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**Balmer Lawrie & Co. Ltd.**

(Administration Department)

21, Netaji Subhas Road,

Kolkata – 700 001.

Fax Number: 2222 - 5656

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**CATERING FOR OFFICERS AT CORPORATE HEAD OFFICE**  
**21, NETAJI SUBHAS ROAD, KOLKATA – 700 001.**

Tender Enquiry No. :23/2018-2019
Date :05.01.2018
Due Date :15.01.2018

**Sub: Supply of Officers' Lunch at HO**

Contractors/Caterers with proven track record/credential having minimum 3 years experience/exposure in corporate canteen handling are requested to quote competitive rates for supply of Lunch for our officers. The Lunch will be supplied at our Officers' Tiffin Room situated at 21, Netaji Subhas Road, Kolkata – 700 001 for the period of one year effective 01.02.2018.

The interested vendors may collect Tender Forms from Head (Administration&CSR), Mob: 9007842221 at the above address on any working day before due date. The said tender forms may be gone thorough, duly filled in and submitted in two different sealed envelope, unprice bid- Page 1-6 & price bid- page-7( Annex: F) and accumulate both the envelope in single sealed envelope, super scribing `**Tender Enquiry No. and Date**' at the above address on or before 15.01.2018. The company reserves the right to reject vendor for as mentioned above.

**Submission of bid:** The vendor can apply their bid through offline mode.

**EARNEST MONEY DEPOSIT [ EMD]**

Submission of Tender documents should be accompanied by a Bank Draft or Bank Guarantee of **Rs.5000.00 (Rupees Five thousand only)** towards Earnest Money Deposit executed by any Scheduled Bank drawn in favour of M/s. Balmer Lawrie & Co. Ltd., payable at Kolkata. No interest will attract on this EMD.

For **BALMER LAWRIE & CO. LTD.**

(Dilip Kumar Das)  
Head (Administration &CSR)

SIGNATURE OF TENDERER \_\_\_\_\_

SEAL

DATE \_\_\_\_\_

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### ANNEXURE-A

#### General Information

1. The total number of lunches will be around 70 (seventy) per day (Minimum Guarantee). This number may vary by 10%-20% from day-to-day in view of Officers Visiting from outstation/Factory or visitors and valuable guests.
2.
  - a) 75% of the Officers are Non-Vegetarian
  - b) 25% of the Officers are Vegetarian/fruit diet

The choice of the Officers in respect of the above will be indicated on the previous week day to enable the contractor to purchase accordingly.

3. Lunch will be required to be supplied on all 5 working days in a week.
4. The contract will be initially for one year commencing from 01.02.2018 and may be extended for another period of one year if mutually agreeable to both parties.
5. Payment will be made on submission of monthly bill, on the basis of actual number of meals consumed. This will be computed on the basis of attendance sheets (at Lunch Room) signed by the Officers on a day-to-day basis. It will be the responsibility of contractor to ensure register of officers on attendance sheet.
6. The Contractor will supply to the Company a Menu for 5 days in advance which will be reviewed by the Food Committee set up by the Company. The Food Committee will be at liberty to suggest any change in the Menu in the larger interests of the Company and its Officers within the price of each meal already fixed.
7. If an Officer is not supplied with the desired meal suitably, as indicated in the previous week, for such non service, the Company would be at liberty to deduct half the cost of the meal. This deduction will take place regardless of the fact whether the Officer concerned is supplied with an alternative meal.
8. The contract will be in force for an initial period of 12 (twelve) months w.e.f. 01.02.2018, but the same can be terminated by either of the parties by giving one clear calendar month's notice in writing.

SIGNATURE OF TENDERER \_\_\_\_\_

SEAL

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## ANNEXURE - B

<b><u>List of items to be provided</u></b>		
<b><u>A.</u></b>	<b><u>Non-Vegetarian Meal</u></b>	<b><u>Vegetarian Meal</u></b>
	Dehradun Rice, Chapati with Dal	Dehradun Rice, Chapati with Dal
	Main non-veg. dish of (Fish, mutton or chicken curry)	Veg. dishes (Dry/fried (2 Varieties)
	Vegetable Dishes (Dry/fried and curry)	Special Vegetable Dish
	Sweet dish	Sweet dish & Curd
		Eggs (2eggs) or curd

### **Following items to be kept on the table for use by all**

Salad  
Papad  
Chutney/Pickle  
Paper napkins/Tooth pick/Mouri

### **C. Minimum Quantities to be served per person Nett. Cooked Weight**

Fish : 100 gms.  
Meat/Chicken : 150 gms.  
Curd (for Veg. Diet/Fruit Diet) : 100 gms.  
Eggs (2 nos.) or (Omelet of 2 eggs on request) once in a week  
Sweets : 1 pc.

### **D. Once in a month Special Lunch to be served as per following:**

- i) Fried Rice, Aloor Dum, Chicken Masala vegetable/veg. chop
- ii) Chinese fried rice/chowmin, chili chicken/chili fish, sweet & sauce veg.  
Sweets / Ice cream.

### **E. In a week meal to be supplied as under:**

- (a) Fish - 2 days
- (b) Mutton - 1 day
- (c) Chicken - 1 day
- (d) Eggs - 1 day

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### ANNEXURE - C

#### Contractor's Obligations

- a. All statutory obligations including **GST** to be complied by the contractor. Proof of compliance to be provided along with bills. Change in the status, if any, will have to be compiled with by the contractor.
- b. The contractor shall supply food as per menu. It may be noted that the menu attached is only indicative of the type of food required. The Company reserves the right to change the menu depending on seasonality, better variety etc. The Company would have a Food Committee for the purpose of finalizing the menu on weekly basis.
- c. Occasionally special lunches are hosted for the guests of the Company. The contractor will be obliged to provide lunch in such instances as per the menu decided by the Company. The price to be charged per meal will be proportionate to the extra items/dishes supplied at the said special lunches.
- d. Manpower to be arranged by the Catering Agency for providing the catering services :-  
One full-time Supervisor / Manager every day Adequate service persons for properly serving the food items. Adequate manpower for daily washing utensils/ food warmer / crockery & cleaning the furniture.
- e. All the persons engaged by the Catering Agency should be decently dressed (uniform, specifically for service area). They should wear gloves and apron while serving. The bearer serving the food must be free from skin diseases /contagious diseases and should be certified by Doctor.
- f. The Contractor will have to provide a Bank Guarantee/Security Deposit of Rs.15, 000/- which is to be kept in the custody of the Company and the Company shall have the right to adjust any amount against any default by the Contractor in case food supplied has been declared unfit for human consumption by the Medical Officer of the Company or in case the Contractor fails to supply food on a particular day for no fault of the Company. On termination of the contract, the Company shall refund the Bank Guarantee/Security Deposit, free of interest.

#### Company's Obligations

The following facilities will be provided by the Company within the canteen premises at free of cost:

- i) Electricity/Food warmer/Water
- ii) Crockery/Cutlery/Utensils
- iii) Freezer for storage of fruits, at Contractors' risk.

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## ANNEXURE - D

### Service & other particulars of the Contractor

1. Name of the Contractor :
2. Address of Contractor :
3. Name of Proprietor/Partner/Manager :
4. Mobile Number :
5. Tender No. :
6. Experience :
7. Name of the Bank / Address/Branch Name :
8. IFSC Code :
9. GST Number & HSC Number :
10. PAN Number :

<u>From:</u>	<u>Period</u> <u>To:</u>	<u>Name of Restaurant/ Office/Canteen etc. where food supplied</u>	<u>Type of * food supplied</u>	<u>No. of meals supplied per day</u>
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\* Here mention, if food is 'Fast Food Services' such as Doses etc. or regular meals.

11. Experience :  
(Particularly in Supply/Catering of food)
12. If the contract is awarded to us, we hereby agree to undertake all the contractor's obligations as mentioned under Annexure-C.
13. Certified that the information given above is true to the best of our knowledge and belief.

Date: Authorized Signatory : \_\_\_\_\_

Place: Name of the Contractor : \_\_\_\_\_

Rubber Stamp of the Contractor : \_\_\_\_\_

SIGNATURE OF TENDERER \_\_\_\_\_

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## Annexure E

### Minimum Eligibility Criteria:

No of staff	Please (Tick/Cross)
01 Manager	
02 Serving staff	
02 Utensil Cleaner	
<b>Experienced Staff</b>	
3years	
<b>Experience in Industry</b>	
3years	
<b>Distance from kitchen to Head office of Balmer Lawrie</b>	
20 Kms	
<b>Customer Relations</b>	
Feedback by 03 parties	

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### ANNEXURE – F PRICE BID

With reference to your Tender Enquiry, we furnish below our rates for supply of Lunches for officers at your Officers' Tiffin Room 21, Netaji Subhas Road, Kolkata – 700001.

#### Rate to be quoted for the following:

<u>Description</u>	<u>Quoted Rate</u>
<b>Option (A) - Rate per meal (Figure in words)</b> : Rs. _____ (Rupees ) (For supply of cooked food from Outside to our premises) for the Menu mentioned in <b>Annexure-B</b> .	

GST will be paid extra as applicable:

Signature of Proprietor/Partner/Manager :

Name of the company :

Rubber Stamp :

Date :