

TENDER NOTICE FOR CAFETERIA SERVICES

BECIL invites sealed tenders from persons/firms/agencies having proven experience and ability in preparation and serving of food for running a cafeteria/canteen with standard & common items for breakfast, lunch and dinner maintaining high standards of hygiene, presentation and services at the Corporate Office situated at 'C-56/A 17, Sector-62, Noida-201307- Uttar Pradesh'.

The last date for submission of tender documents at the Corporate Office of BECIL is 25th Oct. 2016 at 1500 Hrs.

Further details of tender are available on www.becil.com

Cost of Tender Document	:	Rs.500/-
Earnest Money Deposit (EMD)	:	Rs. 20,000/-
Date of Issue of Tender Document	:	28 th Sept. 2016
Last date of Submission of Tender Document	:	25 th Oct. 2016 at 1500 Hrs.
Date of opening of Technical Bid	:	25 th Oct. 2016 at 1530 Hrs.
Date of Personal Interview/Practical (will be intimated separately)		
Date of opening of Commercial Bid (will be intimated separately)		

(Awadhesh Pandit)
AGM (F & A)

TENDER DOCUMENT FOR CAFETERIA SERVICES

TENDER No. : Admin/Caf. Services/2016-17/06

Dated: 28.09.2016

1. BACKGROUND:-

Broadcast Engineering Consultants India Limited (BECIL) is a Government of India Public Sector Enterprise incorporated in 1995 under the Companies Act, 1956. The main objective of the company is to provide Consultancy Services and Turnkey Solutions in all fields of Broadcast Engineering, including Cable TV and Information Technology in India and abroad. It also undertakes operation and maintenance of various types of Broadcast Setups.

Central Government of India through Ministry of I&B, Govt. of India, holds 100% equity share Capital of BECIL. The Authorized capital is Rs 2.50 Crores and the Paid up Equity capital as on 31.3.2016 is Rs 1.365 Crores. The turnover of the company in Financial Year 2015-16 is below Rs 100 Crores.

BECIL invites sealed tenders from persons/firms/agencies having proven experience and ability in preparation and serving of food for running a cafeteria with standard & common items for breakfast, lunch and dinner maintaining high standards of hygiene, presentation and services at the Corporate Office situated at 'C-56/A 17, Sector-62, Noida-201307 (UP)' initially for a period of one year and thereafter depending upon the performance, extendable upto Three Financial Years.

2. TERMS & CONDITIONS

I. ELIGIBILITY CRITERIA (certified copy of testimonial to be enclosed):-

- a) The Bidder may be a proprietary firm, Partnership firm, Limited Company or corporate body of sound financial status, legally constituted engaged in a business of catering/restaurant/running cafeteria.
- b) Copies of Articles of Association (in case of registered firms)/ partnership deed (in case of partnership firm) as applicable are to be provided.
- c) Valid Trade License, VAT Registration certificate, PAN as applicable need to be possessed by the Bidder. (Copy of self attested registration certificate is required to be submitted)

- d) The Bidder must have experience of at least three years in providing in-house Cafeteria/Canteen Services to various organizations out of which atleast one should be a Government Organization and other should be a Private Organization consisting of 200 or more Employees. Also, the Main Chef to be deployed by the Bidder in the Cafeteria must have experience in cooking and serving all types of dishes, i.e. Vegetarian, Non-Vegetarian, South Indian, North Indian, Chinese, Continental, etc. (Copies of work orders of Contractors should be enclosed).
- e) The office of the bidder should preferably be situated in Delhi/Noida/NCR.
- f) Undertaking (on Non Judicial stamp paper of Rs. 100/-, duly Notarized) that the Bidder has not been boycotted by the Deptts/Ministries of the Govt. Of India/State Govt/PSUs/Private Organizations and there is no litigation pending against it with any of the clients in the past three years.
- g) The Bidder should have minimum Average Annual Turnover of Rs. 20 Lakhs during previous three Financial Years. (copies of Annual Accounts of the last three Financial year should be enclosed)

II. SUBMISSION OF BIDS:

- a) Tender will be submitted in **THREE** separately sealed envelopes as per the below mentioned instructions:

Envelope-1 shall contain refundable Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) and the Tender Fee of Rs. 500 (Rupees Five Hundred Only) in the form of Demand Draft drawn on any scheduled bank at Noida in favour of "Broadcast Engineering Consultants India Limited" Payable at Noida.

