

UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED



Circle Office, Visnagar Road, Mehsana. Ph.223075 Fax No.223057

PR NO:- 385079

RFQ No- 53490

Name of work : Online Tender:-"Providing & Service for readymade Tea, Coffee, Snacks & Lunch to the participants/trainee/invites at GEKC, Mehsana.(tender for staff canteen of GEKC Mehsana)

Tender No : 033/2019

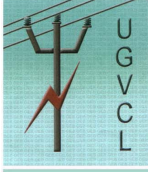
1	Estimated cost	Rs.: 20,00,000.00
2	Last date of online submission of tender /EMD	Date: - 17.06.19 On 15.00 Hrs.
3	Last date of physical submission of tender	Date :- 17.06.19 On 15.00 Hrs.
4	Date of opening the tech. bid	Date: - 18.06.19 (If Possible )
5	Date of opening the price bid	Date :- 21.06.19 (If Possible )
6	Earnest Money Deposit	Rs.: 23,600/- by DD in the name of UGVCL payable at Mehsana
7	Security Deposit	10 % of the Estimate value
8	Tender Fee in form of DD	Rs.:2000/- + Rs. 360/- (GST) ( Non refundable) by DD in the name of UGVCL payable at Mehsana
9	Time Limit of work	Two Year .

Superintending Engineer  
Mehsana

- 1) Tender Fee Rs 2000.00+ 360.00 GST  
DD No .....Dated.....of .....Bank
- 2) Earnest money deposit RS 23600/-  
DD no.\_\_\_\_\_ date: .....of ..... Bank

Contractor's Signature:

Account Officer[Exp]  
Mehsana



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## Terms and Conditions

Open tender for providing & service for readymade Tea -Coffee, Snacks & lunch to the participants/ trainee/ invitees at GEKC, Mehsana.

### 1) NAME OF THE CONTRACT

Providing Lunch, Tea, Coffee, Snacks etc. for the training participants & supporting staff at UGVCL Circle Office, Mehsana

### 2) DURATION OF CONTRACT

(i) The Duration of the contract shall be 2 years from date of commencement of the contract.

(ii) The Management shall be free to renew the contract on same terms and conditions afresh and may or may not renew the contract upto 50 % of contract period or further new order for same work issue.

(iii) In case the contractor desires to terminate the contract or intends to renew the same, he shall convey the same to the Management in writing prior to completion of the contract period / by giving one months' notice.

(iv) The Management reserves its right to terminate the contract by giving one Month's notice and can also extend the terms of contract for further period on the same terms and conditions for the period for which it may extend.

### 3) EARNEST MONEY

(i) The earnest money Rs.23600/ must be paid in cash or in the form of Demand Draft in favor of UGVCL, Payable @ Mehsana.

### 4) SECURITY DEPOSIT

The successful bidders shall be required to deposit 10% of contract value towards Security Deposit which shall be paid in Demand Draft of any Scheduled Bank in favor of UGVCL, Payable @ Mehsana. This shall be refundable on completion of the contract.

### 5) DATE OF RECEIPT OF TENDER/EMD



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On line tenders superscribing there in "Tender for Catering food at Superintending Engineer, UGVCL,C.O., Mehsana on or before ..../06/2019 to the Superintending Engineer, Uttar Gujarat Vij Company Limited, Circle Office, Mehsana, Mehsana-384 001 (Gujarat State) and shall be on line opened, if possible at 15.00 hours on .../06/2019 in presence of tenderers or its representative. Tender received through courier or by Post shall not be considered. Physical supporting document with duly signed tender including tender fee and EMD shall be submitted by RPAD only on or before.../06/2019.

