

Balmer Lawrie & Co Ltd
(A Government of India Enterprise)
Associate Service
Manali, Chennai 600068
Phone: 044-25946500, Fax :044-25946539
Website: balmerlawrie.com
(Regd. Office: 21, Netaji Subhas Road, Kolkata 700 001)

Ref : BL/HR/SR/Canteen/045/2017-19

Date : 23.01.2017

**NOTICE INVITING TENDER
FOR RUNNING INDUSTRIAL CANTEEN**

Scope of work

Balmer Lawrie & Co Ltd., a multiple product, multi location and multi technology conglomerate, look out for Agencies/Companies for Running Industrial Canteen at our Manali factory complex, Manali, Chennai. Contractor will have to provide breakfast, lunch, dinner, tea, coffee, etc. to approximate 110 employees in three shifts round the clock for two years.

The contractor shall provide approx 40 lunches to Executive's canteen on all working days.

The quantity indicated above is approx. and there will be variance of plus/minus 10%.

The contractor shall also provide tea/coffee service to the employees/guests in the Administration building from 9 am to 5.30 pm by engaging an exclusive person for the same. Contractor shall also provide tea/coffee service during meetings in Administration building. The rate for the above shall be quoted separately

Taxes & Duties

Service Taxes/VAT/duties, if applicable, will be paid extra as per rules

Earnest Money deposit

Offer should be accompanied by a Demand Draft for Rs 50,000/- (Rupees fifty Thousand only) towards Earnest Money Deposit executed by any Scheduled Bank drawn in favour of Balmer Lawrie & Co. Ltd payable at Chennai.

Pre-qualification requirement

1. Submission of EMD of Rs 50,000/- by DD
2. Should have minimum 2 years experience in running an Industrial Canteen.
3. Registration Code No. with Statutes, viz. PF, ESI and PAN No.
4. Registration code no with Service Tax

Documentary evidence for the above should be uploaded/submitted along with Technical bid. Offers received without the documentary support will not be considered.

Validity of offer

Tenderers shall keep their offer valid for a period of 60 days from the due date of submission of tender

Security deposit

Successful bidder will have to deposit Rs 2,00,000/- (Rupees two lakhs only) by DD as interest free security deposit toward successful performance of contract within 10 days of award of contract. The security deposit will be refunded on successful completion of the contract.

Payment terms

The contractor shall submit the bills along with coupons received against supply of lunch/dinner/breakfast, etc. The above payments will be made within 21 days from the date of receipt of monthly bills duly certified by the Executive/Officer concerned subject to the submission of proof towards remittance of ESI and PF made for his employees for the immediate previous month.

Note on Price bid

PRICE BID TO BE UPLOADED ONLINE ONLY, SUBMISSION OF OFF LINE PRICE BID WILL DISQUALIFY THE BIDDERS PARTICIPATION IN THE TENDER

1. Registration with eProcurement platform

For registration and online price bid submission, bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>. **Vendors need to get themselves registered online as above to participate in tender**

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST (MONDAY TO SATURDAY - Exclusions: Balmer Lawrie holidays)		
Please email your issues before your call helpdesk. This will help to serve you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
1. Mr. Sivakumar (Chennai)	siva.kumar@c1india.com	+91-9042773377
2. Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071
3. Mr. Tirtha Das	tirtha.das@c1india.com	+91-9163254290
4. Mr. Ravi Gaiwal	ravi.gaiwal@c1india.com	+91-022-66865633
5. Mr. UjjalMitra	ujjal.mitra@c1india.com	+91-8986678058

2. Conditions /procedure for online bid submission

- a. The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their price bids online. **No offline price bids shall be entertained by the Tender Inviting Authority.** The bidders shall submit their price bid displayed in e Procurement web site. The bidders shall submit copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids to the Tender Inviting Authority office before the tender closing date. The bidder shall sign on the statements, documents, certificates, owning responsibility for their correctness/authenticity.
- b. The bidders shall submit their eligibility and qualification documents, Technical bid, financial bid, etc., in the standard formats prescribed in the Tender documents & displayed in e-procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents, etc in support of their eligibility criteria/technical bids in the e-procurement website. However, bulky documents need not be scanned and uploaded but physical copy of the same

should be sent to our Manali, Chennai office so as reach before the due date and time of the tender. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

3. Digital certificate authentication

- a. The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform.
- b. All the bidders who do not have digital certificate need to obtain Digital certificate. They may contact help desk of C1 India P Ltd.