Envelope-2 shall consist of Technical offer documents in regard to Qualifying Requirements/Eligibility Criteria in the prescribed format (**Annexure-I**).

Envelope-3 shall consist of Commercial Bid.

- The discounted rates shall be quoted in respect of the list of items proposed to be sold.
- Monthly Charges should be quoted for providing Tea/Coffee to BECIL's employees in the morning and evening. (150 Employees)

EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit. EMD of unsuccessful

bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

- b) All the three (3) envelopes should be numbered clearly and super scribed with our Tender reference number, date, Title, Bid opening Date and bidder's name and address. All three (3) envelopes may be enclosed within a single envelope. However, the bidder should mention the related details on the single envelope consisting of three envelopes.
- c) Above three envelopes enclosed in one envelop clearly super scribing Tender details and contents inside the envelope (Envelope-1, Envelope-2 & Envelope-3) shall be submitted by the bidder on or before 25th Oct. 2016 latest by 1500 hrs at the below-mentioned address:-
Assistant General Manager (Admin & Finance)
Broadcast Engineering Consultants India Limited
BECIL Corporate Office
C-56/A-17, Sector-62
Noida-201307 (UP)
- d) All required documents should be submitted physically alongwith the bid and should be self attested or mentioned otherwise.
- e) Relevant portions of the documents submitted in pursuance of eligibility criteria mentioned above, should be highlighted and all pages of the bid documents should be serially numbered.

III. ACCEPTANCE/REJECTION OF BIDS:

BECIL reserves the right to postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice without assigning any reason thereof. In such case the bidders shall not be entitled to any form of compensation from the Corporation.

IV. VALIDITY OF CONTRACT:

The validity of Contract initially will be for a period of one year from the date of work awarded to the successful bidder and thereafter depending upon the performance, will be extendable upto three years.

V. DISPUTE:

In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any

dispute remaining unresolved, decision of CMD, BECIL will be final and binding on both the parties to the Contract.

VI. TENDER DOCUMENT:

The Firms/Proprietorships/Individuals who fulfill the above minimum criteria may download the from www.becil.com or collect from Reception of Corporate **Office of BECIL** on any working day between 11:00 AM and 5:00 PM from 28th Sept. 2016 to 25th Oct. 2016 at 1500 hrs on payment of tender fees of Rs. 500/- (in case of downloading please attach DD of Rs. 500/- in favour of BECIL).

VII. EXECUTION OF AGREEMENT AND PAYMENT OF SECURITY DEPOSIT

- a) The successful bidder shall execute an agreement for the fulfillment of the contract with BECIL and hand over the same to BECIL within 5 days from the receipt of the letter of acceptance of the tender.
- b) The successful bidder shall be required to deposit an amount of Rs. 50,000/- only as security deposit immediately after the issue of work order and before the execution of the agreement, in the form of demand draft of any nationalized /scheduled bank only in favour of BECIL. No interest shall be paid on such security deposit, which shall remain with BECIL during the continuance of the contract and it shall be released only after three months on the expiry of termination of the contract subject to clearance of all dues by the contractor.

3. SCOPE OF WORK (WITH SPECIFICATIONS FOR RUNNING THE CAFETERIA)

- I. The cafeteria services are required to be provided regularly in the Company for its office employees, guests/visitors and other beneficiaries etc on all working days during office hours and outside office hours and on holidays, if so required, as per the following Menu/courses:
 - a. Morning Tea / Coffee
 - b. Breakfast/ Snacks
 - c. Evening Tea
 - d. Veg. and Non Veg. Lunch & Dinner
 - e. VIP Lunch/Dinner/High tea (as and when required)