#### 6) GENERAL CONDITIONS AND DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER.

- (i) The contractor shall prepare and serve meals, tea, break-fast etc. When informed a day in advance.
- (ii) The Bidder should have executed similar work of minimum 2-year experience in last five years. Copies of certificate as regards previous experience, if any must accompany the tenders.
- (iii) The Bidder has to submit Income Tax Permanent Account Number (PAN) of the firm. Copy of the same should be submitted.
- (iv) Earnest Money in the form of an account payee Demand Draft in favor of "UGVCL Payable @ Mehsana.
- (vi) The Earnest Money deposited by successful tenderer may be retained and adjusted towards the Security Deposit for fulfillment of the contract. If the tenderer fails to deposit the requisite Security Deposit or fails to start Kitchen within stipulated period of 15 days or fails to execute the Agreement within specified days of receipt by him of notification of acceptance of tender, the EMD shall be forfeited.
- (vii) The Earnest money deposit of unsuccessful tenderers will be returned in due course. No interest will be paid on this deposit.

#### 7) VALIDITY OF TENDERS

The rates tendered should be valid for a period of 120 days from the Dt. of opening / acceptance of tender whichever is later. In case of tenderer revoking or canceling his



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tender or varying any terms and regard thereof without the consent of management in writing, the management shall forfeit Earnest Money paid by him along with tender.

#### 8) GENERAL INSTRUCTIONS TO TENDERERS

(a) The tender should contain i.e. (i) Tender Fee & (ii) EMD. Tenders received without EMD are liable to be rejected at the sole direction of the management. Technical bids will be opened first and only those bidders who fulfill the required technical qualification criteria shall be informed to remain present on the date of opening the price bid.

(b) Tender must be submitted along with a covering letter head of the firm. Each page of the tender shall be signed by the authorized signatory. The rates quoted in the Schedule -B shall be both in figures and words. Any additions or alterations made by the tenderer shall be duly initialed by the authorized signatory. The rates quoted by bidders will be compared for Sr. 1 to 6 of Schedule-[B]

(c) The rates so quoted shall be firm and no escalation whatsoever shall be entertained during operation of contract.

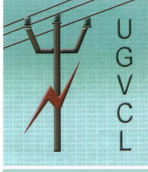
(d) Physical required document of tender should be sent by registered post A.D / speed post and should be so dispatched to receive Superintending Engineer, Uttar Gujarat Vij Company Limited, Circle Office, Mehsana-384001 on or before stipulated time and date of tender. Tender received by Uttar Gujarat Vij Company Limited, Circle Office, Mehsana, 384001 after opening of the tender shall be rejected forth right

(e) The tenders in which any of the particulars and prescribed information is missing or incomplete or the prescribed conditions are not fulfilled are liable to be rejected.

(f) Owner not bound by personal representations: The contractor shall not be entitled to increase in rates agreed or any other rights or claims whatsoever by reason of any representation, promise, or guarantee given or alleged to have been given to him by any person.

#### 9) RIGHTS OF THE MANAGEMENT TO ACCEPT OR REJECT TENDER

The right to accept the tender will rest with the management. The Management, however, does not bind itself to accept the lowest tender and reserves the authority / right to reject any or all the tenders received, without assigning any reasons whatsoever. The whole contract may be split up between two or more contractors or accepted in part and not entirely if considered expedient at the sole discretion of the management.



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## 10) DEFINITION OF TERMS :

[A] The Management means "Uttar Gujarat Vij Company Limited" whose, registered office located at Regd, & Corporate Office, Visnagar Road, Mehsana-384001[NG] (Gujarat) shall include its successor and permitted assignee.

[B] "Contractor" means the person or persons, firm or company whose tender has been accepted and contract has been awarded by the management and include the contractor's legal heirs, his successor and permitted assignee.

[C] Authorized Officer means the person designated as such by the Superintending Engineer, UGVCL, Circle Office, Mehsana -384001[Gujarat]I and shall include those who are expressly authorized by the Management to act for and on their behalf for operation of the contract.

## 11) MANAGEMENT'S FACILITIES

The Management will provide the following facilities:

[A] Supply of Water & Electricity.

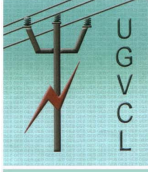
No free electricity & portable mineral drinking water will be provided by UGVCL. It is the responsibility of contractor or Bidders. Only of municipal water for kitchen use shall be provided by UGVCL.