4. Corrigendum to tender

- a. The bidder has to keep track of any changes by viewing the addendum/corrigendum(s) issued by the tender inviting authority on time to time basis in our website www.balmerlawrie.com and our e-procurement platform <https://balmerlawrie.eproc.in>. The company inviting tender shall not be responsible for any claims/other issues arising out of this.

5. Bid submission acknowledgement

- a. The user should complete all the processes and steps required for bid submissions. The successful bid submission can be ascertained once acknowledgement is given in the system through bid submission number after completing all the process and steps. C1 India is not responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the tender inviting authority for processing. Before scanning the documents for uploading, the bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

6. Submission of tender document

- a. All the pages of this tender document have to be signed by the vendor with your company official seal/stamp.
- b. BL expects bidders' compliance of bid document without any deviation. Deviation if felt absolutely necessary in respect of terms and conditions/quality should be mentioned in the deviation sheet as per format of the tender documents and furnished along with the submission of offline tender documents. BL shall not

take cognizance of any deviation stipulated elsewhere in the bid. The deviations, if mentioned, are subject to approval by BL.

- c. The bidder shall furnish the Demand Draft towards EMD to the tender inviting authority before bidding so as to reach before the due date and time of the tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. The company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

7. The bidders should furnish hard copies of all the uploaded documents.

8. Deactivation of bidders

The offer of bidders failing to submit the EMD and hard copies of documents as required to the tender inviting authority on or before the stipulated due date & time will be rejected.

9. Tender documents

- a. The bidder is requested to download the tender documents and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the tender inviting authority.
 - i. Such uploaded documents pertaining to Technical bid need to be attached to the tender while submitting the bids on line.
 - ii. The bidders should furnish hard copies of all the uploaded documents.

10. Disclaimer clause

- a. Neither the Company (Balmer Lawrie & Co Ltd) nor the service provider is responsible for any failure or non submission of bids due to failure of internet or other connectivity problems or reasons thereof

11. GENERAL

- a. BL shall not take any responsibility for any delay or non – receipt of said documents. If any of the documents furnished by the bidder is found to be false/fabricated, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

- b. BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

12. TENDER DOCUMENT (Excluding price bid) submission

- a. Your offline document (excluding price bid) shall comprise the following:-
- A covering note in your letter head
 - EMD for Rs 50,000/- by DD
 - Chapter-1 duly completed, signed with seal
 - Chapter – II – duly signed with seal
 - Chapter – III – duly signed with seal
 - Relevant copies of certificates/registration etc as per prequalification.

- 13.** Your offline tender comprising all the above documents shall be kept in a sealed envelope super-scribed as "Offer for running industrial canteen 2017-19" and should reach the undersigned at the following address on or **before 15th February, 2017 at 2.00 pm**

Chief Manager (HR)-SR
Balmer Lawrie & Co. Ltd
32 SattangaduVillage, Manali
Chennai 600068
Phone : 044-25946540, Fax : 044-25946539, e-mail : barman.sd@balmerlawrie.com

for Balmer Lawrie & Co Ltd

Siddhartha Das Barman
Chief Manager (HR)-SR

TENDER FOR RUNNING INDUSTRIAL CANTEEN

CHAPTER-I-COMMERCIAL TERMS

1. Name of the Agency
2. Address in full :

3. Telephone number [Office]
4. Telephone number [Residence]

5. Mobile Number

6. PF- Employer's Code No.
7. ESI - Employer's Code No.

8. Service Tax Regn. No.

9. Permanent Account Number

10. Name and address of the Banker

11. Particulars of previous contract handled

12. Name of Company service provided

13. Contact person name and mobile no. :
14. Particulars of present contract
 - a. Name & address of the company
 - b. Contact person name and mobile no

** Such of those who do not possess Service Tax Regn.No as an alternative give an undertaking (in their letter head carrying signature of the proprietor & seal of the company) that in the event they are liable to pay service tax to the concerned authority they shall not claim the amount from the company and they take the onus of responsibility for payment of the service tax.

