

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED**  
**NAMRUP : ADMINISTRATION DEPARTMENT**

Sealed tenders are invited from the interested parties for catering services in the Guest House & Director's Bungalow along with documents required thereof in the attached scheduled of rates as per Annexure-I during the stipulated date and time as per following terms and conditions :

**1. SCOPE OF WORK**

To prepare and serve food, breakfast, tea/coffee, snacks etc. in BVFCL Guest House/Directors' Bungalow at the following timings

Items	Guest House	Directors' Bungalow
Bed Tea	6.00 a.m.	As per requirement
Break fast	6.30 a.m. to 9.00 a.m.	As per requirement
Lunch	11.30 a.m. to 1.00 p.m.	As per requirement
Evening tea with snacks	4.30 p.m. to 7.00 p.m.	As per requirement
Dinner	8.00 p.m. to 9.30 p.m.	As per requirement

The above timings are subject to adjustment as per directives of the Guest House In charge/authorized officer.

1. The caterer will be responsible for good services and quality food to the Guest/visitors. They will have to arrange cooking gas, utensils, crockery's, cutlery, gas burners and all other means and materials required for prompt and decent services. Furniture i.e. dinning table, dinning chairs, wash basins will be provided by the company in dinning hall and kitchen.

**2. EXPERIENCE**

The caterer will have to furnish certificates in respect of minimum 5 years experiences in State/Central Govt. or Public Sector Undertakings in catering jobs where in Standard meals will be required to be served. The certificate must be attached with the tender paper.

**3. EMPLOYEES :**

The caterer will have to employ sufficient number of competent workers, service boy, washing boy etc. as required for smooth running of catering services/indoor services as per work order. All the employees employed by the caterer must be in neat and clean and well dressed.

All the workers employed by the caterer should be medically fit and free from contagious diseases. They may be examined by our C.M.O. or authorized Doctor at BVFCL Hospital from time to time. The initial test may be free, subsequent medical examination treatment will be against charges as prescribed under BVFC Hospital/medical rules for non-entitled patients.

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If the company is not satisfied with conduct and performance etc. of any of the employees of the caterer, the caterer will replace the persons concerned immediately on the advice of the Guest House I/C or authorized officer.

4. MAINTENANCE OF BUSINESS PREMISES

Premises provided to the caterer for working, steering, and dinning purposes should be cleaned and well maintained. Any loss or damage caused to the premises/furniture/fixtures, fittings shall be recoverable from the caterer's bill.

5. STATUTORY OBLIGATIONS

The caterer shall have to observe the provisions of sanitations, regulations, workmen compensation act, minimum wages Act and shall fully responsible for compliance with all obligations and restrictions imposed by Labour Laws or any other laws effecting employer-employee relationship and the caterer shall also comply with all applicable Central, State, Municipal and local laws and requirement of any central State or local Govt. Agency or authority . The caterer shall also comply with any general or special directions which may be applicable to the residents of township as a whole, particularly relation to business and Guest House regulations.

6. COOKING ARRANGEMENT

The caterer will run kitchen in the BVFCL Guest House, Directors' Bungalow at the place provided by the Company. He will arrange Gas Burners for fuel purpose, use of heater not permissible. He will not use coal for fuel purposes. However, in case of any crisis and non supply of gas, alternate arrangement should be made with specific prior information and permission of Guest House In-charge. The payment of electricity charges of the kitchen is the responsibility of caterer as per the rate fixed by the Corporation.

7. STORE ROOM

The company will provide a store room inside the kitchen for storing raw materials which should always be maintained nicely.

8. REFRIGERATOR

The company will provide a Refrigerator subject to availability to the caterer depending upon the requirement to store perishable materials.

9. SUPERVISION

The quality of materials whether raw or finished (ready for service) will be inspected/tested by the Guest House In-charge or Any Officer/Doctor authorized by the Company time to time. The quality of food being served to the guests/ visitors will also be checked any time by an authorized officer

10. VALIDITY OF CONTRACT

- i) The contract shall be valid for one year from the date of commencement of service and may be extended for another 01(one) year at the sole discretion of the company.
- ii) The contract may be terminated by the Company at its sole discretion by one month's notice.
- iii) The catering will have to be started by the caterer on the date as mentioned in the Work Order.

