



भारत सरकार  
केंद्रीय विद्युत प्राधिकरण  
दक्षिण क्षेत्रीय विद्युत  
समिति



Government of India  
Central Electricity Authority  
Southern Regional Power  
Committee  
29, Race Course Cross Road  
BENGALURU - 560 009



[ISO:9001:2008]

29, रेस कोर्स क्रॉस रोड  
बेंगलूर - 560 009

Phone:080-2228 2516;

FAX:080-2225 9343;

e - mail: [mssrpc@yahoo.com](mailto:mssrpc@yahoo.com);

web site: [www.srpc.kar.nic.in](http://www.srpc.kar.nic.in)

No. SRPC/CEA/Catering /2018/ 1173 - 88

Date :20/02/2018

To

As per List

**Sub.: Notice Inviting Tender for providing “ Working Lunch Services to SRPC Office , Bengaluru- 560009”– reg.**

Dear Sir,

The office of Southern Regional Power Committee (SRPC ) is a Subordinate office of Central Electricity Authority (CEA) under Ministry of Power ,Govt. of India located in Bangalore. SRPC Office (referred as SRPC Secretariat / SRPC Office ) will be conducting various meeting at its office at Race Course Cross Road, Bangalore. **Minimum Two no of meetings would be held per month** and the no. of participants would be ranging from **20 to 40**. The No of meeting will vary as per the requirement of the SRPC Secretariat and the no of participants in the meeting also will vary. The officers attending the meeting would be provided with working lunch .

Sealed Tender is invited (to SRPC )from registered and licensed standard/reputed/competent Catering Service provider/Hotel/Restaurant for providing **“Working Lunch Services to SRPC Secretariat, Bangalore 560009”** as per the specification and terms and conditions in the Tender document.

It is requested that your **lowest quotation** for the bid enclosed in a sealed envelope, super scribed as **“Tender for providing Working Lunch Services to SRPC Secretariat, Bangalore 560009”** and addressed to the Superintending Engineer (Admin), SRPC, may be furnished so as to reach this office on or before **14.30 hrs on 12/03/2018** at the above address. The tender opening will be at **15:30 Hrs on 12/03/2018**. In case of further query any of the following Officers may please be contacted through phone / Visit during the office hours.

- (i) Shri J.B.Len, Executive Engineer - 080-2208153 Extn :48 (Cell:9449682204)
- (ii) Shri A.Kesavan , " - 080-2208153 Extn :40 (Cell:9739553085)

  
(R.M.RANGARAJAN)

Superintending Engineer (Adm)



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## Tender Document

### “Providing Working Lunch Services to SRPC Office, Bangalore”

#### 1. Preview of Tender

S.No.	Details of Schedule	Date, Time and Information
1	Tender Name	<b>Working Lunch Services to SRPC Office</b>
2	Tender Type	Single Stage Single Envelope System
3	Last date /Time of Submission	<b>12/03/2018 upto 14.30 hr.</b>
4	Opening Date / Time	<b>12/03/2018 at 15.30 hr.</b>
5	Place of opening	SRPC Office, 2nd floor
6	How to submit the tender	<b>By Registered post /By Speed post or to be dropped in the Tender Box kept in the 2<sup>nd</sup> Floor of this Office</b>
7	Earnest Money Deposit	<b>Nil</b>
8	Validity of Tender	The Prices quoted shall remain valid for <b>one year</b> period from the date of acceptance of Letter of Award.
9	Contract Period	<b>One year</b> from the date of acceptance of LOA
10	Amount of Security Deposit	<b>Nil</b>

#### 2. Scope of Work:

Providing **Working Lunch Services** to the participants of meetings, training programme, workshop, special events etc., conducted at Southern Regional Power Committee, CEA, Bangalore as per the menu selected from the Schedule of items given in Annexure below;

### **3. Period of Service /Work:**

- 3.1 The contract agreement shall come into force with effect from the date of placement of LOA and shall be valid for a period of one year.
- 3.2 The services provided by the firm would be reviewed immediately after every meeting and feedback would be informed to the firm for betterment of service, if needed.
- 3.3 The Contract can be terminated by SRPC by serving 15 days notice to the firm if the service provided are found not satisfactory.
- 3.4 This contract can be further renewed/ extended on year to year basis for a maximum period of five years under the terms and conditions specified in this document
- 3.5 In order to maintain the continuity of the contract for the extended period the firm shall submit its proposal to SRPC for renewal, at least one month before the expiry of the contract.