Signature with seal

Balmer Lawrie & Co. Ltd.
Manali, Chennai 600 068

TENDER FOR RUNNING INDUSTRIAL CANTINEEN

CHAPTER – II = GENERAL TERMS AND CONDITIONS

1. **The Contractor should have minimum 2 year experience in running an industrial canteen, in three shifts.**
2. The contractor shall provide canteen services on all working days and other days also as and when instructed by the company.
3. The contractor is also to provide lunch to executives on all working days at executive lunch room in our Manali complex
4. The contractor shall also arrange to provide tea/coffee to employees guests in the Admn bldg by engaging an exclusive person for the same as per details given in the tender.
5. The contractor shall provide tea/coffee/lunch/dinner/ breakfast to the employees as per timings given in the tender. They shall also provide tea/coffee, etc to the Executives/Officers/Non officers at plant offices in G&L, IP, LC, PDC, OHC, etc as also the security staffs at their locations. They shall also provide tea/coffee/snacks to the above location for guests/meeting at these locations as and when ordered.
6. The Contractor shall adhere to all statutory requirements and legal provisions as provided under the relevant Acts which include Payment of wages Act, Payment of bonus, Minimum Wages act, ESI, PF & MP Act, and Contract Labour (R&A) Act and all relevant statutory provisions. The contractor should take licence under FSSAI (Food Safety and Standards Authority of India) for operating canteen services at our company premises
7. Rates quoted in the price bid shall be firm during the period of contract of 2 years.
8. The Contractor shall equip the personnel deployed by him with all required implements, uniforms, etc. as necessary for proper conduct of catering services and also ensure that his employees are medically fit and not suffering from any contagious disease or guilty of any personal uncleanness
9. The tenderer is required to deposit a refundable EMD of Rs.50,000/- through a Bank DD payable at Chennai on a scheduled bank in favor of Balmer Lawrie & Co. Ltd

10. The contractor shall submit to the Company the bills along with coupons received against supply of lunch/ dinner/ breakfast, etc. The above payments will be made subject to the submission of proof towards remittance of ESI & PF made for his employees for the immediate previous month.
11. The Contractor shall provide the services as per the requirements of the Company and adhere to terms & conditions mentioned in the tender.
12. The tender shall be submitted in two-bid system, i.e. Technical-Bid & Price-Bid in the prescribed form only.
13. The price bid shall be considered only if the tender is qualified under technical bid. All decisions of the Company in this regard shall be final.
14. The services are to be provided only against surrender of specific coupons issued by the company.
15. The contractor will be responsible for keeping the canteen premises neat & clean in all respects. The food stuff and eatables to be supplied should be cooked in hygienic manner. The cook must maintain personal hygiene. It shall be the responsibility of the Contractor to see that all his staff and employees are medically fit and not suffer from any contagious disease or guilty of any personal uncleanness.
16. The rate shall be quoted only for the items mentioned in the price bid enclosed and the management may require the contractor to supply any other items, and the decisions of the management in this shall be final.
17. The payment of monthly bill shall normally be made within 21 working days off from the date of receipt of the bill of the contractor duly supported with all relevant papers/ coupons/ payment (Statutory) challans/details etc.
18. The Contractor will not be paid any advance for running the industrial canteen.
19. The Company reserves the right to accept or reject any tender without assigning any reason whatsoever.
20. The successful tenderer will in case of award of contract be required to deposit an interest free security deposit of Rs. 2,00,000/- [Rupee two lakhs only] towards performance of contract by way of Demand Draft which shall be refunded/returned on successful completion of the contract/extended period. No interest will be payable in this account. This deposit will be refunded to the tenderer after expiry of the contract. In case, the contractor terminating the contract before the completion of the contract period on his own accord and also for unsatisfactory performance/ service during the contract period, the security deposit paid by him will be forfeited. Apart from the above, the Company reserves the right to forfeit the amount deposited as Security money for non-compliance of any of the provision of the terms & conditions, laid down in the contract or any implications arising out of violation of the rules and regulations in enforcement by the Statutory Body/ Competent Authority.

21. The successful tenderer is required to execute an agreement with the company for the performance of the above service.
22. The tenderer documents should be filled properly and the total contracted amount should be expressed both in words and in figures. If there is any difference between the two, the amount mentioned in words will be considered as authentic and final. There should be no erasing / overwriting/correction in the tender papers. Each page of the tender document to be stamped and signed by the tenderer.
23. The tenderer should have a proper address for communication
24. The offers shall be deemed valid for 60 days from the due date.
25. No escalation in the fixed rate will be allowed by the company during the contract period. The rates should remain firm during the contract period.
26. Interested parties may visit the Canteen at the above-cited address and see the day to day activities. For any clarifications/ information, Shri Siddhartha Das Barman, Chief Manager (HR)-SR may be contacted with prior appointment. Queries ideally should be placed on e-mail ; barman.sd@balmerlawrie.com
27. The contractor shall carry out medical checkup (nature/type of test to be decided by company) for their employees at their own cost and submit the medical reports to the company, every year
28. Arbitration - any dispute of difference under the Contract shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. And the provisions of Arbitration Act, 1940 including any statutory modifications or enactments thereof shall apply to the arbitration proceedings. The fees of the arbitrator if any shall be paid equally by both the parties.

Signature with seal

CHAPTER - III
CONDITIONS FOR PREPARING FOOD AT OUR PREMISES

1. The company shall provide following facilities for running the services
 - a. Premises
 - b. Furnitures
 - c. Utensils
 - d. Water
 - e. Electricity
2. The contractor shall provide make a list of the inventory provided to them on a quarterly basis. Any shortage/breakage in the item provided to them will be replaced by the contractor or arranged by the company and the cost shall be deducted from the contractor bill. For the purpose, the contractor has to provide proper inventory of items in writing on a quarterly basis.
3. Subject to feasibility, arrangement may be made by the company to provide milk, fuel/LPG, through its recognized agencies/suppliers and the charges shall be recovered from the contractor at actuals. However, the contractor shall be expected to arrange milk **(Magenta Brand of Aavin Make only)** and commercial LPG cylinders directly for use at industrial canteen.
4. The contractor shall use only good quality items of approved standard for preparation of food items and wherever oil is required as cooking medium or ingredient, the contractor shall use Refined oil or any other brand refined sunflower oil with the concurrence of the management representative. Under no circumstance pre-used oil shall be used for cooking.
5. The storage of oil, food grains, cereals, etc. required for preparation has to be preserved in closed & hygienic conditions to prevent moisture, fungus formation and rotten. Only fresh vegetables should be used for cooking.
6. The contractor is solely responsible for entire housekeeping of both inside and outside of the canteen premises which include clearing of garbage/food waste and maintenance of proper hygiene and upkeep of the canteen premises, utensils, etc. for cooking and service purposes. The contractor will arrange for cleaning material and the cost of the same shall be borne by the contractor. The management representative will inspect the materials and when required. No extra/ separate charges shall be paid for these activities/disposal of canteen waste etc.
7. Removal of canteen waste from the sewer lines running in and out around the canteen [opened & closed], manholes, and pits should be done on regular basis and immediately disposed. Also, the food waste, vegetable leaves and any garbage to be removed on a daily basis and should be properly disposed at the place notified by the local authority.
The required manpower, vehicle, equipment appliances etc. for the above purpose shall be arranged by the Contractor at his own cost.

8. The contractor will be responsible for keeping the canteen premises neat clean in all respects. The foodstuff and eatables to be supplied should be cooked in hygienic manner. The cook must maintain personal hygiene. It shall be the responsibility of the Contractor to see that all his staff and employees are medically fit and not suffer from any contagious disease or guilty of any personal uncleanliness.
9. The contractor shall be allowed to take out their own materials between 9.00am to 5.30pm only with the permission of Company's officials.
10. The contractor shall be held responsible for any breakage/damage/loss caused to any material/ utensils/furniture provided to him by the company for running industrial canteen or to any building/machineries of the Company, without any prejudice. The company may at its discretion ask the contractor for any repair/replacement of the same at the contractor's own cost or the company may repair & recover from the contractor an equivalent reasonable amount for such loss/ breakage/ damage etc.
11. Any fee/ license levied by the local municipality for rendering canteen services shall be borne by the Contractor.
12. The space provided by the Company to the Contractor for the purpose of operating the canteen in the premises of the Company shall be used by the Contractor only for the purpose of operating the canteen and for no other purpose whatsoever.
13. The space provided to the Contractor will not create or deem to create any interest/right in the contractor in the premises given to him for operating the canteen either as a tenant, lease or license of the premises in which the canteen is operated. Further, the contractor agrees that he will immediately vacate the canteen premises along with his employees / workmen on termination of contract as mentioned.
14. The contractor shall not sub-let the premises to him for operating the canteen, nor shall allow any person who is not in his regular employment to remain in the premises.
15. The contractor will, at his own cost, maintain adequate stocks of food grains, grocery and other eatables, for the satisfactory and efficient running of the canteen and he will replenish stocks as and when depleted. The contractor will bring all food-stuffs and other materials at his own costs and the company will not be responsible for any loss or damage done, suffered and or caused to it while stored at designated place within the Company's premises or at any other place.
16. The contractor will be responsible for complying with payment of Wages Act, Minimum Wages Act, payment of Bonus Act and other relevant statutes applicable to his employees working in the canteen and shall make necessary remittance under the Provident Fund Scheme, ESIC and other Labour Laws

including Contract Labour [Regulation & Abolition] Act. The proof towards coverage under ESI/PF of his workmen/employees engaged in the canteen services will have to be provided. The contractor shall be responsible for workmen's compensation, insurance or any other liability. The Contractor/his workmen shall observe the Company's security procedure.

17. The contractor will keep the company fully indemnified from and against all claims, costs, charges to which the company may be subjected and all the expenses to which the Company may be put in respect of personal injuries to employees of the Contractor arising out of or occasioned during the currency of the contract and in respect of personal injuries to employees of the Company arising out of or occur during the currency of the contract due to negligence of the contractor or any of his employees. The indemnity shall be in addition to and not in lieu of any indemnity to which the Company may be entitled by law.
18. The contractor will have to provide uniforms to employees engaged by him for serving food at the canteen at his own cost.
19. Company shall provide necessary utensils required for providing Lunch to Executives' lunch room
20. The contractor shall provide tea/coffee to employees/guests in Administration building on all working days. The contractor shall provide exclusive manpower for preparing tea/coffee, etc and to serve to employees/guests from time to time, wash the cups and keep the area in hygienic conditions. The services shall be provided from 9.00 am to 6.00 pm on all working days. However based on exigencies/need the service may be required on extended hours and on weekly off/holidays. In case the contractor fail to provide manpower for the above service on any particular day, company has the right to make alternate arrangement and the cost incurred shall be recovered from the bill of the contractor.
21. For the above purpose, Company shall provide space for preparation of tea/coffee, etc with Gas stove, fridge, cups & sources. The ingredients required for preparation of tea/coffee, etc and cleaning material shall be arranged /borne by the contractor. The space as mentioned above should be maintained clean and in hygiene manner. The tea/coffee etc are to be supplied at work stations/tables at the Administration building. The used cups/crockeries shall be removed from the tables and washed and kept in clean condition.
22. The contract shall be finalised on overall L1 party