[B] The Contractor will have to maintain permanent records of all the articles supplied to him by the Management and shall make them available for the purpose of verification of these articles by the authorized representative of Management. All these articles will be handed over to the Management on the termination of the contract. In case of any loss of articles, the contractor shall replace the same forthwith otherwise the cost of such article shall be recovered from the payment due.

[C] In case of emergency first aid or such other medical facilities, as is possible, will be made available at the discretion of the Management. The charges will be recovered as per management's rules.

[D] The Kitchen / Dining Hall are to be kept open as per the instructions issued by the Management or the authorized Officer from time to time.

## 12) CONTRACTOR'S RESPONSIBILITIES / SCOPE



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In case of fatal / non fatal accident to the worker or person working in the Kitchen it will be sole responsibility of the contractor. The Management of UGVCL, Circle Office, Mehsana, will not be responsible in any case of such mishap.

Before starting the canteen contractor will have to obtain the license from food and drug department & Insurance of staff from life insurance company.

### 13) CLEANLINESS

The contractor shall always keep the Kitchen / Dining Hall and surroundings in neat tidy conditions at his own cost. He shall also keep all furniture and other articles neat and clean to the entire satisfaction of the authorized Officer of the Management. The contractor shall have to comply with all provisions of the Factories Act in respect of Health & Hygiene and other Acts in force in this matter.

The Kitchen / Dining Hall garbage shall be collected outside the Kitchen / Dining Hall etc. at space to be notified by the Management and the garbage collected at this point shall be disposed off daily at the nominated place.

### 14) STAFF

[A] The Management shall be at liberty not to allow entry into its premises to any of the employee of the contractor whose activities appear to be prejudicial to the safety, security or other interest of the Management.

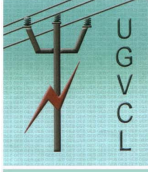
[B] Staff member are expected to be well dressed and the dress should be neat and clean.

[C] The contractor shall make payment of wages to his employees on fixed date and within the period specified under the applicable law, in presence of the representative of the Management. He will submit a true copy of monthly salary bills to the authorized officer. He will also submit the evidence of payments under statutory provisions in force in the stages by fifteenth of subsequent month, failing which the amounts approximately equivalent to the payment will be retained by the Management from the pending bills of the Contractor till such time payments are made by the Contractor.

### 15) SERVICES

The particulars regarding timings for lunch, dinner, tea, snacks etc. will be fixed by the Management. The Management may at its discretion change the timings with due notice to the Contractor.





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[A] The Contractor shall not use the Kitchen / Dining Hall premises for any other activities except the purpose for which it has been provided for.

[B] The Contractor shall ensure that his employees are courteous and their behavior and manners are good towards all employees and guests of the Management. The Contractor shall be responsible for good discipline and behavior of his staff.

[C] Contractor will not allow to use the premises during night or use it for his residential purpose and to move about in prohibited area.

[D] Contractor shall also have to provide the at least 50 nos. of chairs at canteen premises for the employees. If they fails to provide chairs then penalty of Rs. 10/- per day per chair will be deducted from his bill.

#### 16) QUALITY OF THE MATERIALS / ITEMS

[A] Daily preparation shall be made as per the approved menu given by the Management.

[B] If there is persistent default on the part of the contractor regarding quality of preparation, the contracts shall be terminable by one month's notice by UGVCL. Authorized contractor shall not give sub-contract to carry out his obligation in the Kitchen / Dining Hall

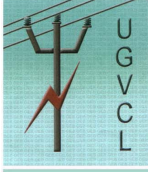
[C] Contractor shall be solely held responsible for adulteration of food / raw materials and UGVCL will take appropriate action in the matter.

[D] The contractor shall have to prepare a weekly menu in consultation with UGVCL representatives (Officer) and shall display it in the dining Hall.

#### 17) CLEANLINESS & HYGIENIC CONDITIONS

[A] In the event of the lack of cleanliness & hygienic conditions in the Kitchen / Dining Hall a penalty of Rs.500+ Rs.90 (GST) =Rs .590/- (Rupees Five Hundred ninety Only ) per day shall be imposed on the Contractor by the Management till remedial action is taken.