11) CATERING SERVICES AT DIRECTORS' BUNGALOW

The caterer will be required to serve food in the Directors' Bungalow as and when required from time to time on the instructions of Guest House In-charge/Authorized Officer. The rate will be the same as per Guest House and no extra will be paid. Food items will be checked/prepared at the Directors' Bungalow kitchen and arrangement for prompt and decent services at Directors' Bungalow will be made by the caterer.

12) EARNEST MONEY AND SECURITY DEPOSIT

Each tenderer shall be accompanied by earnest money amount of Rs. 18,000.00 (Rupees eighteen thousand only) either in Bankers cheque or in the form of Demand Draft in favour of BVFCL Namrup. The earnest money shall be refunded to unsuccessful tenderers within 30 days from the date of finally awarded the job to the successful tenderer followed by his acceptance of the contract. In case the tenderer fails to execute the contract on award of the work, such tenderer shall forfeit to the corporation the earnest money deposited with his tender. No interest will be paid on the Earnest Money deposited with his tender.

No sub-letting or transfer of the contract is permissible

13) REST ROOM

The Company will provide two type 'A' quarter to the Caterer in Guest House premises at subsidized rent as applicable to BVFCL employees.

14) PENALTY

The caterer will provide the services at the appointed place and time as per direction of Guest House In-charge or authorized officer. In case of default of not providing the services as above, the company will get the services done from other sources at the risk and cost of the Caterer.

15) PAYMENT :

Responsibility of realizing the dues from the boarders/visitors who are not Company's guest solely on the caterer and the corporation will in no case be responsible for any loss what so ever in this connection.

So far as company's guests are concerned, the caterer shall submit the bill monthly/fortnightly/weekly as the case may be through Guest House In charge/Authorized officer for certification of concerned department and payment.

16) CROCKERY, CUTLERY, COOKING UTENSILS ETC.

The contractor shall be provided with crockery/cutlery to the extent available in the stock. However, future replacement shall be the responsibility of the contractor.

17) AWARD OF CONTRACT

The company reserves the right to accept or reject any tender in part or full without assigning reason thereof, The company also reserves the right not to accept the lowest tender.

18) SETTLEMENT OF DISPUTES

In case of any dispute arising out of this contract, the point of disputes will be referred to the sole arbitration. There will be no objection if the arbitrator appointed is an employee of the Brahmaputra Valley Fertilizer Corporation Limited. The award of the arbitrator will be final, conclusive and binding on both the parties.

The contractor and his/her staff have to maintain absolute integrity and deal with visitors/guests etc. in very decent and polite manner. They have to obey the instructions of the Guest House In-charge/Authorized officer.

Sd/-

(P.K.Bhattacharjee)  
Chief Administrative Officer

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED**  
**NAMRUP : : ADMINISTRATION DEPARTMENT**

Tender No. Admn/GH&DB/02/16/2017-2018

Tender for providing, operating and maintaining Catering Services in BVFCL Guest House and Director's Bungalow :

The Earnest Money of the job/contract is Rs. 18,000.00 (Rupees eighteen thousand) only. The Tender documents along with schedule of jobs and terms & conditions can be obtained on the following mentioned date during office hours from the office of Sr. Administrative officer against payment receipt/Challan of Rs. 500.00 for the tender paper cost in favour of BVFCL, Namrup.

- |  |                         |
|--|-------------------------|
| 1. Opening date of sale of Tender Paper        | : 19.12.2016            |
| 2. Closing date of sale of Tender Paper        | : 09.01.2017            |
| 3. Last date and time of submission of Tenders | : 09.01.2017 at 3.30 pm |
| 4. Opening date and time of Technical Bid      | : 09.01.2017 at 4.00 pm |

In case of holiday or Band day the next day shall be considered for issue and opening of tender respectively.

Tender paper is also available in BVFCL website [www.bvfcl.com](http://www.bvfcl.com) & Govt. website <https://tenders.gov.in>

Interested parties may download the tender documents. Parties are advised to pay the Tender paper Cost, Earnest money /Security deposit etc. through the SBI Bank Challan. It is also available in our BVFCL website in 'Download Link' and the same enclose with the technical bids as mentioned above payable to BVFCL, Namrup.

For any clarification please contact concerned officer of Admn. Department before submission of tender.

