

Eastern Coalfields Limited
(A Subsidiary of Coal India Limited)
Office of the G.M(HRD),Dishergarh

Ref: ECL/HRD/DIS/2012/91

Date: 30.01.12

TENDER NOTICE

Sealed tenders are invited for the following work from reputed and experienced contractor/supplier.

Name of work	Venue	Estimated amount	Cost of tender documents	EMD	Supply period
Supply of food packets(approximately 5357 nos.Veg. & 5358 nos. non-veg.) as per enclosed menu list at different venues under HRD	1.MTI,Ratibati 2.MTS,Dhadka 3.TTC,Sonepur Bazari 4. Venue – as and when intimated by GM(HRD)'s Office	Rs.4,15,874/-	Rs.250/- VAT- 32/- = Rs.282/-	2% of estimated amount	1 year

1. Issue of tender documents : Begins on 13.02.12 at GM(HRD)'s Office
: close on 20.02.12
2. Date of submission of tender : 20.02.12 upto 1 PM at GM(HRD)'s Office,Dishergarh.
3. Date of opening of tender : 20.02.12 at 3 PM at GM(HRD)'s Office,Dishergarh.

Tender documents will be available/ issued from the office of G.M(HRD),ECL, Dishergarh on any working day (except Sunday and Holiday) upto 1 PM during the above mentioned period. Cost of tender papers, should be paid in cash to the Chief Cashier,ECL,HQ which is non-refundable.

Tender documents will include, tender notice, general terms and conditions, and menu list.

Tenderers shall submit the tenders in two parts, in separate envelopes. Part-I shall be qualifying Part and Part-II shall be rate part. After opening of Part-I (qualifying part) of all the tenderers the Part – II (Rated Part) shall be opened for the qualifying tenders only.

Tenderer should submit the following documents to fulfill the tender in Part - I:-

1. Copy of IT returns.
2. Copy of valid VAT clearance certificate, if applicable.
3. Professional Tax Certificate.
4. Trade license.
5. Experience documents.

ECL reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

General Manager (HRD)

Distribution :

1. All CGM/GM(s) – All Area(s) – with a request to have this displayed in the notice board.
2. HOD(s),ECL,HQ.
3. Public Relation Manager, ECL(HQ) – for necessary action for website publication.
4. FM(Bill),ECL,HQ – to advice Chief Cashier,ECL,HQ.
5. Principal(s) – MTS,Dhadka/TTC,Sonepur Bazari/MTI,Ratibati/CITMC,Dishergarh – to display in notice board.
6. Tender Committee Members – HRD department & FM(Admn.),ECL,HQ
7. President Chamber of Commerce,56 GT Rd.(East),Murgasole, Asansol-713303.
8. President Chamber of Commerce,Burns plot,Raniganj,Dist.-Burdwan.

General terms and conditions :-

1. Quoted rates, terms and conditions for supplying food packets as per attached menu list will be the same for (1) Mining Training School, Dhadka (2) Management Training Institute, Ratibati. (3) Technical Training Centre, Sonapur Bazari. Quoted rates should include transport charges/ carrying cost and all other taxes etc. as admissible as per rule.
2. Tender must be submitted in sealed covers. The envelope must be superscribed with the tender number and date of opening and put in the tender box provided for the purpose, as per date and time mentioned in the N.I.T, for Part-I and Part-II as above.
3. Printed terms and conditions of the vender/ tenderer shall not be considered. Tenderers are requested to submit their offer complete in all respects maintaining serial number of items, terms and conditions as per tender documents along with all supporting documents failing which offer may not be considered & no further clarification on technical commercial aspects may be entertained.
4. The supplier should have their own catering arrangement for supplying the food packets.
5. The food packet should be hygienically packed and the packets supplied will be inspected at random by the Principal(s) of respective Institutes or any authorized representative of Principal(s)/ G.M(HRD) in presence of the supplier or his authorized representative. If any deterioration or deviation is found during inspection of food packets in Quality, Quantity, the food packets will be returned to the supplier and the supplier is bound to pay the total amount to the Management for purchasing the same quantity/quality of food as per menu from local market and the same amount will be deducted from the security amount deposited by tenderer or from the respective bill.
6. Rates & agreed terms and conditions quoted should be firm and fixed throughout the whole supply period from the date of issue of the order.
7. The tenderer will be required to deposit 2% as EMD on estimated value through Bank draft to be deposited alongwith tender in favour of Eastern Coalfields Limited and receipt of which to be attached with quotation / tender and the sealed envelope must be superscribed with earnest money receipt no and date. The same will be refunded to the unsuccessful tenderers after finalization of the tender.
8. The successful tenderer will be required to deposit 10% as security money in the form of Bank Draft to the FM(Bill),ECL,HQ. The security money should be deposited within 15 days of finalisation & intimation to the lowest tender, failing which the offer will be treated as cancelled. The security money will be refunded after satisfactory completion of the job. For unsatisfactory performance and / or contractual failure, the security money shall be forfeited.
9. The validity of the offer should be kept open for a period of 180 days from the date of opening of the tender.
10. Terms of payment :- The supplier will submit bills on monthly basis to the respective indenter/demanding authority. The bills after verification and certification regarding quantity, quality as per menu list will be forwarded by the respective institutions to the G.M(HRD). The payment will be made within 21 days from the office of FM(Bill),ECL,HQ as per ECL rule after submission of bill. No payment will be made on proforma invoice basis before supplying the food packets.