### **4. Description of Service / Work**

- 4.1 The Agency (referred as the FIRM/ Catering Service provider / Hotel / Restaurant ) shall provide Working Lunch Services viz., including provision of Tea/Coffee, snacks, High Tea, Potable drinking water and other consumables, crockery & cutlery, and Utensils for serving hot / warm food, etc., during the tea time of morning and evening session and lunch in the Official meetings, training programmes and any other special events conducted at SRPC, Bangalore, as started in Annexure- I & II
- 4.2 The Agency will be informed about the event only for which catering services are required at least two days in advance.
- 4.3 The number/quantity of food required will be intimated one day in advance. If no. of participants increases the same would be informed.
- 4.4 The quantity required may be either vegetarian only or in combination of vegetarian and non vegetarian.

### **5 Qualifying Requirement**

- 5.1 The offer without complete details including the following qualifying requirements is liable to be rejected:
- 5.2 The FIRM should be incorporated/ registered with competent authority of Central / State / Local Government Body.
- 5.3 It is desirable that the FIRM have experience for carrying out similar jobs in reputed Government/ Public sector undertakings / Reputed Companies for at least 3 years and carried out at least 6 contracts of similar types during last 3 years. Details of such jobs done / on hand shall also be stated in the offer. Relevant documents should be submitted along with Tender (refer Annexure- III)
- 5.4 The FIRM should have, e-mail, fax/telephone facilities. Mobile numbers of the relevant personnel of the FIRM and the staff to be deployed to this office shall also be indicated.

## 6 GENERAL TERMS AND CONDITIONS

- 6.1 The bid enclosed in a sealed envelope and super scribed as “**Tender for Providing Working Lunch Services to SRPC Office, Bangalore 560009**” and addressed to the Superintending Engineer (Admin), SRPC, should reach this office on or before 14.30 Hrs on 12/03/2018 at the above address. The tender opening will be at **15:30 Hrs on 12/03/2018**.
- 6.2 The rate should be quoted in the Schedule of item/rate given in the Annexure of the tender document. **The rate quoted shall include all cost of services** . No other charges will be paid extra. GST levied by Central/State Government payable shall be indicated separately in the Annexure I & II.
- 6.3 The Tenderer will quote his rates as per the Annexure I & II .
- 6.4 If the Agency Serving only Vegetarian food they can quote for Annexure I only.
- 6.5 The successful Agency shall execute the contract directly. They are not permitted to give any sub contract of part or whole of the work
- 6.6 The Staff deployed by the Agency should have a good health and free from diseases.
- 6.7 It shall be responsibility of the Agency to ensure that their staff is in proper, tidy dress/uniform along with their identity cards and with neatly clipped nails.
- 6.8 The contract shall be initially for one year. However, SRPC reserves the right to terminate the contract in between without assigning any reason or for reasons of unsatisfactory/ non performance or non-compliance of statutory requirement with a notice of 15 days from the date of issue of letter. SRPC also reserves the right to extend the terms of the contract beyond one year on the terms and conditions mutually agreed upon with the approval of the Member Secretary, SRPC.
- 6.9 The food/eatables served by the Agency shall be completely hygienic, free from any sort of adulteration etc.
- 6.10 The Agency shall be responsible for any loss, damage or liability to the property of this office due to negligence of their employees. Adoption of safe working practices shall be the responsibility of the Agency.
- 6.11 SRPC reserves the right to reject any or all the quotations without assigning any reason whatsoever.
- 6.12 SRPC reserves the right to visit the office/Restaurant/Hotel/Catering Centre of the tendering Agency to satisfy itself about the competency of the Agency to carry out the job as per specific requirement mentioned in this tender document.
- 6.13 Evaluation of tender will be carried out considering the total amount per PAX in respect of all items of service involved for the quantity mentioned and the rating will be done accordingly.
- 6.14 SRPC reserves the right to award contract to the successful bidder as a whole or as a part of the working lunch services specified in the Quote sheet. say including evening tea session items mentioned in main item no IV of annexure I & II .
- 6.15 Agency found non-responsive at any point of processing will be disqualified
- 6.16 In case of dispute on the quality of cleanliness and other services, the decision of the competent authority of SRPC shall be final and binding on the Agency.

## **7. VALIDITY**

- 7.1 The Prices quoted shall remain valid for one year period from the date of acceptance of Letter of Award.
- 7.2 The successful tenderer will enter in to an agreement with SRPC office for providing catering services as per the requirement and the terms and conditions agreed upon. The agreement will be valid for a period of one year from the date of signing the agreement and shall continue to be in force in the same manner, unless terminated in writing.

## **8. SERVICE CHARGES**

- 8.1 The Service charges quoted by the Agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year.
- 8.2 Service charges should be shown in the Annexure I & II clearly.

## **9. TERMS OF PAYMENT**

- 9.1 Payment will be made within 15 days after successful completion of the work and on receipt of bill in Duplicate .
- 9.2 a)The payment will be made by e-payment/ crossed cheque.  
b)TDS/Surcharge or any other taxes applicable shall be deducted at source as per rules in force.

## **10. TERMINATION OF THE CONTRACT**

- 10.1 If the Agency found to violate statutory requirement, SRPC shall be at liberty to get the job completed from alternative source at the risk and cost of the Agency and deduction on this account, shall be made from the balance due to the FIRM.
- 10.2 SRPC reserves the right to terminate the contract for reasons of unsatisfactory/non performance/non-compliance after giving 15 days notice.

## **11. SCHEDULES**

- 11.1 Tender document as stated in item 6.1.
- 11.2 Schedule of rates and charges (Annexure-I & II).
- 11.3 Details of similar contracts during the last three years. (Annexure III)

## Quote Sheet for Service charges ( Veg Buffet Lunch)

S. No.	Description of Food Items	Rate per PAX (Rs.) (Inclusive of all Service charges/Transport Charges etc .)
I	Tea/Coffee (150 ml) with cookies - (Timing 10.30 to 11.00 Hrs- to be served hot in Cup & Saucer with 4 (2+2) no of cookies ) (Preferably with sugar cubes)	
II	Fresh Fruit Juice (11:30-12:00 Hrs - 200 ml) (Preferably with sugar cubes)	
III.	Buffet Lunch (Timing 13.00 to 14.30Hrs) <b><u>Minimum requirements for Buffet Lunch</u></b> One Veg . Soup ( To be served in Bowl), Roti / Naan, 2 Veg. salads,2 Veg Main course, 1 Dal, Two types of Rice (1 Flavoured rice, 1 Plain rice), Rasam, Curd, Pickle, Papad, and two desserts (One Sweet & Ice Cream-to be served in plates / bowls)	
	<b>A .Sub Total (I+II+III)</b>	
IV	Tea/Coffee with snacks (bajji/pakoda or similar items) – (Timing 15.00 to 16.00 hrs) (Preferably with sugar cubes) If post lunch session conducted.	
	<b>B. Total (I+II+III+IV)</b>	
V	GST rate applicable in % and GST amount in Rs.	
VI	Total Amount (in Figures-including GST)	
VII	Total (in Words-including GST)	

It is understood that in the price schedules, where there are errors between the total of the amounts given under the column for the price Breakdown and the amount given under the Total Price, the former shall prevail and the later will be corrected accordingly. Also that where there are discrepancies between amounts stated in figures and amounts stated in words, the amount stated in words shall prevail.

PAN No. :  
 GST Registration No :  
 Any other information :

(Sig. of Authorized signatory)  
 With Seal)

**Quote Sheet for Service charges (Non Veg. Buffet Lunch)**

S. No.	Description of Food Items	Rate per PAX (Rs.) (Inclusive of all Service charges/Transport Charges etc. )
I	Tea/Coffee (150 ml) with cookies - (Timing 10.30 to 11.00Hrs- to be served hot in Cup & Saucer with 4 (2+2) no of cookies ) (Preferably with sugar cubes)	
II	Fresh Fruit Juice (11:30-12:00 Hrs - 200 ml) (Preferably with sugar cubes)	
III.	Non-Veg. Buffet Lunch (Timing 13.00 to 14.30Hrs)	
	<b><u>Minimum requirements for Buffet Lunch</u></b> One Veg. Soup( To be served in Bowl), Roti / Naan ,2 Veg. Salads, 2 Veg Main course,1 Chicken Curry & 1 Chicken Biryani, 1 Dal, Two types of Rice (1 flavored rice, 1 Plain rice), Rasam, Curd, Pickle, Papad, and two desserts (One Sweet & Ice Cream- to be served in plates / bowls).	
	<b>A .Sub Total (I+II+III)</b>	
IV	Tea/Coffee with snacks (bajji/pakoda or similar items) – (Timing 15.00 to 16.00 hrs) (Preferably with sugar cubes) If post lunch session conducted.	
	<b>B. Total (I+II+III+IV)</b>	
V	GST rate applicable in % and GST amount in Rs.	
VI	Total Amount (in Figures-including GST)	
VII	Total (in Words-including GST)	

It is understood that in the price schedules, where there are errors between the total of the amounts given under the column for the price Breakdown and the amount given under the Total Price, the former shall prevail and the later will be corrected accordingly. Also that where there are discrepancies between amounts stated in figures and amounts stated in words, the amount stated in words shall prevail.

PAN No. :  
GST Registration No :  
Any other information :

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