The quotationer should sign on each and every page of Tender documents.  
Documents to be submitted along with quotations.

1. Experience certificate
2. Tender paper cost for Rs. 500.00 and Earnest Money for Rs. 18,000.00 in favour of BVFCL, Namrup.
3. (i) Tender documents must be submitted in 2 bid system.  
(ii) Technical bid and price bid should be submitted in separate envelopes clearly super scribed on each Technical Bid, Price Bid and both bids to be submitted in single sealed cover envelop in the tender box super scribing the NIT No. & Date.  
Price Bid will be opened only after acceptance of technical bid i.e. of technically suitable bidders.  
(iii) Bank challan for tender paper cost and earnest money should be enclosed with technical bid.  
(iv) Interested parties/their representatives may be present at the time of opening of the tender on 05.01.2017 at 4.00 P.M.

Sd/-  
(P. K. Bhattacharjee)  
Chief Administrative Officer

## SCHEDULE OF RATE

### ANNEXURE--I

To  
The Chief Administrative Officer,  
BVFCL, Namrup  
P.O. Parbatpur- 786623  
Dist. Dibrugarh (Assam)

Sub:- Quotation for catering in BVFCL Guest House/Director's Bungalow as per your  
NIT No. Admn/GH & DB/02/16/ 2017-2018

Sir,

I/We hereby submit Sealed Tender for catering services in the Guest House and Director's Bungalow at the following rate noted against each.

S/No.	Description of Items	Unit	Unit Rate to be quoted in figure & words
1. (A) BED TEA			
	Tea in pot 250 cc with Milk and Sugar separately.	One pot	Rs. _____
	Tea 100 cc cup readymade	One cup	Rs. _____
	Tea 100 cc cup readymade(Spl.)	One cup	Rs. _____
	Coffee in pot 250 cc with milk And sugar separately.	One pot	Rs. _____
	Coffee readymade 100 cc cup	One cup	Rs. _____
	Black coffee 100 cc cup	One cup	Rs. _____
	Biscuite Britania thin Arraroot/snacks.	Per piece	Rs. _____
	Britania good day or coconut Biscuit.	Per piece	Rs. _____
	Britania cream biscuit	Per piece	Rs. _____
	(B) BREAK FAST		
1.	Slice toast with butter jam.	Two Pieces	Rs. _____
2.	Omlet with 2 eggs as per choice	One piece	Rs. _____
3.	Boiled eggs/water ponch	2 Nos.	Rs. _____
4.	Slice toast without butter/jam.	One piece	Rs. _____
5.	Milk 200 Ml. with sugar	One Pot	Rs. _____
6.	Cornflakes with milk 200 ml. and sugar.	One plate	Rs. _____
7.	Puri/Kachori 6 pieces with one kind vegetable (100 gm).	Per head	Rs. _____

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(C) LUNCH/DINNER(VEGETARIAN):

- |   |          |           |
|---|----------|-----------|
| 1. Parimal/ Lahi rice/chappati or<br>combined as per choice. (Sl.No.1 to 5) | Per head | Rs. _____ |
| 2. Vegetable curry 100 gm.  |          | Rs. _____ |
| 3. Dal(Masur/Mug/channa) as per<br>requirement                              |          |           |
| 4. Vegetable dry 100 gms  |          |           |
| 5. Salad/Papad/Pickles  |          |           |

(D)LUNCH/DINNER (NON-VEGETARIAN):

- |   |          |           |
|---|----------|-----------|
| 1. Common item of 'C' above(Sl.No.1 to 5) |          | Rs. _____ |
| 2. Fisgh curry (1 piece of 100 gms)       | Per head | Rs. _____ |
| 3. Motton OR curry (100 gms)              | Per head | Rs. _____ |
| 4. Chicken OR curry (2 Piece)             | Per head | Rs. _____ |
| 5. Egg curry (2 Nos.)                     | Per head | Rs. _____ |

(E)SPECIAL LUNCH/DINNER9VEGETARIAN)