FACTORY SHIFT TIMINGS FOR CANTEEN SERVICES

Shift	Timings	Breakfast/ Tiffin	Tea/Milk / Biscuits etc.	Lunch	Dinner
1stShift	6.00amto 2.00pm	5.45am	7.00am& 10.30am	11.30 am	
IIndShift	2.00pmt 10.00pm		3.00pm& 6.00pm		7.00pm
IIIrd Shift	10.00pm to 6.00am	1.00am	12.00Midnight & 5.00am		
General Shift	9.00amto 5.30pm	8.45am	10.30am & 3.00pm	11.30to 1.30pm	

ITEM SPECIFICATIONS

Items	Quantity /Weight
Pongal	1 cup[150Grams]
Idly	4Nos. - 50Gramseach
Utthappam with Sambar, Chuttney,	3 Nos
Masal/ MedhuVadai	40Gramseach
Poori andPotatoMasala	4Nos(Pori)
Dosa with sambar and chutney	3Nos
VEGETARIANLUNCH(SPECIAL) - for Employees	
Cookedrice-300gms Chapathy/Fulkti roti-2 Nos Sambar- 150ml Rasam- 100ml	Porial- 100gm Koottu*-100gm Appalam - 1No Pickle- 10gm, Curd- 1cup, Buttermilk - 75 ml
VEGETARIANLUNCH (ORDINARY) - for guests	
Cookedrice-300gms Sambar- 150ml Rasam- 100ml	Porial-100gm Appalam-1 Pickle- 10gm Buttermilk-100ml
Mutton (with50gramsgravy)	50grams
Chicken(with50gramsgravy)	50grams
Egg(with50gramsgravy)	2Nos
Tea	1Cup[100ml]
Coffee	1Cup[100ml]
Modernbread(mediumsize)	One full loaf
Butter Milk	1 Cup (200 MI)
* Koottu should be a suitable combination for Chappathi also	

Items to be provided at Administration building and rate to be quoted separately

<u>Item</u>	<u>Specification</u>	<u>Approximately qty. /pm</u>
Tea (ready mix/dip)	100 ml	1200
Coffee (instant/filter)	100 ml	1200
Lemon Juice	150 ml	200
Milk	100 ml	75
Green tea	100 ml	250

Signature with seal

**Balmer Lawrie & Co Ltd
Manali, Chennai 600068**

**CHAPTER-IV
CONDITIONS FOR TECHNICAL QUALIFICATION**

For the purpose of shortlisting, agencies are essentially required to satisfy the following clause for being technically qualified.

1. Should have minimum 2 years experience in running an industrial canteen, having three shift operations
2. Registration Code No. With Statutes, viz.
 - a. PF
 - b. ESI
 - c. PAN No
 - d. Service tax
3. Deposit of Earnest Money of Rs 50,000/-
4. All the above should be supported by documentary proof.

Balmer Lawrie&Co.Ltd.

Manali, Chennai 600068

TENDER ENQ.REF : BL/HR/SR/CANTEEN/041 /2017-19 dated 23.01.2017

Chapter-V (Price bid)

Please refer item specifications mentioned in the tender

Sl. No.	Item description	Rate/First year (Rs)	Rate/Second year(Rs)
1.	Pongal, medhu vadai, sambar and chutney		
2	Uthappam, medhu/masala vadai, sambar & coconut/groundnut chutney		
3	Idly, medhu vadai, sambar & coconut/mint/tomatto chutney		
4.	Poori & potato masala/channa masala, masalavadai & chutney		
5.	Dosa, medhu/masala vadai, sambar & coconut/groundnut chutney		
6.	Vegetarian lunch – SPECIAL		
7	Vegetarian lunch - ORDINARY		
8	Mutton		
9	Chicken		
10	Egg		
11	Tea		
12	Coffee		
13	Butter milk		
14	Bread (modern) full loaf		
15	Tea(ready mix/dip) in Admin bldg.		
16	Coffee (instant/filter) in Admin bldg.		
17	Milk in Admin bldg.		
18.	Lemon juice in Admin bldg.		
19	Green tea in Admin bldg.		