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11. Food should be prepared/ packed preferable at places nearer to each Institutes (1) TTC,Sonepur Bazari (2) MTI,Ratibati (3) MTS,Dhadka at a reasonable distance so that necessary communication may be done by the concerned institute authority, as and when required in reasonable time.
12. Food packets should reach to the Institute(s)/ indenting authority not latter than 12.30 PM for distribution to the participants.
13. Termination of contract :- The contract will be terminated by giving 30 days notice, if the supplier fails to supply the indented food packets for three consecutive days and also for untimely delivery, deterioration of quality and deviation in quantity in food packets after certification of the concerned Principal(s) institutes under HRD department.
14. Demanding/ Indenting authority :- General Manager(HRD) or his authorized representative and Principal(s) Institutes or his authorized representative will be the demanding authority.
15. Normally no deviation is acceptable to our tender documents. Terms and offers which are in deviations are liable for rejection without making any back reference to the tenderers. Offers as asked for must be submitted complete in all respects.
16. Incomplete tenders are liable to be rejected.
17. The quantity of food packets may vary and will be as per the instruction of the Principals / authorized representative.
18. The prices offer should be given both in words and figure.
19. Downloading of NIT through our website www.easterncoal.gov.in & www.tenders.gov.in during the period 13.02.12 to 20.02.12.

TERMS AND CONDITIONS FOR SUBMISSION OF THE OFFER:

- (a) The complete offer should be typed in the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate technical and pricing details preferably bigger papers are used, such sheets along with other pages of the offer should be signed and stamped by tenderers/ company's authorized signatory.
- (b) Quotation erased and over written, will be summarily rejected unless corrections are authenticated with tenderer's signature.
- (c) All pages of tender documents should be signed and have company's seal. This is a must.
- (d) The required quantity may vary (i.e. increase/ decrease) at the time of placement of order.
- (e) This tender form must be attached with the offer.
- (f) ECL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof. Tenderers are advised to carefully note that deviation in these terms will not be entertained.

GENERAL MANAGER (HRD)

TO BE SIGNED BY THE TENDERER

The terms and conditions covering this enquiry as enumerated above are fully understood by me / us and I / we agree to above.

SIGNATURE OF TENDERER

M E N U

VEG. MENU			NON - VEG. MENU		
DAY - 1			DAY - 1		
1	Toasted Standard Bread	8 pcs	1	Toasted Standard Bread	6 pcs
2	Patato-Dam with Dry Gravy	6 pcs	2	Patato-Dam with Dry Gravy	6 pcs
3	Cake/Pasty(Standard)	1 pc	3	Egg(Boiled)	2 pcs
4	Big Sweet equivelant to Rs.2.50/pc	2 pcs	4	Big Sweet equivelant to Rs.2.50/pc	1 pc
5	Seasonal fruit/ Banana	1 pc	5	Seasonal fruit/ Banana	1 pc
DAY - 2			DAY - 2		
1	Chapati/Roti (300 gm.)	6 pcs	1	Chapati/Roti (300 gm.)	6 pcs
2	Dal fry	150 gm.	2	Dal fry	100 gm.
3	Seasonal Veg.Fry	100 gm.	3	Chicken masala with dry gravy, 75 gm	1/4 plate
4	Big Sweet equivelant to Rs.2.50/pc	2 pcs	4	Big Sweet equivelant to Rs.2.50/pc	1 pc
5	Seasonal fruit/ Banana	1 pc	5	Seasonal fruit/ Banana	1 pc
DAY - 3			DAY - 3		
1	Puri(Standard), 300 gm.	8 pcs	1	Puri(Standard), 300 gm.	8 pcs
2	Matar Ghugni (150 gm.)	1 plate	2	Matar Ghugni (150 gm.)	1 plate
3	Seasonal Veg. Fry	100 gm.	3	Egg curry	2 pcs
4	Big Sweet equivelant to Rs.2.50/pc	2 pcs	4	Big Sweet equivelant to Rs.2.50/pc	1 pc
5	Seasonal fruit/ Banana	1 pc	5	Seasonal fruit/ Banana	1 pc
DAY - 4			DAY - 4		
1	Fried Rice(150 gm.)	1 plate	1	Fried Rice(150 gm.)	1 plate
2	Matar Panir (150 gm.)	1 plate	2	Fish curry (50 gm.) Fish or Chicken kosa (75 gm.)	1 pc 1/4 plate
3	Veg.Chop/ Veg. Cutlet	2 pcs	3	Big Sweet equivelant to Rs.2.50/pc	1 pc
4	Big Sweet equivelant to Rs.2.50/pc	2 pcs	4	Seasonal fruit/ Banana	1 pc
5	Seasonal fruit/ Banana	1 pc			
DAY - 5			DAY - 5		
1	Puri(Standard), 300 gm.	8 pcs	1	Puri(Standard), 300 gm.	8 pcs
2	Patato-Dam (with Gravy)	6 pcs	2	Patato-Dam (with dry Gravy)	6 pcs
3	Seasonal Veg.Curry (100 gm.)	1 plate	3	Egg Curry or Fish Curry, 50 gm.	2 or 1 plt
4	Big Sweet equivelant to Rs.2.50/pc	2 pcs	4	Big Sweet equivelant to Rs.2.50/pc	1 pc
5	Seasonal fruit/ Banana	1 pc	5	Seasonal fruit/ Banana	1 pc
DAY - 6			DAY - 6		
1	Sandwitch	6 pcs	1	Sandwitch	6 pcs
2	Patato-Dam with Dry Gravy	6 pcs	2	Patato-Dam with Dry Gravy	6 pcs
3	Cake/Pasty(Standard)	1 pc	3	Egg(Boiled)	2 pcs
4	Big Sweet equivelant to Rs.2.50/pc	2 pcs	4	Big Sweet equivelant to Rs.2.50/pc	1 pc
5	Seasonal fruit/ Banana	1 pc	5	Seasonal fruit/ Banana	1 pc