[B] All the existing rules and future regulations regarding hygienic health etc. issued at any stage by the Municipal / Local authorities and especially by the Chief Inspector of Factories / Foods shall be strictly adhered to by the contractor.



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## 18) RIGHT TO ALTER TERMS & CONDITIONS OF THE AGREEMENT

The Management shall have the discretionary power to review the terms & conditions for which prior indication of Management intention shall be given to the Contractor.

## 19) ACTION IN CASE OF FAILURE OF THE CONTRACTOR:

In the event of sudden failure, neglect, dislocation or stoppage of the running of the Kitchen / Dining Hall services by the Contractor, Management may get the work done all by itself or through some other agency and the expenses and or loss incurred thereof by the Management shall be recovered from the Contractor.

## 20) PAYMENT OF TAX

- 1) The Contractor shall have to pay all taxes , service Tax that are applicable to him from time to time.
- 2) Income Tax shall be deducted as per Income Tax rules. Contractor shall mention the PAN No. in every Invoices.

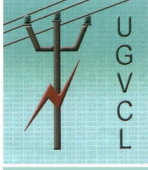
## 21) PAYMENT

- A) The payment of bill shall be made on monthly basis subject to satisfactory running of the Kitchen / Dining Hall during the previous month.
- B) Contractor shall submit the bills in triplicate to SE, UGVCL, Mehsana within 07 days upon completion of calendar month and the same shall be paid as early as possible thereafter, after due scrutiny of the bills.

## 22) ARBITRATIONS / JURISDICTIONS

All disputes, differences, claims and questions, whatsoever, which may arise either during the continuance of this contract or afterwards between the Contractor and Management, touching the interpretation and / or the execution of any clause of this contract, or any other act, deed or commission / omission by any party or as to any other matter in any way relating to these clauses or right, duties, obligations or liabilities or either party under these clauses shall be referred to Arbitration Act, 1940 or any statutory modification thereto or re-enactment thereof in force from time to time. The venue of such arbitration shall be Vadodara, Gujarat State only.





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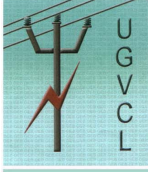


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- 23) The contractor have to pay rent Rs 7500/- of canteen building per month in circle office by Demand draft each month up to 5th day of month regularly.
- 24) Contractor should sign each and every page of tender.
- 25) After acceptance of tender success contractor has to submit necessary agreement on Rs 100/- in favour of UGVCL within 7 days from written order issued by UGVCL.
- 26) You have to quote your GST Registration Number along with tender. The rates quoted should be exclusive of GST and other charges if liable the tenderer should quote clearly whether Taxes etc. are chargeable separately or not against their quoted rates. Bidders must have GST No. Without GST No. bidders not apply for this tender.
- 27) Please note that since Govt. have implemented GST. You are requested to quote the rates with detail breakup like % of GST Incl. / Excl. / Not applicable etc.

Superintending Engineer  
Mehsana.

Seal & Sign. Of Tenderer: \_\_\_\_\_



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**SCHEDULE-B**

Name of work :- Annual rate providing food & snack for training/participant/invites at GEKC Circle Office, Mehsana.

Sr. No	Description	Total estimated Nos. of persons	Rate per person	Amount
1	Providing & service for readymade Gujarati Lunch/Dinner to the participant/ trainee/ invites & faculty by GEKC, Mehsana (1) Morning at 9.00 o'clock- Tea or coffee with snacks like Biscuits or Bataka Pauva/ Sev Khmani/ Gota /Dalwada, Katless, Kachori, Vadapau, Samosa, Idali-sambhar, Upama, Bread-Butter, Farsi puri (2) lunch at noon at 13.00 o'clock Sweet, (Chapati/Puri,) Sabji, Rice, (Dal/ Kadhi), Papad, Salad, Buttermilk, Mineral Water & service. (Food unlimited) (3) after noon 15.30 o'clock Tea, coffee etc..	20202		
GST @ _____%				
Total Amount				
(Amount in words):				

**Note :** Daily qty of person not fixed. Bidder has to provide meal as per presence in register of GEKC and payment shall be paid as per presence in register of GEKC.

**Superintending Engineer,  
Mehsana**