- II. The Contractor shall provide varieties in Menu/Cuisine and shall fix the menu in consultation with the authorized officer of the Company from time to time.
- III. The company may arrange special events sometimes at short notice, besides regular activities in which the Agency may be required to provide additional services.
- IV. For any special events, menu may be different or in addition to the normal notified menu, the rates for which shall be mutually decided prior to organizing the event.
- V. The Contractor shall deploy skilled and experienced staff for smooth functioning of the Cafeteria, cooking and serving of all kinds of food. The Cafeteria staff must be consisting minimum of four members namely the Contractor, Main Chef, Assistant Chef and a helper, out of which atleast three shall always be available in BECIL for providing services in regular time.
- VI. The Contractor shall use his own Cooking Gas, Microwave, utensils and crockery for preparation & serving of food stuffs.
- VII. BECIL shall provide basic infrastructure such as space (Dining, Kitchen, Store and Washing area)and furniture for running of Cafeteria along with Electric supply connection & Water supply.
- VIII. The canteen should be kept neat & clean and free of unhygienic conditions. The Contractor shall ensure that the entire cafeteria premises are kept hygienic and clean. Cleanliness, Maintenance, garbage disposal of the service areas/production areas shall be the responsibility of the Contractor.
- IX. A separate cooking arrangement and use of separate utensils etc shall be ensured for Vegetarian and Non-Vegetarian dishes. Non-Vegetarian and Vegetarian items should be stored separately.
- X. The Contractor would have to provide additional manpower for special events as required and the Caterer would also have to provide substitutes, if their regular staff proceeds on leave, etc
- XI. The Contractor shall ensure to display the list of food items and rates available in the Cafeteria.
- XII. The Contractor shall ensure that all the ingredients to be used in the food must be of standard quality and should be kept properly to ensure guard against contamination. BECIL reserves the right to inspect the materials at any time.

- XIII. The contractor shall not keep the cafeteria closed without prior permission from BECIL. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by BECIL, as it may deem fit.

4. **SELECTION PROCESS**

The following criteria and point system will be followed for the selection of Contractor for running of the Cafeteria:

S. No.	Criteria	Maximum No. of Points	Evaluation Process
<u>STEP-1: Technical Bid</u>			
A.	Registered Office in Delhi/Noida/NCR	06	In case, the bidder is registered in Delhi/Noida, 6 (Six) marks shall be awarded. In case, bidder is registered other than Delhi/Noida but having branch office in Delhi/Noida, 3 (Three) Marks shall be awarded.
B.	Experience of Catering Services in last 3 Financial Years	09	For each of the year, 3(Three) marks shall be awarded. The Financial Years for evaluation purpose are 2013-14, 2014-15 and 2015-16. For example, in case the bidder has given services in FY 2013-14, 3 (Three) marks shall be awarded. In case the bidder has given services in FY 2013-14 & FY 2014-15, 6(Six) marks shall be awarded and so on.
C.	License of Food Safety	20	The bidder shall be awarded 20 (Twenty) Marks for the license from Department of Food Safety.
D.	Registration under: <ul style="list-style-type: none"> • Service Tax • Sales Tax/VAT 	06	The bidder shall be awarded 3 Marks for each Registration under: <ul style="list-style-type: none"> • Service Tax • Sales Tax/VAT
E.	Turnover (for previous three Financial Year)	09	In a year, in case of turnover of Rs 20 Lakhs & above, 3 (three) marks, in case of Turnover between Rs 10 Lakh to Rs 20 Lakhs, 2(two) marks, In case of Turnover below Rs 10 Lakh, 1 (One)

			mark shall be awarded. In case of bidder is having turnover of Rs 20 Lacs or more in each of previous three FY, 9 (nine) marks shall be awarded.
<u>STEP-2: PERSONAL INTERVIEW/PRACTICAL</u>			
A.	Personal Interaction/ Practical / Interview	25	The marks shall be awarded by the Committee during the Personal Interaction/ Practical / Interview with Contractor and Main Chef. The Main Chef shall cook Food Items in the Practical Session, which will be examined by the Committee.
<u>STEP-3: COMMERCIAL BID</u>			
A.	Commercial Quote	25	The marks shall be awarded for the Concessional Rates quoted by the bidder for BECIL. The maximum marks will be awarded to the lowest bidder and minimum marks to the highest bidder. Apart from this, the maximum discount on MRP offered to BECIL, would also be reckoned for evaluation. In case of exceptional difference of price between lowest bidder and highest bidder, highest/ lowest bid will be excluded in determining the price range.
	Total Marks	100	

Note:

- i) The Bidder who obtains the highest marks will be awarded the Contract for running of the Cafeteria.**
- ii) In case of furnishing of wrong information, negative marks of 10 (ten) for each such declaration shall be deducted from the overall marks and bidder will be debarred for participation in the tender for next three years.**
- iii) It is mandatory to qualify in the all three steps of the Selection Process i.e. Technical Bid, Personal Interview/Practical and Commercial Bid. In case, any bidder does not qualify in any of the three steps, his bid shall be liable to be rejected.**

5. TENDER OPENING

Complete Schedule/Submission Schedule

- a. Date of Issue of Tender Document : 28rd Sept. 2016
- b. Last date of Submission of Tender Document : 25th Oct. 2016 at 1500 Hrs.
- c. Date of opening of Technical Bid : 25th Oct. 2016 at 1530 Hrs.
- d. Date of Personal Interview/Practical (will be intimated separately)
- e. Date of opening of Commercial Bid (will be intimated separately)

