



Andrew Yule & Co. Ltd.  
(A Government of India Enterprise)  
Electrical Division, Kolkata Operation  
14, Mayurbhanj Road, Kolkata – 700 023.

***TENDER DOCUMENTS***

**FOR**

**Catering Services i.e. supply of food including cooking and servicing at our units located at 3 (three) different address :- (i) Brentford Unit :P-25, Transport Depot Road, Kolkata – 700 088, (ii) Switchgear Unit : 14, Mayurbhanj Road, Kolkata – 700 023 (iii) Togami Unit : M.G. Road, Thakurpukur, Joka (Opp. Cancer Hospital) under Electrical Division of Andrew Yule & Company Limited.**

**Special Note: You have to run catering services at our all three units simultaneously.**

Tender document can be obtained from Andrew Yule & Company Limited, Electrical Division, Kolkata Operation, 14 Mayurbhanj Road Kolkata-700023 on payment of non refundable DD or Pay Order of Rs.200/- Only made in favour of Andrew Yule & Company Limited between 10.00 A.M. to 4.00 P.M. on all working days. Interested Caterer may visit our website [www. andrewyule.com](http://www.andrewyule.com) also for details. For bidders who will down load the Tender document from our Website directly are required to deposit the Tender fees along with the offer.

Tender No. ED/SWG/2009/3/Canteen

Competitive offers are invited from capable Caterers for supply, cooking and serving of food inside the factory premises in the above locations in line with the terms and conditions noted below.

At present the three units are situated at three different locations and in near future they will be consolidated at Switchgear Unit at Mayurbhanj Road. After consolidation of three units, the catering services will have to be done in a single premises i.e. Switchgear Unit.

1. No. of Heads - 430  
(SWG-250 Heads, TU-105 Heads & BU – 75 Heads)  
(approx.)
2. No. of days in a week - 6 days (except Sunday & 14 Festival Holidays during the year).
3. Menu - **Compulsory for each day from Monday to Saturday.**

<i>ITEM</i>	<i>QUANTITY</i>
<b>RICE / CAPATI</b>	<b>Sufficient</b>
<b>DAL</b>	<b>Sufficient</b>
<b>VAJI</b>	<b>100 gm. (Wt. As in uncooked stage)</b>
<b>VEG CURRY</b>	<b>150 gm per head (Wt. As in uncooked stage)</b>

Apart from the above **compulsory menu** the following **Special Dishes to be served in a week as noted below :**

<i>DAYS</i>	<i>ITEM</i>	<i>QUANTITY (in each dish)</i>
<b>4 Days</b>	<b>FISH</b>	<b>75 gm (Wt. As in uncooked stage)</b>
<b>1 Day</b>	<b>EGG</b>	<b>1 Pc.</b>
<b>1 Day</b>	<b>CHICKEN / MUTTON</b>	<b>100 gms (Wt. As in uncooked stage)</b>
<b>6 Days</b>	<b>TEA</b>	<b>To be served 2 (two) times in a day.</b>

**NOTE :** Provision for serving Mutton is to be kept in the 4<sup>th</sup> week after three successive weeks chicken is served.

Tender No. ED/SWG/2009/3/Canteen

**SPECIAL NOTE :**

**1) The number of heads indicated above is on approximation basis. The exact heads shall be determined on the basis of attendance on a particular day which will be confirmed by the respective Personnel Dept of our Units.**

**2) For Switchgear Unit : Fruit dish of equivalent value of normal food for 20 heads out of 250 heads is to be served every day. Rest normal food.**

**For Togami Unit : Biscuits of equivalent value of normal food for 12 heads out of 105 heads is to be served every day. Rest normal food.**

**For Brentford Unit : All normal foods.**

**The above indicated heads for fruit dish may vary during the Muslim Festival or Hindu Rituals or illness of some personnel.**

**SCOPE OF WORK :**

Your scope of work shall include Supply of food materials, Cooking and Serving of food in our Lunch Room at the three different locations simultaneously. Necessary Cooking Area, utensils, electricity & water shall be made available to you. Your scope shall also include cleaning of utensils, crockery, canteen space etc.

**EMD :**

Earnest Money Deposit for Rs.30,000/- (D.D. or Pay Order in favour of M/s. Andrew Yule & Co. Ltd.) have to be submitted along with your offer which 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 outstanding dues with us.

**PAYMENT TERMS:**

Payment shall be released on bi-monthly basis after 15 days from submission of your bill duly certified by our competent authority.

**INCOME TAX** : Income Tax will be deducted from your Invoice Value as per statutory norms & TDS Certificate will be issued to you accordingly, if required.

**OTHER TAXES & DUTIES:**

Service tax & VAT if applicable will be paid extra.

**COMMENCEMENT OF SERVICE :**

Tentatively this catering service is to be started on and from 1st week of september 2009 at our various units.

Tender No. ED/SWG/2009/3/Canteen

**SECURITY DEPOSIT :**

Successful Bidder have to keep a security deposit of Rs.50,000.00 (interest free) which will be released on expiry of the contract only.

**VALIDITY OF CONTRACT :**

The contract shall remain valid atleast for one year from the date of starting of services.

Andrew Yule shall reserve the right to terminate the contract at any point of time without assigning any reason thereof. Forfeiture of security deposit shall be enforced, if you fail to discharge duties in compliance to the Purchase Order placed on you.

**SUBMISSION OF OFFER :**

Your offer is to be submitted in a sealed envelope super-scribing the above tender reference No. and date and to be dropped in the Tender Box at Andrew Yule & Co. Ltd., 14, Mayurbhanj Road, Kolkata-700 023.

You should submit the following credentials along with your offer.

1. List of Customers at present.
2. Trade Licence issued by competent authority.
3. Performance Certificate issued by your customer towards quality of foods served and services.
4. Others relevant documents.