

(UNDER JURISDICTION OF KOLKATA)

**ANDREW YULE & COMPANY LIMITED**

**(A Government of India Enterprise)**

ENGINEERING DIVISION

“YULE HOUSE”

8, DR. RAJENDRA PRASAD SARANI

KOLKATA-700 001

Phone: 2242-8210 / 2242-2414 / 2242-2118 / 2242-7722 / 2242-8550 / 2242-5139

Fax : 2242-2525 E-mail : yule\_2182@yahoo.co.in

**NOTICE INVITING TENDER**

**REF: ENG/CANTEEN/KW/09-10/ 01 Dated: 29/03/2010**

**LAST DATE OF BID SUBMISSION : 16 APRIL, 2010 up to 3.00 PM**

**TENDER FEE: Rs. 500/-**

**EARNEST MONEY: Rs. 20,000/-**

1. Sealed tenders are invited for supply of cooked food for 212 members of Andrew Yule & Company Limited, Engineering Division, at Kalyani Work's Staff / Worker canteen for catering to officers / staff / sub staff / worker for a period of 12 months with a provision to extend further on mutual agreement. The details of services required are given in Annexure-I & II.

**TYPE OF TENDER - TWO PART BID**

2. The Bids must be received on or before 3.00 P.M. (INDIAN STANDARD TIME) of **16 APRIL, 2010**
3. The Techno-commercial Bids shall be opened at 4-30 P.M. (IST) on the same day in the presence of the representatives of the bidders who choose to remain present. In case scheduled date of opening of tenders happens to be a holiday, the tenders shall be opened at 4-30 P.M. (IST) on the next full working day.
4. **METHODOLOGY FOR THE SUBMISSION OF TENDERS:**
  - 4.1 There will be no physical sale of Tender Document. Tender Document to be Downloaded from our Website [www.andrewyule.com](http://www.andrewyule.com)
  - 4.2 Offers must be submitted in two sealed COVERS as per details shown at Para 4.3 below. Failure to follow the instructions will render the tender unacceptable. The bids should be submitted to the office of Senior Manager (Commercial), **Andrew Yule & Co. Ltd., ‘Yule House’, 8 Dr. Rajendra Prasad Sarani, Kolkata - 700 001.** Incomplete offers and / or offers received after the due date and time of submission of tenders is liable for rejection and shall not be opened without assigning any reasons.

**Offer received through FAX, TELEGRAM or E-mail will not be considered.**

- 4.3 The bidders must submit their offer in two separate sealed COVERS and these two covers should be put in an outer cover super scribing there on Tender No and Date, and Date of opening of the tender.
- PART-I will contain requisite Earnest Money & Tender Fee deposit and general Terms and Conditions (Annexure I & II & III) duly signed by the tenderer super scribed by “**Techno-commercial Bid**”.
  - PART-II will contain **only rate quotation** i.e. Schedule of the Tender super scribed by “**Price Bid**”. Price bid will be opened only for technically suitable parties.

Bidders are required to submit Tender Fee of Rs. 500.00 in the form of A/C Payee Demand Draft / Bankers Cheque in the name of ANDREW YULE & CO LTD drawn on any Nationalized Bank of India. In case such tenderers claim exemption for payment of tender fee, the envelope should contain self-certified copy of documents, proving entitlement for exemption from payment of tender fee. Tender Documents not accompanied with the tender fee / exemption document as specified above will be rejected. The Tender Fee is non-refundable.

- 4.4 In case of all tenders **Earnest Money Deposit (EMD)** is mandatory. Earnest Money shall be deposited in the form of D.D.in favor of ANDREW YULE & CO LTD drawn on any Nationalized Bank of India. EMD of unsuccessful tenderers will be refunded after the finalization of the tender. No interest will be paid for the amount deposited as EMD. EMD can be waived for MSME Registered establishment on submission of copies of the certificate of Registration or it can also be waived on request for those who have current outstanding dues with us.
- 4.5 All envelopes containing the tenders shall be properly stamped and sealed. Envelopes stapled shall not be accepted. Offers, erased and over-written will be summarily rejected unless corrections are made by crossing out the part in error and the rewritten / corrected part is authenticated with the bidder's signature.
- 4.6 The Details of Catering & Terms and Conditions, as enclosed in Annexure – I & II respectively would be applicable in the event of any offer being accepted.
- 4.7 All the papers in the tender and terms and conditions must be signed with the seal of the bidders. Offers received without signature and seal on all pages shall be liable for rejection.
- 4.8 The tenderers are advised to inspect the works in their own interest before submission of Tender. The works can be inspected during office hours on any working day with prior appointment.