Two part bidding system shall be followed for the subject Tender.

a. First Part of Opening:

Envelope-I: EMD and Tender Fee will be opened at 1530 hrs on 25th Oct. 2016

Envelope-II (QR documents / Technical offer) shall be opened on the same day only of the bidders whose EMD and Tender fee is found in order.

b. Second Part of Opening:

Envelope-III:-The Commercial Bids (Annexure-II) of only those bidders who meet Qualifying Requirements will be opened. Opening date will be published on the website of BECIL.

Tenders will be opened in presence of bidders, who may wish to be present.

Annexure- I

PROFORMA FOR TECHNICAL BID

Sl. No	Particulars	Reply/Rates
1.	Name of the Agency/Firm/company/other entity.	
2.	Details of Headquarter / Branch Offices Address, Telephone Nos. Fax No. email id.	
3.	Name of the Proprietor/Partners along with Contact details. Name and details of Staff to be deployed in Cafeteria at BECIL i.e. Main Chef, Assistant Chef and Helpers	
4.	Month and Year of establishment/Commencement of Business of catering/restaurant/running cafeteria (attach Documentary Evidence.)	
5.	Qualification and Experience of Staff to be deployed in Cafeteria at BECIL (enclose evidence / certificate for any work done for PSU's)	
6.	Registration No. along with Registration Certificate in VAT/Service Tax/TIN/Food Safety License Certificate/Labour License, as may be applicable	
7.	Average Annual Turnover in last three years based on Annual ITR / Balance Sheet (attach Documentary Evidence).	
8.	Any other information you may like to give.	

Signature:

Name & Designation of the Authorized Signatory:

Seal of the Organization:

Date:

Place:

Annexure- II**PROFORMA FOR COMMERCIAL BID**

List of items proposed for sale at BECIL's premises:

S.No	Particulars	MRP	Discount Selling Price at BECIL
1.	Coffee		
2.	Tea		
3.	Juice Items		
4.	Shake		
5.	Soft Drinks		
6.	Soup		
7.	Lassi		
8.	Ice Cream		
9.	Lays		
10.	Biscuits		
11.	Juice Items		
12.	Shake		
13.	Potato Patties		
14.	Cheese Patties		
15.	Burger		
16.	Maggie		
17.	Veg Sandwich		
18.	Cheese Sandwich		
19.	Cutlet		
20.	Kachori		
21.	Choley Bhature		
LUNCH			
S.No	Particulars	Discount Selling Price at BECIL	
		Half	Full
22.	Normal Thali <ul style="list-style-type: none">• Veg (Rice, Roti, Dal, Seasonal Sabji, Aaloo Fry, Achchar, Papad)• Non Veg (Rice, Roti, Dal, Seasonal Sabji, Aaloo Fry, Achchar, Papad and Chiken/Mutton/Fish Curry)		

23.	Deluxe Thali <ul style="list-style-type: none"> • Veg (Rice, Roti, Dal, Seasonal Sabji, Paneer Sabzi, Raita, Achchar, Papad, One Sweet) • Non Veg (Rice, Roti, Dal, Seasonal Sabji, Paneer Sabzi, Raita, Achchar, Papad, Chicken/Mutton/Fish Curry, One Sweet) 		
24.	Shahi Paneer		
25.	Matar Paneer		
26.	Palak Paneer		
27.	Malai Kofta		
28.	Matar Mashroom		
29.	Mixed Vegetable		
30.	Seasonal vegetable (dried/gravy)		
31.	Non veg items: <ul style="list-style-type: none"> • Chicken • Mutton • Fish 		
32.	Chana/Rajma		
33.	Daal: <ul style="list-style-type: none"> • Plain • Fry • Dal Makhni 		
34.	Rice <ul style="list-style-type: none"> • Plain • Jeera Rice • Fried Rice 		
35.	Curd/Raita		
36.	Roti <ul style="list-style-type: none"> • Tawa • Tandoori • Naan • Paratha 		
37.	Any Other Item as Specialty of the Chef.		

S. No	Particulars	Reply
1.	Monthly Charges quoted for providing Tea/Coffee to BECIL's employees in morning and evening. (150 employees)	
2.	Any other Charges	

Signature:

Name & Designation of the Authorized Signatory:

Seal of the Organization:

Date:

Place: