

Name of the Officer :**Date: 13.5.10**

Sub: - Administrative approval for calling tender for supply of lunch, Tea & Biscuits to participants of training held in different institutes of HRD Department for the period from 1.7.2010 to 30.6.2011.

Vide of office order no BCCL/GM(HRD)/10/725 dated 13.4.10 a committee consisting of the following executives has been constituted to finalise the contract for supply of lunch, tea and biscuits to the participants of training held in different institutes of HRD Department for the period from 1.7.2010 to 30.6.2011.

1. Sri D.K. Mazumdar	Chief Manager,	-	Chairman
2. Sri B.J. Verma	Dy CFM	-	Member
3. Sri Niraj Kumar	Sr. EE (X)	-	Member Secretary
4. Sri Moinuddin	Sr. ES to GM(HRD)	-	Member

The committee met on Dated 22.4.10 and discussed the various aspects of the contract. In order to improve the quality and quantity of the lunch and its hygienic packing a decision was taken by the committee to propose the following changes in the existing menu and prepare the estimate as per the new menu. Accordingly a fresh menu has been prepared and rate per packet of lunch includes tea and biscuits has also been arrived at ... The existing menu, proposed menu and rate per packet are given below.

Some times we have to arrange buffet lunch both veg. & non-veg.and refreshment for special programmes. The committee also considered the menu and estimated rate as given below.

Existing menu and rate per packet

Sl. No.	Description of item	weight/ Qty.	Rate (Rs.)
1.	Nan/Puri/Bhature/Tandoori Roti	150gm	12.00
2.	Dal Fry/Tarka, (Rahar, Chana, Moong , etc by rotation	125gm	6.00
3.	Green Vegetable seasonal (Dry/Curry)	125gm	6.00
4.	Chicken/Fish /Egg curry or paneer Butter Masala/ Special Subzi for Vegetarian	125gm	16.00
5.	Vegetable chop/ Cutlet	100gm	3.00
6.	Sweet (Rasgulla/ Gulab Jamun/Kalakand/ Burfi by rotation	60gm	3.00
7.	Fruit Seasonal (Apple/Orange/ Mango/ Banana by rotation	125gm	3.00
8.	Tea/Coffee with biscuits two times (Each time 75 ml tea/Coffee with two biscuits)	150ml, 4 nos biscuits	5.00
Rate per lunch packet including packaging and serving			54.00

Proposed Menu and rate per packet

Sl. No.	Description of Item	Weight/ Qty	Rate (Rs.)
1.	Tava Roti/ Tandoori Roti/Nan/Kachauri/Aloo Paratha by rotation	75 gm	7.00
2.	Plain Rice/Fried Rice /Pulao by rotation	75 gm	7.00
3.	Dal Fry(Tarka/Chana/Rajma/Moong by Rotation)	125 gm	7.00
4.	Curd packed (Amul/Sudha Nestle)	100 gm	7.00
5.	Salad (Fresh Green Salad of Carrot, cucumber, tomato, onion, Lemon & Green Chilly	50 gm	5.00
6.	Sweet (Rasgulla /Gulab Jamun/ Kalakand/ Burfi) by Rotation	60 gm	5.00
7.	(Veg-manchurian / Mixed Vegetable/ Matarpaneer/ Veg Kofta) for vegetarian by Rotation	125 gm	16.00
8.	Egg curry (for Non-Vegetarian)	125gm	16.00
9.	Seasonal green subzi (Dry/Curry)	125gm	7.00
10.	Tea/coffee with biscuits two times (each time 75 ml tea/coffee with two biscuits)	150 ml, 4 Nos of Biscuits	6.00
13.	Fruit Seasonal (Apple/Orange/Mango/Banana) By Rotation	125 gm	3.00
Rate per lunch packet including packaging and serving			70.00

Justification of price hike in lunch packet.

1. There is sharp increase in inflation from previous year in food grain
2. Previously food were being packed in polythene bag and now this will be packed in aluminium foil container.
3. We have added nutritional value to the food by adding fresh green salad and curd.

Tea/Coffee Rate :-

75 ml tea or Coffee will be charged Rs 3/- per cup.

Serving conditions for packet lunch

1. Lunch packets shall be served with a reusable plate of either steel/ ceramic or plastic. One plastic spoon and one paper napkin must be given with each lunch packet.
2. Each item of the lunch packet should be separately packed hygienically in aluminium foil and disposable aluminium foil boxes.
3. Rate of per unit of lunch packet must be inclusive of packaging, serving and all taxes, which shall be considered for arriving at the lowest rate . If the quality is not found satisfactory and any of the items found missing or of lesser quantity, no payment shall be made for the supply of lunch packets on the date.

Comparison of existing and proposed menu /Rate

Sl. No.	ITEM	Existing Qty/wt	Proposed Qty/Wt	Existing Rate	Proposed Rate
1.	Tava Roti/ Tandoori Roti/Nan/Kachauri/Aloo Paratha by rotation	150 gm	75 gm	12.00	7.00
2.	Plain Rice/Fried Rice /Pulao by rotation	-	75 gm	-	7.00
3.	Dal Fry (Tarka / Chana / Rajma / Moong by Rotation)	125 gm	125 gm	6.00	7.00
4.	Curd packed (Amul/Sudha Nestle)	-	100 gm	-	7.00
5.	Salad (Fresh Green Salad of Carrot, cucumber, tomato, onion, Lemon & Green Chilly	-	50 gm	-	5.00
6.	Sweet (Rasgulla /Gulab Jamun/ Kalakand/ Burfi) by Rotation	60 gm	60 gm	3.00	5.00
7.	(Veg-manchurian / Mixed Vegetable/ Matarpaneer/ Veg Kofta) for vegetarian by Rotation	125 gm	125 gm	16.00	16.00
8.	Egg curry (for Non-Vegetarian)	125 gm	125gm	16.00	16.00
9.	Seasonal green subzi (Dry /Curry)	125 gm	125gm	6.00	7.00
10.	Tea/coffee with biscuits two times (each time 75 ml tea/coffee with two biscuits)	150 ml, 4 nos. Of biscuits	150 ml, 4 Nos of Biscuits	5.00	6.00
11.	Fruit Seasonal (Apple/Orange/Mango/Banana) By Rotation	125 gm	125 gm	3.00	3.00

Rate hike of packet lunch from Rs 54 to Rs 70 is due to adding of curd and fresh green sald . Also packaging of food items will be done in alumunium foil container . Also increase in inflation has been taken into account.

Non-Vegetarian Buffet lunch

<u>S.N.</u>	<u>Items</u>
1.	Vegetable soup
2.	Fine Quality Jeera Fried rice /Veg Pulao/ Plain Fine Rice
3.	Dal Fry (Moong/Chana/Mixed/Tarka
4.	Tava Roti/Puri/ Kachauri
5.	Special Subzi (Paneer/Pindi Chhola/ Rajma/Manchurian/ Gatte ki Subzi/ Mixed vegetable/ Kofta
6.	Salad (Fresh Green Mixed Salad of Cucumber, Carrot, Onion, Lemon, green Chilly, Tomato with Sprouted Moong/ Chana
7.	Chutney (Tomato/Dhania/ Pudina/ Mango Raw/ Papaya/ Pickles)
8.	Roasted or Fry Papad (urad/ Moong/ Aloo)
9.	Raita (Boondi/ Kaddu/ Papaya) or Plain Curd
10.	Sweets (Rossogolla/ Gulab jamun/Kala Kand/ Icecream)
11.	Chicken Roasted/ Chicken Chilly/ Chicken Doyaza/Fish Roasted/ Fish Chilly/ Fish Fry/ Fish Gravy.
12.	Bolled Mixed Vegetable
13.	Seasonal Dry Subzi
Rate per plate includes serving also Rs. 150	

Serving Conditions for buffet lunch

1. All items to be served in fine quality China Clay Plate Along with spoon & paper napkin there will be no extra charge for this.
2. Mouth freshner /Masala ,tooth pick will be provided by the caterer and there will be no extra charge for this.
3. Vegetable soup will be served in ceramic/ thermocol cup along with soup spoon for this and no extra charge will be provided for this.
4. All items to be placed on the table in a clean serving pot with suitable heating arrangement.
5. Aqua guard water will be provided by the management.
6. Drinking water to be supplied to the participants and faculty members three to four times in a day in every class room for which no extra charge will be provided .

VEGETARIAN BUFFET LUNCH

All the items will be same as in non Vegetarian buffet lunch excluding item no. 11

Rate per plate Rs. 120/-

Serving Conditions:- Conditions will be same as earlier

REFRESHMENT

S.N.	Items	Qty	Rate (Rs.)
1.	Dokhla/ Mini Samosa (2 nos) / Stuffed Kachauri	50gm	7.00
2.	Mattri	50gm	5.00
3.	Kaju Barfi/ Kalkand/Plain Barfi/ Sandesh	60gm	7.00
4.	Tea/ Coffee	75 MI	3.00
5.	Potato Chips	8 Flakes	3.00
Rate of refreshment per plate Rs .			25.00

Serving Conditions:-

For refreshment all Items to be served in fine quality ceramic plate along with spoon & paper napkin and there will no charges for this. Taking into consideration the change in existing menu and escalation of rate in food grain items vegetables etc. As compared to last year the estimated rate per packet comes to Rs 70. The estimated mandays during the period mentioned above in different institutes of HRD for training will be about ten thousand. Thus estimated cost comes to about Rs 7 Lakh. Draft tender document is enclosed.

Put up for kind administrative approval and also approval for calling open tender to finalise the rate.