5. In the event of non execution of work after issue of P.O., tenderer's EMD would stand forfeited and any other action which deemed fit may be taken against the tenderer.
6. **AYCL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER EITHER IN WHOLE OR IN PART WITHOUT ASSIGNING ANY REASONS WHATSOEVER.**
7. Sealed offer should reach us positively on or before Due Date at following address:

M/s. Andrew Yule & Co. Ltd.  
Engineering Division  
'YULE HOUSE'  
8, Dr. Rajendra Prasad Sarani  
Kolkata - 700 001  
Under attention of Mr. Shankar Ghosh. Sr.Manager (Commercial)

**Tenders received after Due Date and time will be treated as cancelled.**

## Annexure – I

### DETAILS OF CATERING :

1. Arrangement and serving of Meal (Lunch) & Tea, Biscuits at Kalyani Works
  - a) No cooking utensils / utensils other than those indicated in 1(b) for services at Canteen Hall both in the Ground Floor & First floor will be provided by the Company. Contractor has to make arrangement for the same.
  - b) Stainless steel plates (Thala), Glasses, small bowls for serving meal (Lunch) to the employees at the Canteen Hall (Ground floor & First floor) will be provided by the Company. But these plates, glasses & bowls will be under custody of the contractor.
  - c) Cleaning of plates, glasses, bowls including other utensils in the Canteen will be responsibility of the contractor.
  - d) Arrangement of Cleaning materials viz. detergent powder, soap, brush, cloth, etc will be responsibility of the contractor.
  - e) Supply of soap cake at the wash basin in the First floor has to be made on regular basis.
2. Serving of one cup tea and 2 pcs snacks (Biscuits) will be arranged by you for unionized employees twice between 09.00 hrs and 17-30 hrs.
  - a) Arrangement and serving of prepared tea along with two biscuits will have to be made at 6/7 points inside the factory.
  - b) Container for prepared tea, supply of tea cups will be the responsibility of the contractor.

### 3. DETAILS OF MENU :

A. Menu for the week is to be displayed both at the Ground floor & First floor of the Canteen. One copy of the menu is also to be given to P&A Dept.

#### **B. Lunch :**

##### **Monday, Thursday & Friday :**

- a) Non vegetarian meal with Rice, Dal, 1 piece Lemon, one Fried item, Veg. Curry, Fish curry (1 piece of Fish weighing 75 gm )
- b) Vegetarian meal with Rice, Dal, 1 piece Lemon, one Fried item, Veg. Curry, another Veg item in place of Fish curry/ 100 gram Curd (Dahi)

##### **Saturday :**

- a) Vegetarian meal with Rice, Sukta, Dal, 1 piece Lemon, Fried Potato / Brinjal, Veg. Curry, Chatni (Tomato/Mango/other seasonal items)

**Tuesday :**

- a) Non vegetarian meal with Rice, Dal, 1 piece Lemon, one Fried item, Veg. Curry, Egg Curry (1 piece Egg)
- b) Vegetarian meal with Rice, Dal, 1 piece Lemon, one Fried item, Veg. Curry, another Veg item in place of Egg Curry/ 100 gram Curd (Dahi)

**Wednesday :**

- a) Non vegetarian meal with Rice, Dal, 1 pc. Lemon, Potato Choka/Veg. Curry, Mutton Curry (Qty - 3 pieces of mutton weighing 125 gms)/Chicken curry (Qty- 3 pieces of Chicken weighing 125 gms )/Fish curry ( 2 pieces of Fish weighing 125 gms )

\*\* Mutton to be given on Wednesday in alternate week / in succeeding two weeks.  
Chicken to be given on Wednesday in alternate week / in two succeeding weeks.  
This system will continue round the Year. Fish Curry is to be arranged for employees not taking Mutton / Chicken).

- b) Vegetarian meal with Rice, Dal, 1 pc. Lemon, Potato Choka / Veg. Curry. Veg. Curry (Paneer, Dhoka, Mocha etc) / Veg curry and 100 gram Curd(Dahi).

**NOTE :**

- a. Lunch will be in the form of “Meal System”
- b. Variety of Veg.curry, Dal, etc are to be made. Pieces of Fish may generally be made from “Katla”/”Rohi”
- c. Some Veg.Dishes are to be made on regular basis
- d. Some dishes are also to be made for employees having ‘Blood Sugar’ problem.
- e. If situation demands, preparation / serving of Egg & Chicken item will have to be replaced by Fish item.
- f. Information regarding number of Guest(s) will be communicated based on requirement(s) and from time to time.
- g. Separate arrangement of keeping salt and some green chilli in each table are to be made.
- h. Separate arrangement of keeping Rice and Dal in each table are to be made.
- i. One piece onion is to be given in each Plate / Thala during summer.

**TIMINGS :**

- |                      |                                                                         |
|----------------------|-------------------------------------------------------------------------|
| 10.30 AM             | - Tea & Biscuits for unionized employees                                |
| 01.00 PM to –1.30 PM | - Lunch for unionized employees and<br>Shop Floor Officers & Assistants |
| 01.30 PM to –2.00 PM | - Lunch for officers & Assistants<br>of Administrative Building         |
| 03.30 PM             | - Tea & Biscuits for unionized employees                                |

Payment to be considered on attendance basis.

## **Annexure - II**

### **TERMS & CONDITIONS :**

- i) You will take care of all formalities for schedule of work, selling coupons, etc
- ii) You will be responsible for cleaning of floors, tables & utensils up to the satisfactory level, which will be inspected by our representative from time to time.
- iii) You will be responsible to provide good quality food for lunch, which will be inspected by our representative from time to time.
- iv) You will be responsible for man-power engaged by you and for their welfare. The performance of all laws of the land covering employer and/or labour will be your responsibility and any payment in this respect will be to your account.
- v) You will be responsible for resolving any kind of disputes whatsoever between you and your staff and shall not involve us in any way.

### **FACILITIES :**

We shall provide you with our Canteen Hall premises, Electricity and the existing utensils

### **PAYMENT TERMS :**

Payment based on the actual attendance will be made within 30 days from the submission of Bill, The Bill will be certified by concerned Authority.

### **LOSS OF GOODS :**

You will be responsible for any loss of utensils and other materials, which will be provided to you. However, in case of loss or damage, you will have to replace them free of cost or else deduction will be made from your bill.

### **GUEST(S) :**

To be communicated time to time

### **GENERAL :**

The contract may be terminated with 3(three) months' notice from either side.

### **COMMENCEMENT OF SERVICE :**

Tentatively this catering service will be for period from 01.05.10 to 30 04 11. However rate may be reviewed after 6 months if Price of Commodities increase substantially.

**Information to be furnished by the tenderer**

- 1) Name of the firm
- 2) Address, telephone / fax / E-mail number of Godown, if any, with name of contact person
- 3) Status of the company (Limited / Pvt. Ltd / Proprietary /partnership/ Reg./Non-Reg. and date of inception)
- 4) Income Tax permanent account number & assessed up to (latest clearance certificate To be attached)
- 5) Trade License No.  
(Please enclose photocopy of License)
- 6) Name of banker and branch and address
- 7) Turnover in last three financial years
- 8) Strength of Staff
- 9) Previous experience ( Copies of P.O & present customers to be attached )

I / we, hereby certify that the particulars furnished by me / us above are true to the best of my / our knowledge and belief and misrepresentation of facts will render me / us liable to my / our action as may be deemed fit by Andrew Yule & Company Ltd (Engineering Div.) have the sole discretion to reject or accept my / our candidature.

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Signature of tenderer with  
Seal and date

Place :