- |  |          |           |
|--|----------|-----------|
| 1. Soup  | Per head | Rs. _____ |
| 2. Plain rice/Fried rice/Polao of<br>joha rice or Basmati rice.                                |          |           |
| 3. Chapati/Pudi/Batura   |          |           |
| 4. Dal or sahi Dal   |          |           |
| 5. Motor Paneer/Palak Paneer or<br>Paneer curry  |          |           |
| 6. Vegetable chop/Cutlet/Kupta curry   |          |           |
| 7. Vegetable fry   |          |           |
| 8. Raita Boondi/Dahi 100 gm  |          |           |
| 9. Salad/Papad/Pickle(Sl. No.2 to 11)  | Per Head |           |
| 10. Sweets/Pudding/Crumble/Custered with (Sl.No.2 to11) Rs.                                    |          | _____     |
| Gream/Ice Gream 10 gm.   |          |           |
| 11.For Non-Veg., Dish, 1 Special dish of chicken or  |          |           |
| 12. Motton or Fish as per choice will be served<br>In place of motor paneer/palak/paneer curry |          |           |

(F)SWEETS

- |                       |        |           |
|-----------------------|--------|-----------|
| 1. Rasgulla           | 2 Nos. | Rs. _____ |
| 2. Kalakand           | 2 Nos. | Rs. _____ |
| 3. Rasmaduri/Rasmalai | 2 Nos  | Rs. _____ |

## (G)COLD DRINKS/FRUITS JUICE

1. Cold Drink	Per bottle	Rs._____
2. Soda Cold	Per bottle	Rs._____
3. Fruit Juice(200 ml.) (Apple, Pine-apple, Orange etc.)	1 glass	Rs._____
4. Fruit Gream (100 gm.)	1 Plate	Rs._____
5. Ice Cream	1 No.	Rs._____
6. Papad Lijjat	1 No.	Rs._____

## (H)BREAKFAST SPECIAL

1. Bread with butter/jam	2 Pcs	Rs._____
2. Cornflaks with milk sugar (10 gm.)	1 Plate Per head	
3. Eggs 2 Nos(As per choice) with 2Nos potato chips tomato sauce	(Sl. No. 1 to 4)	
4.Fresh fruit(one item as per choice)	1 No.	

## (I) LA-CARTE ITEMS

1. Potato chips 100 gms	Per plate	Rs._____
2. Pokora with bason 100 gms	Per plate	Rs._____
3. Cheese pokora 100 gms	Per plate	Rs._____
4. Peanut 100 gms	Per plate	Rs._____
5. Kaju Fried 100 gms	Per plate	Rs._____
6. Gurd (Dahi) 100 gms	Per plate	Rs._____
7. Cornflakes 100 gms with milk and sugar.	Per plate	Rs._____
8. Vegetable boil with butter 100 gms	Per plate	Rs._____
9. Vegetable curry 100 gms	Per plate	Rs._____
10. Vegetable dry 100 gms	Per plate	Rs._____
11. Vegetavkle stuffing/catlet shop	1 No.	Rs._____
12. Dal 100 gms	Per plate	Rs._____
13. Soup with bread crums and cream	Per cup	Rs._____
14. Paneer curry 100 gms	Per plate	Rs._____



15. Motton curry 100 gms	Per plate	Rs._____
16. Fish curry 100 gms	Per plate	Rs._____
17. Chicken curry 100 gms	Per plate	Rs._____
18. Dahi bada 2 pcs	Per plate	Rs._____
19. Chicken rost (200) gms	Per plate	Rs._____
20. Chicken Masala(200 gms)	Per plate	Rs._____
21. Chicken dopyajee(200 gms)	Per plate	Rs._____
22. Chicken fry (200 gms)	Per plate	Rs._____
23. Chicken tonduri (200 gms)	Per plate	Rs._____
24. Motton Spl. (200 gms)	Per plate	Rs._____
25. Fish cutlest	Per plate	Rs._____
26. Motton cutlet	Per plate	Rs._____
27. Chicken cutlet	Per plate	Rs._____
28. Egg curry (2 eggs)	Per plate	Rs._____
29. Fruit cream 100 gms	Per plate	Rs._____
30. Salad good quality	Per plate	Rs._____
31. Fruit salad	Per plate	Rs._____
32. Egg Pokora	Per plate	Rs._____
33. Paneer Pokora	Per plate	Rs._____
34. Cheese salad	Per plate	Rs._____
35. Cheese chilli	Per plate	Rs._____
36. Mineral water	Per bottle	Rs._____
37. Mushroom curry	Per plate	Rs._____