Sri D.K. Mazumdar, Sri B.J. Verma Sri Niraj Kumar
Chief Manager (HRD) Dy CFM (HRD) Sr. EE (X), EMTI

Sri Moinuddin
Sr. ES to GM (HRD)

General Manager (HRD)

Sub.: Administrative approval of tendering for supply of working lunch to participants attending training programmes at HRD Department for a period from Dt.1.7.10 to 30.6.11.

A tender committee has been constituted by the GM(HRD) vide office order no BCCL/GM(HRD)/10/725 dated 13.4.10 to obtain competitive rates for providing working lunch & tea-tea -biscuits to the participants attending training programmes conducted by HRD Department.

The committee comprises of the following officers.

- | | | |
|--------------------------------------|---|------------------|
| 1. Sri D.K. Mazumdar, CM, HRD | - | Chairman |
| 2. Sri B.J. Verma, Dy CFM, HRD | - | Member |
| 3. Sri Niraj Kumar, Sr. EE (X), EMTI | - | Member Secretary |
| 4. Sri Moinuddin, Sr. ES to GM (HRD) | - | Member |

The committee members met in the office of Sri D.K. Mazumdar, CM (HRD), Kalyan Bhawan on 22.4.10 , discussed the matter and arrived at the following conclusions :-

Administrative approval has been taken from Director(Personnel) for working lunch, buffet lunch & refreshment. The estimated cost is Rs.7.00 lakh.

Draft tender document for processing the tender in question is enclosed herewith for kind perusal in respect of the following:-

- **Notice Inviting Tender**
- **Detailed tender Notice**
- **Techno-Commercial Bid**
- **General terms & conditions**
- **Format for submitting tender particulars**
- **Format for price Bid**

Submitted to for kind perusal and administrative approval for this tendering process.

General Manager (HRD)

NIRAJ KUMAR
Sr.EE(X)

EMTI HRD

Bharat Coking Coal Limited

(A Subsidiary of Coal India Limited)

Human Resource Development

Kalyan Bhawan, Jagjiwan Nagar, Dhanbad.

Ref. No. BCCL/GM(HRD)/10/

Date 06.07.2010

Tender Notice

Sealed tenders in two parts are invited for taking up the following work on item rate basis:-

Description of work	Estimated Cost (Rs.)	Earnest Money (Rs.)	Cost of tender document (Non-refundable) (Rs.)	Period of Contract
Supplying Lunch Packets at HRD Dept., EMTI, Dhansar & MLWTI, Moonidih, BCCL	7.00 Lakhs	14,000/-	200/-	1 Year

Availability of Tender Documents: From 23.07.2010 to 09.08.2010

Tender Documents will be issued on all working days during working hours except on Sundays /Holidays. In the event of the specified date for submission /opening of bids being declared a holiday the bids will be received / opened on the appointed time on the next working day. The tender document is also available on website <http://bccl.cmpdi.co.in> and can be downloaded.

Time and date of receipt/opening of Tender:-

- a) The Tender will be received on 10.08.2010 upto 3.00 PM
- b) Tender received will be opened on 10.08.2010 at 3.30 PM

Cost of tender documents should be paid with the cashier/Chief Cashier, BCCL, Dhanbad from 10:30 AM to 01:30 PM on Monday to Friday and from 10:30 AM to 12:00 Noon on Saturday . Cash Receipt obtained should be produced for obtaining tender documents.

1. Submission of Tenders:

A. Tender Should be submitted in two parts

- Part –I : i) Earnest Money
ii) Techno-commercial Bid

- B. Part - II : i) Price Bid
ii) Date & Time for submission of tender: .26.08.2010 (10.00 AM to 03.00 PM)
iii) Location/ Place for submission of tender: Tender Box in the office of GM (HRD)

2. Closing of Tender:

Date and time of closing of tender : 26.08.2010 at 03.00 PM

3. Opening of Tender

- a. Date and time of Opening of Part – I : 26.08.2010 at 03.30 PM
- b. Date and time of Opening of Part-II : Shall be intimated after consideration of

4. Qualifying Criterion

- a. Tenderer must have similar work experience in Government Organization /PSU/ registered private organizations and should have a minimum average annual financial turnover during the last three financial years, of at least 30 % of the estimated cost i.e. at least Rs 2,10 ,000/-

And

- b. Experience of having successfully completed works of similiar nature during the 7 (Seven) Years ending last day of month previous to the one in which tender is invited should be any one of the followings:-

- i) Three similiar completed work each costing not less than the amount equal to 40 % of the estimated cost i.e. at least Rs. 2,80,000

OR

- ii) Two similiar completed work each costing not iess than the amount equal to 50 % of the estimated cost i.e. at least Rs. 3,50,000

OR

- iii) One similiar completed work each costing not less than the amount equal to 80 % of the estimated cost i.e. at least Rs.5,60,000

5. If the tender document has been downloaded from the website tenderer are required to deposit along with their tender a Bank Draft of any Nationalised/schedule Commercial Bank payable at Dhanbad amounting to Rs. 200/- in favour of Bharat Coking Coal Limited, Dhanbad exclusively towards the cost of tender document in the envelope containing EMD. Any Bank Draft prepared after the scheduled closure of sale of tender document may be liable for rejection.

6. Earnest Money Deposit (EMD)

Earnest money of Rs 14,000/- can be deposited in the form of Bank Draft drawn in favour of “ Bharat Coking Coal Limited , Dhanbad” on any nationalized bank payable at Dhanbad. No tender shall be considered unless accompanied by the requisite earnest money.

7. General Clause

Mere issuance of tender document will not make the tenderers eligible for consideration of opening of their Price Bid (Part.II). BCCL reserves its right to reject or accept any/ all tenders without assigning any reasons thereof.

General Manager (HRD)

BCCL, Dhanbad.

Distribution:

1. D(P), BCCL
2. CVO, BCCL
3. GM (System) BCCL For posting at BCCL Website as per norms(The proposal is administratively approved by D (P) BCCL)
4. CGM (Finance) BCCL
5. PRO BCCL For Publication in News paper as per norms(This proposal is administratively approved by D (P) BCCL)
6. All Areas CGM/GM'S For wide Publicity / Circulation through Notice Boards
7. Sr Cashier /Cashier , Pay Office BCCL
8. Sr ES to CMD/D(T)OP/D(T)P&P/D(F)
9. Notice Boards of Koyla Bhawan & Kalyan Bhawan

Bharat Coking Coal Limited
(A Subsidiary of Coal India Limited)
Human Resource Development
Kalyan Bhawan, Jagjiwan Nagar, Dhanbad
Tel No. (0326) 2203363

Description of work: Supplying Lunch Packets at HRD Dept., BCCL

Ref. No. BCCL/GM(HRD)/NIT/10/

Date

DETAILED TENDER NOTICE

1. Sealed tender in prescribed forms and parts with the name of work super scribed on the envelope as "Supplying lunch packets and Tea with Biscuits at BCCL HRD Dept." With NIT No and date on each envelope will be received from bonfide and experienced party/ contractor at the office of the GM(HRD), Kalyan Bhawan up to **03.00 PM on 26.08.10**.
2. Part-I of the tender shall be opened on the same day at 03:30 PM in the presence of attending tenders or their authorized representatives who desire to be present during opening of part- I i.e. Techno Commercial Bid.
3. Tender should be submitted in the prescribed forms in time and with necessary documents as mentioned in the tender falling which they will be liable for rejection. These forms together with tender documents can be obtained from the office of the GM(HRD) on any working day from **23.07.2010 to 09.08.2010** on payment of Rs.200/- only (Non-refundable) on application enclosing there with Money receipt obtained from Finance Manager (Pay), Pay Office , BCCL, Koyla Bhawan, Dhanbad.
4. The tender thus submitted shall consist of the following:
 - a. The complete set of tender documents as sold, duly filled in and signed as required in all the pages of the tender documents Part-I and Part-II of the tender as per NIT.
 - b. Valid Certificate /proof regarding experience, Income Tax Clearance, and other documents as per Techno-commercial terms and conditions must be submitted along with part-I Tender.
 - c. Full name and address of the tenderer and the person authorized to deliver the tender shall be written on the bottom left hand corner of the sealed cover.
5. The earnest money of **RS. 14,000/- only** shall be deposited by the tenderer in the form of DD drawn in favour of "Bharat Coking Coal Limited, Dhanbad" on any nationalized bank payable at Dhanbad and submitted along with part-I and Part-II of the tender failing which the tender shall be liable for rejection.
6. The tender shall be submitted in two parts as indicated in NIT.
 - a. Part-I Shall consist of
 - Credentials duly authenticated by the bidder in support of his qualification in accordance with the eligibility criteria.
 - Earnest Money Deposit in a separate sealed envelope.
 - Valid Income –Tax Clearance Certificate
 - Power of attorney in case the tender is signed by an authorized representative of the tenderer.
 - All other documents as per techno-commercial conditions.
 - b. Part-II Shall consist of:
 - Tender documents as sold to the tenderers duly filling in the rates, amounts etc. i.e. Price Bid.

c. General Instructions regarding Part-I & Part-II submission:

- All the three envelopes, i.e., Earnest Money Deposit, Part-I and Part-II should be super scribed by name of work, NIT number name and address of the tenderer. The Part-I, Part-II or Earnest Money should be clearly mentioned on the envelopes.
 - The Part-I along with Earnest Money Deposit and Part-II should also be put into separate sealed envelopes and super scribed by name of work, NIT Number, Part-I/Part-II, name and address of the tenderer.
 - The date of opening of Part-II (Price Bid) of the tenders shall be communicated to the tenderer in due course after consideration of Part-I. Part-II (Price-Bid) will be opened in respect of only those tenderers who qualify as per eligibility criteria laid down in tender notice.
7. Correction wherever it is unavoidable shall be made by crossing it out and should be rewritten and attested with full signature of the tenderer . Erasing or overwriting may disqualify the tenderer.
 8. The contract shall be for a period of one year.
 9. The management does not bind itself to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
 10. Canvassing in any form in connection with the tenders at any stage shall be liable for rejection the tender.
 11. The tender shall remain valid for a period of 120 days from the date of opening of part-I of the tender.
 12. The detailed tender notice shall be deemed to be part of the agreement/work order.
 13. On receipt of the work order issued by the company's the successful tenderer shall execute a contract agreement in the Company's prescribed format for the due fulfilment of the contract. Failure to enter into contract/ acceptance of work order issued by the company within the specified period in the work order shall entail cancellation of work order and forfeiture of the earnest money. The written contract to be entered between the contractor and the company shall be the foundation of the rights of both the parties and the contract shall not be deemed to be executed until the contract is signed/ accepted by both the parties, i.e. contractor and the Company.
 14. In case the contractor enters into any litigation such action shall have to be taken in a court of law with jurisdiction over jurisdictionary court at Dhanbad.
 15. If the tender document has been downloaded from the website tenderer are required to deposit along with their tender a Bank Draft of any Nationalised/schedule Commercial Bank payable at Dhanbad amounting to Rs. 200/- in favour of Bharat Coking Coal Limited, Dhanbad exclusively towards the cost of tender document in the envelope containing EMD. Any Bank Draft prepared after the scheduled closure of sale of tender document may be liable for rejection.

Signature of Tendering Authority

Signature of tenderer with seal

Bharat Coking Coal Limited

(A Subsidiary of Coal India Limited)

Human Resource Development

Kalyan Bhawan, Jagjiwan Nagar, Dhanbad.

Tel No (0326)2203363

Ref. No. BCCL/GM(HRD)/NIT/10/

Date 06/07/2010

Techno commercial Terms & Conditions

1. The Tenderer must have experience in supplying lunch packets and Tea Sancks to Educational Institutes/Training Institute/ Guest house / Govt. Organizations/ Semi Govt. organizations.
2. The contractor should process valid Labour license if he is employing more than 20 labours. In case the number of labour employed by him is less than 20, an affidavit in this respect should be submitted.
3. The tenderer must have valid Income Tax PAN No.
4. Good track record and completion of awarded work certificate from the previous place of work for last three years must be submitted.
5. The Contractor should submit a affidavit of no legal case against him.
6. The qualifying criteria will be as indlcated under SI No. 5 in notice page -2.

The tenderer must enclose the self attested photocopies of the required certificates/ proof with full signature , date and stamp of tenderer along with part – I document.

Signature of tendering authority

Signature of Tenderer with Seal.

Bharat Coking Coal Limited
(A Subsidiary of Coal India Limited)
Human Resource Development
Kalyan Bhawan, Jagjiwan Nagar, Dhanbad.
Tel No (0326)2203363

Ref. No. BCCL/GM(HRD)/NIT/10/

Date 06.07.2010

Date & Time of submission of tender Part-I on 26.08.2010 at 03:00 PM	Date & time of opening of tender Part-I on 26.08.2010at 03:30 PM
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GENERAL TERMS AND CONDITIONS

General:

- A. The tender Part- I along with all enclosure like experience labour license, Income Tax clearance and requisite earnest money in form of D.D. and as per tender notice are to be placed in a separate sealed envelope indicating on the top "Tender Part-I" and tender notice no Ref. No. BCCL/GM(HRD)/NIT/10/.....Dated:-
- B. The price bid should be placed in a separate sealed cover super scribing on the top "Price Bid" Part-II and Tender notice no. BCCL/GM (HRD)/NIT/10/.....Dated :-
- C. The cover must be sealed. Open cover envelop will be invalid.
- D. Improper placement of tender in Part-I and Part-II envelope shall render the tender invalid.
- E. The cover marked Part-I will be opened on Part-II will be opened only in respect of those tenderers who qualify in part-I to the satisfaction of the management.
- F. The company reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- G. Tender document is non-transferable. Tender submitted on other than the document issued in favour of tenderer is liable to be rejected. Submission of incomplete tender is liable to be rejected.

Scope of work:

The tender is being invited for supplying lunch packet and two times tea/ biscuits and drinking water from aqua guard installed in the office, to the participants and faculty of training programmes at BCCL HRD Department at Kalyan Bhawan, Jagiwan Nagar , EMTI, Dhansar, Dhanbad and MLWTI Moonidih, Dhanbad.

Period of work:

Tender is being invited for a period of one year. The date of commencement will be reckoned from 10th days of receipt of the work order or actual date of handing over of site whichever is later.

Timing:

The general timing for supplying lunch packets and tea/snacks will be from 9.30 AM to 5 PM on week days and 9.30 AM to 1.30 PM on Saturdays. However, in case of urgency or other work the management may ask for extending timing as per requirement.

Earnest money

Earnest money of Rs 14,000/- should be deposited by the tenderer in the form of demand draft drawn on any nationalized bank in favour of Bharat Coking Coal Limited payable at Dhanbad. No alternative arrangement of earnest money will be entertained. The earnest money will be refunded to unsuccessful tenderer in due course and will not carry any interest.

Security Deposit

The successful tenderer has to deposit a sum of Rs. 70,000/- as security deposit, Earnest money of 14,000/- deposited by the successful tenderer will be a part of security deposit and balance amount will be submitted by the party in form of demand draft in favour of Bharat Coking Coal Limited payable at Dhanbad from any nationalized bank before the award of work. The earnest money kept along with security deposit will be refunded to the successful tenderer after the satisfactory completion of the satisfactory contract. Earnest money and security deposit shall not bear any interest.

Validity of Tender:

The tenderer shall keep the offer open for 120 days from the date of opening Part-I envelope or the date of last negotiations.

Responsibilities of The contractor

1. The contractor shall charge rate of lunch packets only as per rates mentioned in work order.
2. The contractor shall ensure the best quality of food and quantity/weight of items as per work order
3. The contractor shall maintain hygiene of food items and packets
4. The contractor shall arrange for the disposal of wastes of food packets outside Kalyan Bhawan at a suitable place of his own
5. The contractor shall be required to pay wages and other benefits to the workers engaged by him as required under law.
6. The contractor shall be liable for compensation payable to the workmen under W.C. Act.
7. The contractor shall arrange for utensils, serving men, transport etc for supplying lunch packets and tea/snacks.
8. The contractor have to pay for the damages caused to building , furniture or any other loss as may be assessed by the management.
9. Under no circumstance, the contractor shall sublet the contract. In such an event the contract is liable to be terminated immediately.
10. The contractor shall not serve stale food.
11. Lunch and tea/snacks are to be served to the participants in the training programme strictly on schedule time.

12. The contractor will not be allowed to use coal/Heater for cooking or other purpose in the building of Kalyan Bhawan.
13. All the workers engaged by the contractors should be neatly dressed.
14. All utensils and crockery used for cooking and serving should be neat and clean.
15. The contractor or any of his workers should observe proper etiquette and manner during the course of service in training programmes.

Supervision:

The management will supervise the functioning of contractor by an authorized person or committee regarding its hygiene, quality of food, rates, items and other aspects as per contract from time to time. Management may get the quality of food inspected by Govt. Agencies such as inspector of food, if required from time to time.

Termination of contract:

1. Contract will be terminated automatically at the expiry of the term if the management does not extend it.
2. Management reserve the right to terminate the contract by giving Notice of one week in advance if the work is not found satisfactory as per terms of the contract agreement.
3. In case the contractor revokes from the contract the security deposit will be forfeited.
4. In case of dissatisfaction of management or violation of any clause of the contract, the management will terminate the contract and security deposit will be forfeited.

Facilities to be given by management:

1. Serving space and serving table will be provided by the management for lunch packets.
2. Free electricity with lighting and fans will be provided.

The above terms and conditions are however, subject to review by the management and may be revised in the interest of the work as may be mutually agreed upon.

I/We hereby accept all the above terms and conditions indicated in general terms and conditions.

Place:.....

Tenderer's Full Name :.....

Date :.....

Tenderer's Signature:.....

Seal :.....

Signature of Tendering Authority.

Bharat Coking Coal Limited
(A Subsidiary of Coal India Limited)
Human Resource Development
Kalyan Bhawan, Jagjiwan Nagar, Dhanbad.
Tel No (0326)2203363

Ref. No. BCCL/GM(HRD)/NIT/10/

Date 06.07.2010

FORMAT FOR SUBMITTING PARTICULARS OF TENDERER

Name of work:- Supplying Lunch Packets and Tea/Biscuits at Kalyan Bhawan , Jagjiwan Nagar,EMTI Dhansar & MLWTI,Moonidih,Dhanbad.

1. Name and full address of the tenderer :.....
:.....
:.....
:.....
2. Past Experience: Place of Work :.....
Period :.....
Nature of work :.....

N.B. Separate Certificates with full name, signature and seal should be enclosed.

3. Income-Tax clearance certificate and other evidence if being a bonafide Tax-payer.

N.B. Photocopy with full name, signature and seal should be enclosed.

4. Details of labour licence:- Issued by :.....
No of persons :.....
Valid up to :.....
5. Good track record certificates as indicated in techno-commercial terms and conditions (Copy to be enclosed).
6. A certificate that the contractor has not been convicted by any court of law should be enclosed with full name, signature and seal. An affidavit, in the respect, should be submitted.
7. Regarding financial non-encumbrance, a certificate from a gazetted officer or an affidavit should be submitted.
8. Deposition of earnest money by draft: Draft No. :.....
Date :.....
Issuing Bank Name :.....
9. Acceptance of the general terms and condition by tenderer as per Documents (attach duly signed copies)
N.B. Separate sheet may be attached to furnish details , if necessary.
10. Qualifying criteria certificates should be enclosed as mentioned in Tender Notice.

Place :..... Full name of tenderer :.....
Date :..... Signature :.....
Seal.

Signature of tendering Authority

Bharat Coking Coal Limited
(A Subsidiary of Coal India Limited)
Human Resource Development
Kalyan Bhawan, Jagjiwan Nagar, Dhanbad.
Tel No (0326)2203363

Ref. No. BCCL/GM(HRD)/NIT/10/

Date 06.07.2010

FORMAT FOR SUBMITTING PARTICULARS OF RATES/PRICE-BID

Name of work:- Supplying Lunch Packets and Tea/Biscuits at HRD Department, Kalyan Bhawan, Jagjiwan Nagar, Dhanbad, EMTI, Dhansar & MLWTI, Moonidih. BCCL.

Menu of working Lunch packet

Sl. No	Description of Item	Weight/Qty	Rate Rs.
1.	Tava Roti/ Tandoori Roti/Nan/Kachauri/Aloo Paratha by rotation	150 gm	
2.	Plain Rice/Fried Rice/Pulao by rotation	75 gm	
3.	Dal Fry(Tarka/Chana/Rajma/Moong by rotation	125gm	
4.	Curd packed(Amul/Sudha /Nestle)	100 gm	
5.	Salad (FreshGreenSalad of Carrot, cucumber, tomato, onion, Lemon & Green Chilly	50 gm	
6.	Sweet(Rasgulla /Gulab Jamun/Kalakand/Burfi) by Rotation	60 gm	
7.	(Veg –Manchurian/Mixed Vegetable/Matar paneer/Veg Kofta) for vegetarian by rotation	125gm	
8.	Egg Curry(for Non-Vegetarian)	125 gm	
9	Seasonal green subji(Dry/Curry)	125 gm	
10	Tea/Coffee with biscuits two times (each time 75 ml tea/coffee with two biscuits)	150ml, 4 Nos of Biscuits	
11	Fruit Seasonal(Apple/Orange/Mango/Banana) By Rotation	125 gm	

Rate per lunch packet including packaging & serving

1. Packaging of lunch packet

1. Lunch packets shall be served with a reusable plate of either steel/ ceramic or plastic. One plastic spoon and one paper napkin must be given with each lunch packet.
2. Each item of the lunch packet should be separately packed hygienically in aluminium foil and disposable aluminium foil boxes.
3. Rate of per unit of lunch packet must be inclusive of packaging, serving and all taxes, which shall be considered for arriving at the lowest rate. If the quality is not found satisfactory and any of the items found missing or of lesser quantity, no payment shall be made for the supply of lunch packets on the date.

I/We agree to abide by the terms and conditions of contract forming part of the tender which is submitted with part-I duly signed by me/us as to confirm my/our acceptance of the same.

Place:.....

Full Name of tenderer.....

Date:.....

Full Address.....

Signature.....

Seal

Signature of Tendering Authority

Bharat Coking Coal Limited

(A Subsidiary of Coal India Ltd)

Human Resource Development

Kalyan Bhawan, Jagjiwan Nagar, Dhanbad

Ref No.: BCCL / GM (HRD) / NIT /10 /

Date: 06.07.2010

FORMAT FOR SUBMITTING PARTICULARS OF RATES / PRICE-BID

Name of work: Supplying of Buffet lunch at HRD Deptt., Kalyan Bhawan, EMTI, Dhansar & M L W T I, Moonidih, Dhanbad, BCCL.

Menu of Vegetarian Buffet Lunch

S. No.	ITEMS
01	Vegetable Soup
02	Fine quality Jeera fried rice / Veg pulao / Plain fine rice
03	Dal fry (Moong / Chana / Mixed / Tarka)
04	Tava roti / Puri / Kachauri
05	Special subji (Paneer / Pindi Chhola / Rajma / Manchurian / Gatte ki sabji / Mixed Vegetable / Kofta
06	Salad (Fresh green Mixed salad of Cucumber, Carrot, Onion, Lemon, Green chilly, Tomato with sprouted moong / chana.
07	Roasted or Fry Papad
08	Raita (Boondi / Kaddu / Papaya) or Plain Curd
09	Sweets (Rossogulla / Gulab Jamun / Kalakand / Ice cream)
10	Chutney (Tomato / Dhania / Pudina / Mango raw / Papaya) / Pickles
11	Boiled mixed vegetables
12	Seasonal dry subji
	Rs @ Per plate includes serving also.

Serving Conditions for buffet Lunch:

1. All items should be served in fine quality China Clay Plate along with spoon & paper napkin. There will be no extra charge for this.
2. Mouth freshener / Masala, tooth pick will be provided by the caterer and there will be no extra charge for this.
3. Vegetable soup will be served in ceramic / thermocol cup along with soup spoon for this and no extra charge will be provided for this.
4. All items should be placed on the table in a clean serving pot with suitable heating arrangement.
5. Acqua guard water will be provided by the management.

Drinking water to be supplied to the participants and faculty members, three to four times in a day in every class room for which no extra charge will be provided.

Bharat Coking Coal Limited

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Human Resource Development

Kalyan Bhawan, Jagjiwan Nagar, Dhanbad

Ref No.: BCCL / GM (HRD) / NIT /10 /

Date: 06.07.2010

FORMAT FOR SUBMITTING PARTICULARS OF RATES / PRICE-BID

Name of work: Supplying of Buffet lunch at HRD Deptt., Kalyan Bhawan, EMTI, Dhansar & M L W T I, Moonidih, Dhanbad, BCCL.

Menu of Non-Vegetarian Buffet Lunch

S. No.	ITEMS
01	Vegetable Soup
02	Fine quality Jeera fried rice / Veg pulao / Plain fine rice
03	Dal fry (Moong / Chana / Mixed / Tarka)
04	Tava roti / Puri / Kachauri
05	Special subji (Paneer / Pindi Chhola / Rajma / Manchurian / Gatte ki sabji / Mixed Vegetable / Kofta
06	Salad (Fresh green Mixed salad of Cucumber, Carrot, Onion, Lemon, Green chilly, Tomato with sprouted moong / chana.
07	Roasted or Fry Papad
08	Raita (Boondi / Kaddu / Papaya) or Plain Curd
09	Chicken Roasted / Chicken Chilly / Chicken Dopyaza / Fish Roasted / Fish Chilly / Fish Fry / Fish gravy
10	Sweets (Rossogulla / Gulab Jamun / Kalakand / Ice cream)
11	Chutney (Tomato / Dhania / Pudina / Mango raw / Papaya) / Pickles
12	Boiled mixed vegetables
13	Seasonal dry subji
	Rs @ Per plate includes serving also.

Serving Conditions for buffet Lunch:

1. All items should be served in fine quality China Clay Plate along with spoon & paper napkin. There will be no extra charge for this.
2. Mouth freshener / Masala, tooth pick will be provided by the caterer and there will be no extra charge for this.
3. Vegetable soup will be served in ceramic / thermocol cup along with soup spoon for this and no extra charge will be provided for this.
4. All items should be placed on the table in a clean serving pot with suitable heating arrangement.
5. Acqua guard water will be provided by the management.

Bharat Coking Coal Limited

(A Subsidiary of Coal India Ltd)

Human Resource Development
Kalyan Bhawan, Jagjiwan Nagar, Dhanbad

Ref No.: BCCL / GM (HRD) / NIT /10 /

Date: 06.07.2010

FORMAT FOR SUBMITTING PARTICULARS OF RATES / PRICE-BID

Name of work: Supplying of Refreshment at HRD Deptt., Kalyan Bhawan, EMTI, Dhansar & M L W T I, Moonidih, Dhanbad, BCCL.

REFRESHMENT

S. No.	ITEMS	QTY	RATE Rs.
01	Dhokla / mini Samosa (2Nos.) / Stuffed kachauri	50 gm	
02	Mathari	50 gm	
03	Kaju Barfi / Kalakand / Plain Barfi / Sandesh	60 gm	
04	Tea / Coffee	75 ml	
05	Potato Chips	08 Flakes	
Rate of Refreshment per plate Rs.			

Serving conditions:

For Refreshment all items to be served in fine quality ceramic plate along with spoon & paper napkin and there will be no extra charge for this.

I we agree to abide by the terms and conditions of contract forming part of the tender which is submitted with Part – I duly signed by me / us as to confirm my / our acceptance of the same.

Place: _____ Full Name of tenderer: _____

Date: _____ Full Address _____

Signature _____

Seal

Signature of Tendering Authority

Bharat Coking Coal Limited
(A Subsidiary of Coal India Limited)
Human Resource Development
Kalyan Bhawan, Jagjiwan Nagar, Dhanbad.
Tel No (0326)2203363

Ref. No. BCCL/GM(HRD)/NIT/10/

Date 10.07.2010

To,
The Public Relation Officer,
B.C.C. L.,
Koyla Bhawan.

**Sub : Publication of Tender Notice in the News Papers for supplying of Lunch
Packet at HRD Department, BCCL.**

Dear Sir

Enclosed please find copy of Tender Notice No. BCCL/HRD/NIT/10/ dt. 10.7.10 to be published in News Papers as well as in BCCL Website for supplying Lunch Packet at HRD Department, BCCL, Dhanbad. You are requested to publish Tender Notice so that tender documents could be issued w.e.f 23.7.2010. This has got administrative approval of the Director(Personnel). Please confirm publication.

Yours faithfully,

Encl : As above.

General Manager(HRD)

Copy to :

1. Shri Niraj Kumar, Sr.EE(X), EMTI, Dhansar.