Pickle, Papad,Banana Sweet(Gulab Jamun/Kheer)		
34	Special Non Veg Meals	Tandoor Roti/Chapati Jeera/Pulav Rice Chicken Masala White Rassa, Red Rassa Salad,Curd,Pickle, Papad,Banana		

Special Items : to be prepared only against order and advance intimation

SI	Name of Items	Quoted Rate
1.	Butter Milk (200 ML)	
2.	Lassy (200 ML)	
3.	Lemon Juice (200 ML)	
4.	Fried Rice (250 Grams)	
5.	Spl.Jeera Rice (250 Grams)	
6.	Spl. Egg Fried Rice (250 Grams)	
7.	Spl. Veg.Pulaw (250 Grams)	
8.	Spl. Veg. Biryani (250 Grams)	
9	Bread Jam 2 Pc.Bread	
10	Veg. Cutlet 40 Grams	
11	Spl.Samosa 40 Grams	
12	Fish Fry One Plate 2 Pc.	
13	Fish Curry with 2 Pc.	
14	Mutton Masala (150 Grams)	
15	Chicken Masala (150 Grams)	
16	Gulab Jamun 70 Grams 2 Pcs.	
17	Mysore Baji 25 Grams 2 Pcs.	
18	Misal Bread (2 Pcs.Bread)	
19	Chapati Bhaji with Bazzi	
20	Masala Milk One Cup (Std.)	
21	Noodles with Sauce One Plate 300 Grams Veg./Non Veg.	
22	Maggi Noodles One Plate	

NB: For Preparation of the food items, only sunflower refined oil to be used.

Name of the Contractor:

Signature of Contractor

Place:

Date:

