GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)

Registered & Corporate Office Address: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700 024
Web site वेब: www.grse.in, E-Mail ई मेल: sharma.archana@grse.co.in
CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)
निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited, **a leading Warship Builder and Engineering Product Company**, invites below mentioned **Service Providers** to submit **single stage two-part (Part I- Techno-Commercial & Part II- Price) bids** through e-tendering for the work package as per following bid document:

i) M/s. K P Enterprise
ii) M/s. Maa Ki Rasoi
iii) M/s. The Jana Enterprise
iv) M/s. Annapurna Canteen
v) M/s. Sodexo India Services Pvt. Ltd.
vi) M/s. Uni Concierges Services Pvt. Ltd.

NIT No निविदा संख्या:	**SCC/AS/LT/ Canteen/HMC/058/N.ET-3137 Dated: 17/01/2025**
Job Title कार्य का नाम:	**"ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS FOR TWO YEARS"**
Tender issuing Dept. बिभाग द्वारा जारी:	**Contract Cell (संविदाबिभाग), GRSE (61 Park)**

ARTICLE 1 अनुच्छेद-1: SCHEDULE OF CALENDAR DATES समायावली की अनुसूची:

SCHEDULE सारणी		
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	**18/01/2025**	**10:00 hrs**
Tender Due Date निविदा जमा की अंतिम तिथी	**24/01/2025**	**14:00 hrs**
Tender Opening Date (Part I) निविदा खुलने की तिथी (तकनीकी- वाणिज्यिकबोली भाग-I)	**24/01/2025**	**16:00 hrs**
Offer Validity Period minimum ऑफर की नियुन्तम वैधता अवधी	**90 days** from date of opening of Tender (Part – I)	

ARTICLE 2 अनुच्छेद-2: COMMERCIAL REQUIREMENT FOR THE NIT निविदा की ब्यवसायिक आवश्यकता:

FEES / DEPOSITS	
Tender Fee निविदा प्रपत्र मुल्य (स्टैक के परिछेद 03 मे उदधृत)	**Rs 500/- (Not Applicable for GRSE Registered Vendors)**
Earnest Money Deposit (EMD) बयाना राशि जमा	**Rs 10,00,000/- (Not Applicable for GRSE Registered Vendors)**
Security Deposit (SD) प्रतिभूति	5% of Work Order Value (inclusive of GST)
Liquidated Damages परिनिर्धारित नुकसान	0.5 % per week, Max 5% of unexecuted job
Evaluation of L1 एल1 का मूल्यांकन	L1 bidder will be decided on **Totality Basis**

*Note: (a) Bidders not registered with GRSE are required to submit Earnest Money Deposit. Bidders registered with GRSE are required to submit Bid Security Declaration against this tender.

(b) MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting EMD/Bid Security Declaration.

(c) Non-submission of EMD/Bid Security Declaration or a valid MSE/NSIC certificate may lead to offer rejection.

(d) If any vendor other than **(a) M/s. K P Enterprise (b) M/s. Maa Ki Rasoi (c) M/s. The Jana Enterprise (d) M/s. Annapurna Canteen (e) M/s Sodexo India Services Pvt. Ltd & (f) M/s. Uni Concierges Services Pvt. Ltd** participates in this tender, then their offer will be **REJECTED** outright.

*** [The submission of EMD & Tender Fee instrument is MANDATORY for joint-venture or consortium of two or more firms and there shall be no exemption applicable against submission of NSIC/MSE certificates by the firms]**

ARTICLE 3 अनुछेद-3: ANNEXURES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलगित परिछेद:

ANNEXURES	DOCUMENT DESCRIPTION
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) **(attached with NIT)**
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC) (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria **(attached with NIT)**
Annexure 4 संलग्नक-4	Format for Self-Certification for not having blacklisted/ not received any tender holiday
Annexure 5 संलग्नक-5	Check List of Statutory Responsibility of Contractor and Principal employer **(attached with NIT)**
Annexure 6 संलग्नक-6	Check List for Bill submission **(attached with NIT)**
Annexure 7 संलग्नक-7	Format for Integrity Pact **(attached with NIT)**
Annexure 8 संलग्नक- 8	Format for Bid Security Declaration **(attached with NIT)**
Annexure 9 संलग्नक-9	Fire & Safety Guidelines (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	Special condition of contract (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 11 संलग्नक-11	Contractors Responsibility (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 12 संलग्नक-12	General Requirement (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 13 संलग्नक-13	PF, ESI declaration form (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)

Annexure 14 संलग्रक-14	Format for - Bank Guarantee Format for EMD (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 15 संलग्रक-15	Format for - Bank Guarantee Format for SD (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 16 संलग्रक-16	Format for - Bank Guarantee Format for PBG (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)

ARTICLE 4 अनुछेद-4: DOCUMENTS TO BE UPLOADED अपलोड हेतु दस्तावेज:

Self-Attested documents are to be scanned and uploaded with Part I of GeM-bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		
1	Valid MSE/NSIC certificate	Yes
2	Bid Security Declaration as per format at **Annexure 8**	Yes
3	Technical Acceptance Format as available with NIT after being downloaded and filled up	Yes
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
5	Self-Certification for not having blacklisted /not received any tender holiday as per eligibility criteria to be submitted as per format at **Annexure-4**	Yes
6	PAN /TAN, GST, Labor License Certificate, Registration Certificate of the Company with ROC, Memorandum and the Article of Association of the firm.	Yes
7	Copies of registration with PF, ESI authorities/ last challans etc.	Yes
8	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
9	Integrity Pact (refer clause 01 of STAC) as per format at **Annexure-7**	Yes
10	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes
11	Confirmation of TReDS registration number (Entity ID) for invoice discounting system in case of MSME Organization	Yes

a. **In case of non-submission of documents as mentioned above, the bidder may liable to be considered as disqualified.**

b. **The Bidders has to submit ink signed hard copy of all above documents within 03 days from opening of Part I bid.**

c. **Registered Vendors with GRSE need not upload documents at Sl. 6 above, if valid documents already submitted / available with GRSE Vendor Registration Cell.**

d. **Bidders have to indicate Unique GeM Seller ID in COMMERCIAL MATRIX or prior to opening of price bids, failing which price bid of the bidder will not to be opened for further processing.**

ARTICLE 5 अनुछेद-5: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:

PHYSICAL SUBMISSION		
1	**Tender Fee Instrument**	Within 03 days from opening of Part I bid
2	**EMD Instrument**	Within 03 days from opening of Part I bid

NOTE:	If instruments submitted through demand draft, the same to be drawn in favour of:	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
	The demand drafts should be payable at	Kolkata
3.	**Integrity Pact**	Within 03 days from opening of Part I bid

Note: Above mentioned original Negotiable Instruments as stipulated, to reach to **GM (CC, HP&IP),** Contract Cell, 2nd Floor, 61, Garden Reach Road, Kolkata – 700 024 within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it.

ARTICLE 6 अनुच्छेद-6: JOB EXECUTION SCHEDULE कार्य निष्पादन सूची

(A) Tenure of Contract संविदा कार्यकाल- Initially, PO/LOA will be established for a period of **02 (two)** years from the date of commencement of the contract. The contract period may be extended for another 01 year as per requirement of GRSE at the same rate, terms & conditions. Similarly, the contract period may be reduced as per GRSE discretion.

(B) Mobilisation Period लामबंदी अवधी- 07 days from the date of placement of LOA/Purchase Order will be given for commencement of work**.**

(C) Job Starting Date कार्य आरम्भ तिथी - Job is to be started immediately after mobilization as per direction of WDC Authority / Bill Certifying Authority / their authorized representatives.

(D) Job Completion date कार्य समाप्ती तिथी– The job is required to be completed within time limit as specified at NIT/SOTR Terms & Requirements**.**

(E) Place of Work - The job is required to be executed at **GRSE (MW/FOJ/RBD/61 Park/TU).**

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per SOTR No. HR/Canteen/HMC/CWC/Outsourcing/24-25 Rev.1 Rev.1 Date: 07.01.2025 at Annexure 1, Drawings and GRSE requirement. In case of doubt, instructions of the Engineer-in-charge/ their authorised representative is to be followed.

ARTICLE 8 अनुच्छेद-8: GUARANTEE& WARRANTY गारंटी एवं वारंटी – Not Applicable**.**

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य –

The quoted Price will be firm and fixed till the tenure of the contract of two (02) years. **Price is to be quoted considering all Taxes & duties except GST**. GST is to be indicated separately in the Price Bid and will be paid extra as per ruling rate. No escalation whatsoever will be considered under any circumstances within the valid tenure of contract.

The quoted and finalized rates for preparation & serving of hot meal (lunch) with daily use consumables, preparation & serving of dry food with daily use consumables, preparation & serving of special meal with daily use consumables and cleaning of canteens will remain firm and fixed during the entire contractual period. The contract may be extended for further period up to one year on same rates, terms and conditions of the SOTR, NIT and PO depending upon satisfactory performance of the bidder.

ARTICLE 10 अनुच्छेद - 10: ESCALATION मूल्य वृद्धी: Not Applicable.

ARTICLE 11 अनुच्छेद- 11: UNREASONABLE QUOTES अतर्कसंगत भाव -

i) In case the price of L-1 Bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and EMD will be forfeited and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

ii) However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analyzed w.r.t tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

iii) If the justification is acceptable to GRSE, then the bidder has to submit Bank Guarantee of 10% of the total Contract value (inclusive of GST) in addition to the Security Deposit (SD) and Performance Bank Guarantee (PBG) for execution of the job till satisfactory completion of entire contract. There shall be no exemption / relaxation for the Guarantee against unreasonable quote. In case of breach of contract GRSE shall reserve the right to invoke the BG and may impose tender holiday for a period as per GRSE Vendor policy.

ARTICLE 12 अनुछेद -12: OFFER VALIDITY प्रस्ताव की वैध्यता-

Offer should be valid for **90 days** from the date of opening of Part-I bid i.e. Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond 90 days against valid reason.

ARTICLE 13 अनुछेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

Conditional offers w.r.t. SOTR (Annexure 1) will not be accepted.

ARTICLE 14 अनुछेद-14: DETERMINATION OF L1 एल-1 का चयन -

L1 bidder will be decided on **Totality** Basis based on the tendered quantity indicated in the **Price Bid**.

ARTICLE 15 अनुछेद-15: BOQ बी ओ क्यु -

BOQ as part of SOTR given in the tender is tentative and it may vary according to actual requirement of job during the period of rate contract. The selected Bidder has to execute the required quantity at same rate, terms & conditions up to variation of **(+20%)** in addition to the initial quantity for individual line items. Similarly, the quantity of individual items/tendered quantity may be reduced also as per GRSE requirement.

BOQ is as follows: <u>(Hot Meal Canteen)</u>

Line Item	Description	UoM	Quantity	SAC	GST %
A	**LUNCH _DRY FOOD_SPL LUNCH**				
10	LUNCH AT HMC (Main, FOJ, RBD,61P, TU)	680,736	EA		
20	DRY FOOD AT HMC (Main, FOJ, RBD,61P, TU)	87,648	EA		
30	SPECIAL MENU - JANUARY (VEG &NOV VEG)	2,408	EA		
40	SPECIAL MENU - JANUARY (DRY FOOD)	376	EA		
50	SPECIAL MENU - FEB (VEG &NOV VEG)	2,408	EA		
60	SPECIAL MENU -FEB (DRY FOOD)	376	EA		
70	SPECIAL MENU - MAR (VEG &NOV VEG)	2,408	EA		
80	SPECIAL MENU - MAR (DRY FOOD)	376	EA		
90	SPECIAL MENU - APR (VEG &NOV VEG)	2,408	EA		
100	SPECIAL MENU - APR (DRY FOOD)	376	EA		
110	SPECIAL MENU - MAY (VEG &NOV VEG)	2,408	EA		

Line Item	Description	UoM	Quantity	SAC	GST %
120	SPECIAL MENU - MAY (DRY FOOD)	376	EA		
130	SPECIAL MENU - JUNE (VEG &NOV VEG)	2,408	EA		
140	SPECIAL MENU - JUN (DRY FOOD)	376	EA		
150	SPECIAL MENU - JULY (VEG &NOV VEG)	2,408	EA		
160	SPECIAL MENU - JULY (DRY FOOD)	376	EA		
170	SPECIAL MENU - AUG (VEG &NOV VEG)	2,408	EA		
180	SPECIAL MENU - AUG (DRY FOOD)	376	EA		
190	SPECIAL MENU - SEP (VEG &NOV VEG)	2,408	EA		
200	SPECIAL MENU - SEP (DRY FOOD)	376	EA		
210	SPECIAL MENU - OCT (VEG &NOV VEG)	2,408	EA		
220	SPECIAL MENU - OCT (DRY FOOD)	376	EA		
230	SPECIAL MENU - NOV (DRY FOOD)	2,408	EA		
240	SPECIAL MENU - NOV (DRY FOOD)	376	EA		
250	SPECIAL MENU - DEC (VEG &NOV VEG)	2,408	EA		
260	SPECIAL MENU - DEC (DRY FOOD)	376	EA		
B	**ALLIED SERVICES**				
10	CLEANING MAIN HMC	576	D		
20	CLEANING FOJ HMC	576	D		
30	CLEANING RBD HMC	576	D		
40	CLEANING 61 PARK HMC	576	D		
50	CLEANING TU HMC	576	D		

NB: (i) UOM- Unit of Measurement. (ii) EA – Each, (iii) D – Day.

ARTICLE 16 अनुछेद-16: OPENING OF BIDS निविदा खुलना-

Part I (Techno-commercial) bid will be opened on the date declared in NIT. Part II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those who qualify techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion or both techno-commercial evaluation will also be intimated about their non-consideration for further processing.

ARTICLE 17 अनुछेद-17: MICRO& SMALL ENTERPRISES सूख्छ्म एवं छोटे उद्योग -

a) The 'Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012' and subsequent amendments / guidelines / press publications / circulars to the Order, as issued by the Ministry of MSME, shall be applicable as on the date of opening of the price bids.

b) The bidders are advised to check the website of the Ministry of MSME for details of the amendments / circulars issued by the Ministry of MSME.

ARTICLE 18 अनुच्छेद-18: ASSESSMENT OF VENDORS AND DISTRIBUTION OF JOBS TO MULTIPLE BIDDER विक्रेताओं का आंकलन एवं विविध बोली लगाने वालों में कार्य वितरण - Not Applicable.

ARTICLE 19 अनुछेद-19: ELIGIBILITY CRITERIA पात्रता के मापदंड –

A. **Technical Eligibility Criteria तकनीकी मापदंड –** As per SOTR No: **HR/Canteen/HMC/CWC/Outsourcing/24-25 Rev.1 dt. 07.01.2025** (**Annexure 1**).

   Supporting documents meeting Technical eligibility criteria as detailed in SOTR to be submitted along with the Part-I bid.

B. **Financial Eligibility Criteria वित्तीय मापदंड –** Not Applicable.

C. **Self-Certification Criteria:** The bidder should give self-certification (as per **Annexure 4**) that they have neither been Blacklisted nor have received any tender holiday from any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on **31.12.2024**. The bidder has to submit self-certification for the same along with the techno-commercial offer. GRSE reserves the right to independently verify the same. In case violation of declaration is detected at any stage of tender process and during currency of contract, the order will be terminated.

   Note:

   a) If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then the bidder is not eligible to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder / contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

   b) If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.

   c) If case of non-submission of the self-certification document as per format at **Annexure 4**, the bidder will be treated as non-responsive and their offer will be rejected.

[Requisite formats attached with NIT as Annexure 3 & 4 of Article 3 to be filled up by the bidders in support of above eligibility criteria and to be submitted the same along with the Techno-Commercial bid.]

ARTICLE 20 अनुछेद-20: INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश -

1. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding regarding

   (i)The materials (if any) which are to be furnished by vendor for the work.
   (ii)The work which is to be performed by the vendor.
   (iii) Actual considerations made by bidder to complete all work.
   (iv) To comply with conditions specified in the Bid Document.

2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall

immediately brought to notice of GRSE Tendering Dept.in writing, not less than 07 days prior to bid closing date.

3. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the WORK covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.

4. GRSE also reserves the right to reject any or, all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.

5. Generally, Contractor will assume all safety related responsibility for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Occupational Health & Safety rules, regulations, procedures and guidelines when performing work in the facility or site.

6. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within **07** calendar days from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.

7. **Independent External Monitors (IEM)** आई. ई. एम. **:** Either or both of the following Independent External Monitors will have the power to access the entire project document and examine any complaints received by him. In case of any change in IEMs, it will be informed accordingly.

The communication details of the IEMs are as follows:-

(A) Shri Lov Verma, IAS(Retd.)
Email: lov56@yahoo.com

(B) Shri Debashis Bandyopadhyay, Ex-Director (HR), BHEL
Email: debashis9999@gmail.com

8. **Integrity Pact** समग्रता अनुबंध**: –** The Integrity pact essentially envisages the agreement between prospective vendors /Bidders & buyers committing the person/officials of both the parties not to exercise any corrupt influence on any aspects of the contract. Only those vendors/bidders who enter into such an integrity pact with the buyer would be competent to participate in the bid. The format of Integrity Pact is enclosed with tender document (**refer Annexure-7**). The “Integrity pact on Govt. issued Stamp paper of Rs. 100 duly filled as per enclosed format to be submitted in original. Bidders to ensure that every page of IP is ink signed with company seal/stamp in every page. [Please refer guideline for IP in STAC (Sl.No.-1) in GRSE website]

9. Job is to be carried out as per SOTR and instruction of the Engineer in-charge /his nominated representative.

10. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.

11. Post submission of Tender, such drawings and technical information are to be physically returned. Also, all soft copies are to be destroyed and a self-certification to be submitted during TNC, failing which the processing of bid will not be taken further.

12. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%. As a part of National Mission of *Swachh Bharat*, GRSE has adopted *Swachh GRSE* and maintaining cleanliness of work area is an essential pre-requisite.

13. Bidder has to declare, in what capacity he is participating in the tender viz PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.

14. A Bidder is allowed to submit only one Bid under any capacity / status.

15. Difficulty in submitting the bid:
   a. Any query/difficulty in understanding of SOTR or other technical Terms may be got clarified from **Mr. Sandip Paul, SM (HR)**, e-mail: Paul.Sandip@grse.co.in, Mob.: 6163361885

   b. Any query/difficulty in understanding of Commercial Terms may be got clarified from and Mrs. Archana Sharma, Manager (Contract), GRSE (61 Park) e-mail: Sharma.Archana@grse.co.in Mobile no. +91- 9147162441 prior to submission of offer.

   c. Any difficulty in submitting / uploading of e-tender or for any system help **Mr. Saraswata Palit, SM (GRSE E-PROCUREMENT), e-mail**/ Palit. Saraswata@grse.co.in / GRSE Service Provider M/s. NIC personnel may be contacted [Land line no: 033 24893902]

16. **E-mail Address for communicationसंचार हेतू ई. मेल पता:** Vendor to provide e-mail address to enable faster communication.

ARTICLE 21 अनुछेद- 21: e-BID INSTRUCTION ई बिड के अनुदेश –

a) To participate in the e–Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with GRSE E–Procurement portal **https://eprocuregrse.co.in**

b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link http://www.cca.gov.in.

c) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E–Procurement portal **https://eprocuregrse.co.in;** Central Public Procurement Portal **https://eprocure.gov.in/cppp/** and GRSE website **https://grse.in/tender-published**. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.

d) Bidders need to fill up Part II (Price) bid online in Excel Template price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.

e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.

f) Bids can be submitted only during validity of registration of bidder with GRSE e– Procurement portal.

g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.

h) It will be the bidder’s responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.

i) AMENDMENT OF TENDER DOCUMENT

i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 7 days prior to the deadline for submission of tenders as finally stipulated.

ii. Addendum/corrigendum, if any, will be hosted on website / e procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded up to 7 days prior to the deadline for submission of Tender as finally stipulated.

iii. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

ARTICLE 22 अनुछेद-22: BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड –

Following bid rejection criteria may render the bids liable for rejection:

1. Bidder’s failure to furnish sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period.

2. Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC)/ Commercial Negotiation Committee (CNC) of GRSE.

3. Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.

4. Bid received without qualification documents, where required as per the Tender.

5. Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.

6. Bid with validity expiry date shorter than that specified in the Tender Enquiry.

7. Bidders not submitting Original instrument of EMD within 3 GRSE working days from the tender closing date.

8. EMD validity period is shorter than specified in the tender enquiry.

9. Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.

10. Bidder not agreeing for furnishing of the required Security Deposit (SD).

11. Bidder submitted false/incorrect documents etc.

12. Bidders who have submitted **PRICE** along with Techno-Commercial Bid.

ARTICLE 23 अनुच्छेद-23: POST AWARD APLLICABLE CLAUSES ठेका जारी करनेके पश्चात लागू उपधारा -

A. Security Depositप्रतिभूति जमा -

Interest free refundable security deposit of **5%** of individual work order value (inclusive of GST) is to be deposited in the manner elaborated in GRSE STAC at **Annexure-2**.

B. Work Done Certificate (W.D.C.) कार्य पूर्ति प्रमाण-पत्र (डबल्यू.डी.सी)-

Work done certificate will be issued by respective unit canteen In-charges or any other representative authorized by GM(HR&A). Details as per SOTR No: **HR/Canteen/HMC/CWC/Outsourcing/24-25 Rev.1 dt. 07.01.2025** (**Annexure 1**).

W.D.C. is to include whether work has been completed as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources is also to be indicated.

The bidder is required to submit unit-wise monthly work done certificate, for each service, i.e. preparing and serving hot meal, preparing and serving special meal, preparing and serving dry food and cleaning of canteen with supporting documents (if required) in triplicate, duly signed and stamped by authorized representative of the bidder and counter stamp, signed by the canteen in charges along with the monthly bills. No defective/incomplete bills will be entertained under any circumstances.

C. Bill Submission बिल प्रस्तुति:

Unit-wise separate monthly bill is to be submitted by the bidder for the above services. The bidder has to submit duly signed statement on total meal prepared & served as per coupons sold and report of Officers' Canteens at the time of submission of unit-wise monthly bills to respective canteen in-charges.

Payment will be made by GRSE on the above services and GST will be applicable as per prevalent rules. Separate bill for each service is to be submitted.

Bills are to be submitted considering the Checklist for Bill Submission at **Annexure 6** along with supporting document (Work Done certificate etc.) at the Bill Receiving Counters located at the respective unit of Company. Bill is to be submitted (in 03 copies) in sealed envelope super-scribing on the envelope the Purchase Order No., Vendor code, Bill / Invoice No., Name of person /employee to whom bill is addressed, for processing. The Name of the person to be mentioned on sealed envelope will be the Bill certifying officer.

Note: -Transaction fee of Rs 500.00 for first return & Rs 1000.00 for subsequent return of bill with inappropriate documents will be charged.

D. Payment Terms भुगतान की शर्तें:

a. The 100% monthly bill amount with full GST will be released on monthly progressive basis and will be paid within 30 days on receipt of bill (in 03 copies) duly certified by respective unit canteen In-charges or any other representative authorized by GM(HR&A) or GM (ER & Legal) or Unit in-charges of GRSE & supported with GRSE Service Entry Sheet based on regular duty slips and on clearance of ESI & PF liabilities from the concerned dept.

b. Payment will be made on actual certification basis through ECS/NEFT mode. Any cash/cheque payment is not permissible in any circumstances.

c. No advance payment will be made in any circumstances

d. Moreover, release of payment is subject to compliance of ESI / P.F and other labour oriented mandatory liabilities by the Contractor and clearance on the same by GRSE HR Dept.

e. Single Bill shall be accepted each month against Purchase Order.

Bill Certifying Authority: The bills submitted by the bidder will be thoroughly checked and certified by respective unit canteen In-charges or any other representative authorized by GM(HR&A) for processing of bills including SAP service entry sheet and onward forwarding to Finance Department for payment within 15 days after receipt of the bill subject to deduction of Tax as per prevailing rules. Unit canteen in-charges will forward the duly certified bill along with certified work done certificate to corporate HR department for necessary payment through SAP.

E. Liquidated Damages निर्णीत हर्जाना -

The vendor will be liable to pay minimum Liquidated Damages @ ½ % per week or part thereof on the undelivered work subject to a maximum of 5 % of the value of the order for delayed part. The amount of L.D. may be adjusted or set-off against any sum payable to the Contractor under this or any other Contract with GRSE Ltd.

F. Risk Purchase: - जोखिम खरीद -

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

G. Damage of Materials/ Equipment: - The Subcontractor will ensure that **NO Damage** is caused to the Materials, Equipment's or any other property of GRSE during execution of the work due to negligence and/ or any reason whatsoever by the subcontractor. The cost of damage will be suitably recovered from Subcontractor's Bill.

H. Fire & Safety Precautions (for working inside GRSE): -

The Vendor/Contractor shall abide by the Safety regulations/rules of the GRSE as detailed in Fire & Safety Guidelines (please refer www.grse.in). The Vendor/Contractor should take all safety precautions and provide adequate supervision & control for their workmen in order to carry out the job safely. In case of any violation of safety precaution and non-usage of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and Safety Guidelines (please refer www.grse.in). Penalty amount depends on the type and frequency of violation mentioned in the safety guideline and the same will be deducted from the defaulter's bill.

I. **Mandatory use of ISI marked PPE by Contractor Employees: -** The Contractor shall ensure the use of ISI marked PPE by their engaged Employees. An indicative list of ISI marked Personal Protective Equipment, is appended below for mandatory compliance by the vendors without any deviation:

LIST OF PPES

Sl. No.	Name of PPE	Standard
(a)	Safety Helmet	IS: 2925 / EN 397.
(b)	Safety Footwear	IS 15298 / EN ISO 20345
(c)	Safety Goggles	ANSI Z87.1 / EN166.
(d)	Ear Plug	IS: 9167/ EN 352
(e)	Hand Gloves	(i) IS 4770 for electrical work (ii) EN 420 for general requirement (iii) EN 388 for mechanical hazard (iv) IS:6994 / EN 407 for heat applications (gas cutting / welding).
(f)	Welding Fume Respirator & Dust mask	IS: 9473 / EN: 149
(g)	Double lanyard Safety Belt & harness, automatic fall arrestor	IS: 3521
(h)	Cotton Boiler Suit Cloth	IS: 177 - 1989 (Amended up to date), Variety 3

Note: Apart from the above-mentioned PPE, vendors may consider any other type of standardized PPE as per job requirement, in consultation with GRSE Safety Department.

J. **Contractor's Safety Personnel (संविदाकार के बचाव कर्मचारी) (for working inside GRSE)**: - One fully specialist and certified Safety Personnel has to be posted at the site during progress of work. The responsibility of the safety personnel is to supervise and monitor the site safety obligations of all work places and to comply all laid down Fire & Safety Rules of GRSE. He also ensures all workmen working under the sub-contractor at site are made aware of and comply with all the safety norms.

K. **Modification/Rework: -** The bidder has to rework for those days at their own cost, when the meal prepared is not fit for consumption for poor quality materials, over cooked or under cooked food, foul odour emanating from the cooked food, presence of unhygienic foreign particles, insect part, etc.

L. In case of any damage to GRSE premises by Vendor. thereof happens while executing the work, the cost of damage will be recovered from vendor.

M. Any additional expenditure incurred by GRSE on account of poor workmanship by the vendor, will be recovered from the vendor.

N. Offers from vendors who have been issued notice / correspondence by GRSE for poor / non-performance **within last 6 months** from the date of publication of this tender may not be considered.

ARTICLE 24 अनुछेद 24: SUBMISSION OF BIDबिड की पेशी –

1. Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.

2. Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer.

After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal.

3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.

4. Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms & conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

ARTICLE 25अनुछेद 25: CONTRACT WORKMAN WAGE PAYMENT: -

a. Contractor is liable for payment of PF, ESI to their engaged workmen and for other labour oriented mandatory liabilities as applicable for the job.

b. The Contractor has to comply with the minimum wages &statutory liabilities (as revised time to time) of the engaged manpower applicable for the job.

c. Payment of wages to the contractor's employee should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's employee/workmen is mandatory. Vendors are to comply all statutory provisions for disbursing payment to their workmen/employees.

ARTICLE 26अनुछेद 26: STATUTORY RESPONSIBILITY OF CONTRACTOR DEPLOYING THEIR WORKMEN INSIDE GRSE PREMISES – AS PER ANNEXURE-5.

Archana Sharma
Manager (Contract) / **प्रबन्धक (संबिदा)**
Garden Reach Shipbuilders & Engineers Limited
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GRSE LTD.	**SOTR FOR ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS FOR TWO YEARS.**	**SOR NO. HR/Canteen/HMC/ CWC/Outsourcing/24-25**
DEPTT.: HR/CANTEEN		**REV: 1**
INSPECTION: HR DEPARTMENT	**PREPARED BY:** **SR. MANAGER (HR)/ CANTEEN, WELFARE & PENSION (L)**	**CHECKED & APPROVED BY:** **GM(HR&A)**

1. **<u>Scope of Services:</u>**

The bidder is to prepare and serve non-vegetarian and vegetarian wholesome lunch as per laid down menu using branded grocery, rice, fresh & good quality vegetables, fish, egg, chicken, mutton, etc. and serve in GRSE Hot Meal Canteens & Officers' Canteens and also provide allied services, i.e. cleaning, providing consumables like fennel (soft), toothpicks, tissue papers, hand wash liquids, cleaning agents, etc. The above services are required in following five units of GRSE for two years.

(a) **Main unit**
43/46, Garden Reach Road,
<u>Kolkata – 700 024.</u>

(b) **FOJ unit**
Netaji Subhas Dock Extension,
P-70, Karl Marx Sarani,
<u>Kolkata – 700 043.</u>

(c) **RBD unit**
44, Garden Reach Road,
<u>Kolkata – 700 024.</u>

(d) **61 Park unit**
61, Garden Reach Road,
<u>Kolkata – 700 024.</u>

(e) **Taratalla unit**
P/2/2, Taratala Road,
<u>Kolkata – 700 088.</u>

2. **<u>Detailed Scope of Work and Responsibility of the Bidder:</u>**

(a) **<u>Prepare and serve lunch:</u>**

(i) The bidder has to prepare and serve lunch for 05 (Five) days in a week i.e. from Monday to Friday except holidays for 'A', 'G' and 'B' shift diners. For Saturdays, lunch is to be prepared and served only for 'A' and 'B' shift diners. If there is any additional requirement to serve lunch on Sundays/Holidays or on Saturdays for 'A', 'G' and 'B' shift diners, same shall be notified by GRSE in advance. Cooking is to be done in GRSE premises only.

(ii) The bidder has to continue to provide lunch service from Monday to Saturday, as mentioned above irrespective of any call for Bandh or Strike on such day, if notice has been issued by GRSE for maintaining normalcy in GRSE on such day/s. Unit and shift-wise total approx. requirement of meal from Monday to Friday and Saturday is given below.

(iii) Shift and Unit-wise Lunch timing with estimated diners at Hot Meal Canteens per day:

Lunch schedule of each shift with number of approximate diners (OAs, Operatives, trainees, WOT, Coast Guard and Guest) per day of above mentioned GRSE units Hot Meal Canteens is furnished below.

Unit		**A Shift** (Lunch Time : 10.30 am to 11.00 am)		**G Shift** (Lunch Time : 12.30 pm to 1.00 pm)		**B Shift** (Lunch Time : 06.00 pm to 6.30 pm)	
		Hot Meal / day (appx.)	Dry Food / day (appx.)	Hot Meal / day (appx.)	Dry Food / day (appx.)	Hot Meal / day (appx.)	Dry Food / day (appx.)
Main	Mon - Fri :	04	-	446	140	-	12
	Sat :	04	-	-	-	-	12
FOJ	Mon - Fri :	10	-	341	-	-	07
	Sat :	10	-	-	-	-	07
RBD	Mon - Fri :	-	-	126	-	-	-
	Sat :	-	-	-	-	-	-
61 Park	Mon - Fri :	08	-	75	02	-	03
	Sat :	08	-	-	02	-	03
Taratala	Mon - Fri :	-	-	70	-	-	-
	Sat :	-	-	-	-	-	-

(iv) Tentative no. of diners at Hot Meal Canteen for two years:

The number of meals (hot meal + dry food) in all five units Hot Meal Canteens taken together will be approx. 658944 nos. (± 20%) for two years as detailed below:

Unit-wise projection

Unit	A Shift	G Shift		B Shift	**Total**
	Hot Meal	Hot Meal	Dry Food	Dry Food	
Main	2304	235488	73920	6912	**318624**
FOJ	5760	180048	-	4032	**189840**
RBD	-	66528	-	-	**66528**
61 Park	4608	39600	1056	1728	**46992**
Taratala	-	36960	-	-	**36960**
Total	**12672**	**558624**	**74976**	**12672**	**658944**

(v) Other conditions of Hot Meal Canteen:

(a) In no circumstances the lunch timing will be altered, except written permission from the unit canteen in-charges.

(b) Dry Food is only for OA and operative category of employees.

(c) Hot Meal in 'A' Shift is only for OA and operative category of employees.

(vi) Unit-wise lunch timing with estimated diners at Officers' Canteen per day:

Lunch schedule at Officers' Canteen in 'G' shift (12.30 pm to 1.00 pm) with number of approximate diners per day in each unit is furnished below.

Unit		Hot Meal / day (appx.)
Main	Mon - Fri	47
FOJ	Mon - Fri	07
RBD	Mon - Fri	12
61 Park	Mon - Fri	25
Taratala	Mon - Fri	11

(vii) Tentative no. of diners at Officers' Canteen for two years:

The number of meals (hot meal) in all five units Officers' Canteens taken together will be approx. 53856 nos. (± 20%) for two years as detailed below:

Unit-wise projection					
Unit	A Shift	G Shift		B Shift	**Total**
	Hot Meal	Hot Meal	Dry Food	Dry Food	
Main	-	24816	-	-	**24816**
FOJ	-	3696	-	-	**3696**
RBD	-	6336	-	-	**6336**
61 Park	-	13200	-	-	**13200**
Taratala	-	5808	-	-	**5808**
Total	**-**	**53856**	**-**	**-**	**53856**

(viii) Other conditions of Officers' Canteen:

(a) As mentioned, in Officers' Canteen meals would be served from 12.30 pm to 1.00 pm. In case of exigency / urgent work of the company, if an officer/supervisor arrives late i.e. after 1.00 pm, they should be served meal maximum up to 2.00 pm but not beyond. Further, lunch may be required to be served as per requirement at officers' canteens on Saturdays. Intimation on total number of lunch required at Officers' Canteens on Saturdays will be provided on previous Fridays.

(b) Meals prepared in Hot Meal Canteens are to be served in Officers' Canteens. Meal coupons are not issued to officers, supervisors and company guests. Separate meal registers are to be maintained for the same.

(c) Meals are to be served in Hot Meal Canteens and Officers' Canteens only. Except written authorization of GRSE unit canteen in-charges, no food is to be allowed outside the canteens.

(d) If required, meal is to be served at Officers' Canteens in 'A' shift as well.

(e) In 61 Park and Taratala Unit, Officers' canteen, i.e. dining area for officer and supervisor is adjacent to the Hot Meal Canteen. However, in Main, FOJ and RBD Unit, the Officers' Canteen is in separate place.

(b) **<u>Cleaning:</u>**

(i) The bidder is required to maintain canteen premises i.e. office room, store, kitchen, serving counter, dining hall, adjacent staircases, floor, doors, windows, washing places, basins, furniture, utensils, crockeries, cutleries, equipment, gadget etc. in a clean and hygienic condition. The bidder is to do cleaning of office, store, kitchen, dining hall, service counter, utensils, equipment, gas oven, fryer, dining tables, stools etc. on daily basis. Tables are to be cleaned after every batch of diners complete their lunch and thoroughly cleaned after the end of lunch time. The areas adjoining the canteen premises including the outlet drains are also to be kept in neat and clean condition.

(ii) Unit-wise approximate areas of the Canteens are appended below:

Unit	Area of floor (in sq. mtr.)	Area of wall (in sq. mtr.)
Main	1250	1650
FOJ	1000	1200
RBD	800	1000
61 Park	750	980
Taratala	100	180

(iii) The bidder is required to use good quality cleaning materials like cleaning agents, phenyl, disinfectant, pest control spray, liquid hand soap, scrubbers, brooms, sponge wipes, mops, buckets, mugs etc. and of standard quality for daily cleaning activities.

(iv) The bidder has to keep the canteen premises free from all types of rodents and will be responsible for pest control in all the canteens twice in a year.

(v) The bidder is required to provide suitable uniform, apron, cap, safety shoe, hand-gloves etc. for their staff engaged in the canteens. It is the responsibility of the bidder that the staff should come and work in neat and clean uniform.

(vi) The waste generated from the canteens are to be disposed-off in such a manner so that cleanliness is maintained around the canteen premises. The bidder is required to deploy their staff for disposal of food waste in designated places. The waste generated from these Canteens may be used as feed in bio-gas plants.

(vii) The bidder is required to take back empty gunny bags, poly-packets of rice, pulses, condiments, sugar, spices, empty oil tins, etc. from GRSE premises in regular intervals in order to maintain cleanliness in and around canteen premises.

(c) **<u>Meal Coupon:</u>**

(i) GRSE will issue non-transferable, non-returnable and non-refundable meal coupons to OAs, Operatives, trainees, WOT and Coast Guard personnel. The bidder is to collect the coupons from individual dinners at Hot Meal Canteens before serving of meal / dry food, each day.

(ii) The coupons will be issued by GRSE on weekly basis (Thursday to Saturday) to serve lunch in next week based on weekly coupons issued. For few emergency requirement coupons will also be issued on Monday till 10.00 am. Based on the coupon sold, GRSE will inform the bidder about total number of meals for next week. Payment will be made on total coupon sold in a month basis.

(iii) Due to exigencies of work, employee of one unit can avail meal in another unit by depositing coupon for a specific period in a week. Intimation regarding the same will be given to the bidder by respective canteen in-charges in advance.

(iv) Requirement of guest meal, as and when required will be intimated to the bidder by the respective canteen in-charges in advance or on the same day.

(d) **<u>Meal Register:</u>**

(i) The bidder is to maintain meal registers (Regular, Extra and Guest) at officers' canteens. It is the responsibility of the bidder to take signature of officers, supervisors and guests in the designated register before serving of meal. No payment will be made where signature of diner is not available.

(ii) Due to exigencies of work, officer/supervisor of one unit can avail meal in another unit for a specific period in a week. Intimation regarding the same will be given to the bidder by respective canteen in-charges in advance.

(iii) Requirement of guest meal, as and when required will be intimated to the bidder by the respective canteen in-charges in advance or on the same day.

(iv) The bidder is required to provide report by 18th of every month on total number of meals consumed by individual officer, supervisor and company guests in a month. Payment will be made based on the report submitted.

(e) **Extra Meal:**

(i) The bidder should also ready to provide meal on direct payment basis at Hot Meal Canteens and Officers Canteens between 1.00 pm to 1.30 pm. based on the intimation given by respective canteen in-charges.

(ii) The bidder should also be ready to cater few extra persons to provide meal at Officers' Canteens without taking any payment from the guests. Payment for guest meals will be made by GRSE.

(f) **Daily use consumables:**

The bidder is required to provide daily usage consumables such as tissue papers, fennel(soft), mouth-freshener, hand-wash, toothpick, etc. to the diners on regular basis both at Hot Meal Canteens and Officers Canteens. Enough quantity of such consumables should be provided to suffice for all diners.

(g) **Maintenance of various Records & Registers:**

(i) The bidder is required to maintain the following registers without any overwriting or modification, at the bidder's cost.

(a) Register for weekly menu.

(b) Daily cleaning register.

(c) LPG register with recordings of number of meals cooked per day.

(d) Register of bills submitted by the bidder.

(e) Inventory register of equipment, utensils, crockeries, etc.

(f) Register for maintenance / repair of utensils, gadgets, etc.

(g) Any other register required from time-to-time as directed by GRSE.

(h) Grievance / Suggestion Register.

(i) Register at Officers' Canteens.

(ii) All the above registers (formats given in Annexure - I) are to be maintained in all the unit canteens and must be properly signed and stamped by the bidder or his authorized representative on regular intervals. The registers will be verified by the respective canteen in-charges or their authorized representatives from time-to-time. All the registers should be handed over to the respective Canteen In-charges at the termination of the contract.

(h) **Precautionary measures and Safety:**

(i) All precautions are to be taken by the bidder for proper handling of equipment, utensils, crockery and cutlery sets to prevent breakage / damage. Inventory register of all equipment, utensils, crockeries, cutlery items, LPGs with manifold rooms, etc. is to be maintained by the bidder. Such registers are to be prepared at the commencement of the contract and to be updated every month, duly endorsed by the unit canteen in-charges or any other GRSE authorized personnel along with periodic checking of the items and LPG manifold room. Any breakage, damage, loss of equipment, utensils, crockeries, cutleries etc. are to be recorded in the inventory register with proper justification with countersignature of GRSE authorized personnel. The bidder shall replace / repair the damaged items at his own cost if the same is due to negligence or proper care by the staff of the bidder. The bidder has to submit the updated inventory register after completion of the contract.

(ii) The bidder is to take necessary steps to intimate the canteen in charges well in advance for required preventive maintenance of all items provided by GRSE to run the canteens smoothly during the contractual period.

(iii) All precautionary measures are to be adopted by the bidder to ensure safety, security and hygiene in the canteens / GRSE premises as per statute and company's rules. Any safety / security lapse will be viewed seriously. Accident, if any, in canteen premises should be informed to respective canteen in-charge immediately including initiating reports as per the statute. Further, all GRSE safety norms are to be followed properly.

(i) **<u>Price bid and billing procedure:</u>**

(i) The bidder has to submit rates in the price bid format for each element of jobs separately as mentioned below:

(a) To prepare and serve each hot meal (lunch) with daily use consumables.

(b) To prepare and serve each dry food with daily use consumables.

(c) To prepare and serve each special meal (lunch) with daily use consumables.

(d) Unit-wise cleaning of canteen per day.

(ii) All the above rates quoted by the bidder is subject to negotiation, if required, as per GRSE norms (A sample price bid format is given in Annexure – II).

(iii) Unit-wise separate monthly bill is to be submitted by the bidder for the above services. The bidder has to submit duly signed statement on total meal prepared & served as per coupons sold and report of Officers'

Canteens at the time of submission of unit-wise monthly bills to respective canteen in-charges.

(iv) Payment will be made by GRSE on the above services and GST will be applicable as per prevalent rules. Separate bill for each service is to be submitted.

(v) The quoted and finalized rates for preparation & serving of hot meal (lunch) with daily use consumables, preparation & serving of dry food with daily use consumables, preparation & serving of special meal with daily use consumables and cleaning of canteens will remain firm and fixed during the entire contractual period. The contract may be extended for further period upto one year on same rates, terms and conditions of the SOTR, NIT and PO depending upon satisfactory performance of the bidder.

(j) **Manpower to be deployed:**

(i) Supervisor:

To execute the jobs smoothly, the bidder has to deploy sufficient number of trained and experienced supervisors on regular basis in all five units for overall supervision of the GRSE canteens including distribution of jobs, maintain taste, quality & quantity of food, solve diner's grievance, implement suggestions, maintain records, stocks, requisitions, registers, etc.

(ii) Cook, Helper & labour:

Besides supervisors, sufficient number of experienced cook as well as experienced helper & labour cum cleaner / sweeper are to be deployed in all five units.

(iii) The deployed staff of the bidder should not be involved in any criminal cases in past. Further, the staff will not be permitted to work inside GRSE premises under the influence of alcohol and any other banned similar substances.

(iv) The staff should have clear antecedents and should be of pleasant personality. The bidder will be responsible for verifying the antecedents of their staff before deployment.

(v) The food-handlers should not have any skin disease or contagious disease. Further, the bidder is to mandatorily arrange necessary health check-ups of their deployed staff at least twice during the contractual period.

(vi) The bidder should engage their staff in such a manner so that the canteens operate in a smooth manner without any IR problem. Staff must not be changed frequently. In case of any exigency, it would be the responsibility of the bidder to take permission in advance from canteen in-charges for any change and also bidders' sole risk to brief the new staff of the duties required to be performed.

(vii) Any labour oriented issues with the staff deployed by the bidder have to be settled by the bidder himself. GRSE will not have any responsibilities for any issues between bidder and their staff.

(viii) The bidder will ensure discipline amongst the staff and his other employees.

(ix) The bidder has to provide uniform, hand gloves, cap, safety shoes, aprons, etc. while deploying their staff at GRSE. It is the responsibility of the bidder to ensure that the uniform and protective items are washed and thoroughly cleaned on regular intervals.

(k) **Requirement of manpower:**

(i) An indicative projection of manpower required for smooth running of canteens are furnished below:

Category	Main	FOJ	RBD	61 Park	TU	**Total**
Supervisor	3	2	1	1	1	**08**
Cook	4	3	2	1	2	**12**
Helper & Labour	13	8	4	3	4	**32**
TOTAL	**20**	**13**	**7**	**5**	**7**	**52**

(ii) Out of the 2 cook and 4 helper/labour of Taratala Unit, 1 cook and 1 helper/labour is to be deployed for 4 hours in the morning (6.00 AM to 10.00 AM) for prepare and serve/pack food to ‘A’ and ‘G’ shift security personnel and again for 4 hours in the afternoon (3.00 pm to 7.00 pm) for prepare and serve/pack food to ‘B’ and ‘C’ shift security personnel. This requirement is for seven days in a week.

(iii) GRSE reserves the right to decide, increase or decrease the actual number of manpower during the contractual period in consultation with the selected agency.

(l) **Minimum qualification of deployed staff:**

(i) Supervisor:

(aa) Minimum Higher Secondary or equivalent pass with last 02 years’ continuous experience in supervising job of large canteens / kitchens where daily diner strength is 300 or more.

(bb) Should be responsible for smooth functioning of the canteens and ensure there are no IR issues in GRSE related to canteen.

(cc) Should be capable of submitting system based MIS reports on canteen services to the canteen in-charges on daily basis.

(dd) Should have conversant with the local language.

(ee) Should be able to maintain all registers and records related to canteen operations besides daily job distribution, maintenance of stocks, etc.

(ii) Cook:

(aa) Should have minimum 03 years' experience in large canteens / kitchens / catering services and have through knowledge in preparing and serving delicious and tasty Bengali, Chinese, Mughlai and other Indian cuisines.

(bb) Should have last 2 years' continuous experience of cooking including grinding / pasting of spices, cutting of vegetables, fishes, chicken, mutton and other food stuffs after proper dressing and cleaning for 300 or more diners per day.

(cc) Should be able to clean the cooking appliances, gadgets and cooking area after completing cooking.

(dd) Should be able to arrange meals in the plates / dishes in pre-determined proportions.

(ee) Should be able to handle manually materials upto 20 kg. without any outside assistance, i.e. to put, unload, put aside, etc.

(ff) Should be able to communicate in Bengali and Hindi.

(iii) Helper & Labour:

(aa) Should have last 2 years' continuous experience where daily diner strength is 300 or more.

(bb) Should have experience in grinding / pasting of spices, cutting of vegetables fishes, chicken, mutton and other food stuffs after proper dressing and cleaning.

(cc) Should be able to prepare and arrange meals on thalis, plates, bowls in pre-determined proportion and serve drinking water in jugs and glasses.

(dd) Should have experience in fetching and removing utensils / crockeries from dining tables / specified places, wash utensils using hot and cold water, cleaning agents and by means of brushes, scrubbing sponge, steel wool, etc.

(ee) Should have experience in cleaning, swabbing, sweeping, dusting of large area, collecting plates, thalis, bowls, glasses, etc. after use by diners.

(ff) Should be able to clean the dining tables in hygienic manner within a short span of time for next batch of diners.

(gg) Should be able to handle manually materials upto 20 kg. without any outside assistance, i.e. to put, unload, put aside, etc.

(hh) Should be able to clean/wash office rooms, dining hall and cooking area, equipment, gadgets, utensils, furniture, basin, toilets, roads, drains, etc.

(ii) Should be able to handle / carry all types of materials including wastes manually.

(jj) Should be able to communicate in Bengali and Hindi.

(iv) The above minimum qualification is only the broad outline. There may be other requirements which are not specifically mentioned herein but required for carrying out the work smoothly. Experience certificate for all the above positions as deemed necessary shall be provided by the bidder as and when asked.

(m) **<u>GRSE Gate entry / exit procedure:</u>**

(i) <u>For deployed manpower:</u>

The bidder has to obtain individual Gate Pass of their staff as per GRSE gate entry/exit procedure. The bidder and their deployed staff must abide by the GRSE Security rules and regulations and also for arrangement of valid gate pass. Necessary Police verification of the concerned staff is mandatory without which no staff of the bidder will be allowed to enter GRSE premises. Deployed staff of the bidder has to record their attendance regularly in the GRSE attendance recorders.

(ii) <u>For materials:</u>

The bidder is to adhere to GRSE's gate entry / exit system for all the materials to be used in Hot Meal Canteens i.e. GRSE's gate office endorsed challans / invoices for all materials which is to be preserved by the bidder for future references, if any.

(n) **<u>Menu Specification</u>:**

(i) The bidder is required to decide weekly menu in consultation with respective canteen in-charge and Canteen Managing Committee members well in advance.

(ii) The bidder is to display weekly menu on the canteen noticeboard before 09:00 AM on first day of the week.

(i) Vegetarian / non- vegetarian lunch is to be cooked and served in Canteens.

(iv) Veg-fried rice and paneer curry is to be served thrice in a year i.e. on GRSE Day - 19 April, last Thursday of June and December without any extra cost. Besides the above, this menu may also require to be served 4 - 5 times more in a year as notified by GRSE without any extra cost. Veg-fried rice instead of rice and paneer curry instead of vegetable curry with other items specified in vegetarian/non-vegetarian menu. (Weight of paneer before cooking is to be 50 gm per meal). This is only for hot meals and not for dry food optees.

(v) The bidder is to prepare vegetable curry (main dish) and side dish vegetable item from different fresh seasonal vegetables on rotational basis. No repetition is allowed in a week and also in 'A' & 'B' Shifts.

(vi) The bidder shall prepare meal using fresh vegetables, fish, chicken, mutton, spices and good, standard quality raw materials of reputed brand (sealed pack) for grocery items which should be free from dust, insect, hair, foreign particles etc. The bidder should always use raw materials as mentioned in Annexure - III. The bidder shall ensure that no material which is adulterated, sub-standard or is otherwise injurious to the diner's health is used in cooking. The bidder will be solely responsible for such uses, occurrence and/or consequences thereof.

(vii) Dal is to be prepared from different standard quality pulses on rotation basis.

(viii) The food should be tasty and not be under-cooked or over-cooked.

(ix) Norms and quality of food items (raw materials) to be used for cooking and serving are furnished in Annexure - III. The quality of the raw materials, pulses, vegetables, fish, chicken, mutton, sweet, curd, etc. are subject to periodic inspection by respective canteen in-charges, canteen managing committee members and substandard quality of raw material are liable for rejection. Further, if the quality of raw materials or service is substandard, GRSE will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion. GRSE will have the right to decide and to prescribe varieties and brands of various raw materials to be used in cooking.

(o) **Weekly Menu of Hot Meal Canteens:**

(i) Weekly menu of Hot Meal Canteen is appended below:

Days	**A – Shift**	**G – Shift**	**B – Shift**
Monday	Hot Meal: Non Veg: Rice, Dal, Vegetable Curry (main dish), Egg Curry with one piece potato, Plain curd, Chutney / Lemon / Salad. Veg: In place of Egg Curry small veg curry of different vegetables.	Hot Meal: Same as 'A' shift. **OR** Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Plain curd, Sweet (Naram Pank Sandesh), Cake.	Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Plain curd, Sweet (Naram Pank Sandesh), Cake.
Tuesday	Hot Meal: Non Veg: Rice, Dal, Vegetable Curry (main dish), Fish Curry with one piece vegetable like aloo /potal /jhinga, etc, Chutney / Lemon / Salad, Sweet (Naram Pank Sandesh). Veg: In place of Fish Curry small veg curry of different vegetables and Plain curd.	Hot Meal: Same as 'A' shift. **OR** Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Plain curd, Sweet (Naram Pank Sandesh), Seasonal fruit.	Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Plain curd, Sweet (Naram Pank Sandesh), Seasonal fruit.
Wednesday	Hot Meal: Non Veg: Rice, Dal, Vegetable Curry (main dish), Chicken Curry, Chutney / Lemon / Salad, Sweet (Rajbhog). Veg: In place of Chicken Curry Fried vegetable and Plain curd.	Hot Meal: Same as 'A' shift **OR** Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Plain curd, Sweet (Naram Pank Sandesh), Cake.	Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Plain curd, Sweet (Rajbhog), Cake.
Thursday	Rice, Dal, Vegetable curry (main dish), Small vegetable / fried vegetable Sweet curd, Onion & chilly	Hot Meal: Same as 'A' shift **OR** Dry food:	Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Sweet curd, Sweet (Naram

		Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Sweet curd, Sweet (Naram Pank Sandesh), Seasonal fruit.	Pank Sandesh), Seasonal fruit.
Friday	Hot Meal: Non Veg: Rice, Dal, Vegetable Curry (main dish), Fish Curry, Chutney / Lemon / Salad, Sweet Rajbhog). Veg: In place of Fish Curry small veg curry of different vegetables / fried vegetable and Sweet curd.	Hot Meal: Same as 'A' shift **OR** Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Sweet curd, Sweet (Naram Pank Sandesh), Seasonal fruit.	Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Sweet curd, Sweet (Rajbhgo), Seasonal fruit.
Saturday	Hot Meal: Non Veg: Rice, Dal, Vegetable Curry, Egg Curry, Sweet curd, Chutney / Lemon / Salad. Veg: In place of Egg Curry fried vegetable.	-	Dry food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg, Sweet curd, Sweet (Rajbhog), Cake.

(ii) Monday & Saturday: **Non-Veg (Egg).**
(iii) Wednesday: **Non-Veg (Chicken).**
(iv) Tuesday, & Friday: **Non-Veg (Ruhi Fish).**
(v) Thursday: **Veg.**
(vi) On special meal day dry food diners may opt special meal in place of dry food. Necessary coupon for the same will be provided by GRSE to the diners.
(vii) In place of normal rice and dal, Khichri may be served on Thursday as per GRSE's requirement.
(viii) In place of Ruhi fish, bidder should be ready to provide different types of small fishes like Koi, Bata, Parshe, Chara Pona, Tangra, Telapia, etc. 2-3 times in a month.
(ix) GRSE may alter, add or remove any menu and the same will be binding to the bidder during the contractual period.

(p) **Weekly menu of Officers' Canteen (only for 'G' Shift):**

(i) Same as mentioned in sl.2(o) above. Dry food facility is not available at officers' canteens.

(ii) Handmade Roti (4 pcs.) in lieu of Rice for few diners are to be catered, if required.

(iii) Diners of officers' canteen who have availed minimum 10 days meal in previous month, i.e. (18^{th} of previous month to 17^{th} of current month) are to be provided special meal on the finalized hot meal rate.

(q) **Special menu of Hot Meal Canteen & Officers' Canteen (Once a month:**

(i) Special menu of Hot Meal Canteen & Officers' Canteen are furnished below:

Month	Menu
January	Non Veg: Mutton Biryani (Sufficient quantity rice with 125 gm Mutton; 65 gm Potato; 50 gm Egg); Chicken Chap (100 gm x 1 pc), green salad, Jal Bhara Sandesh. Veg: Veg Biryani (Sufficient quantity rice with 65 gm Potato and other vegetables like mushroom, paneer, seasonal veg, etc.), Shahee Paneer (125 gm.), Aloo Gobi Motor (100 gm), green salad, Jal Bhara Sandesh. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Rajbhog), Cake, Paneer Patties, Apple (2 pcs.), Banana (2 pcs).
February	Non Veg: Veg Fried Rice (Sufficient quantity Rice with vegetables, cashew nuts, rasin, etc.), Bhekti Chilli Fish (30 gm x 4pcs), Veg Manchurian (2 pcs.), Jal Bhara Sandesh. Veg: Veg Fried Rice (Sufficient quantity Rice with vegetables, cashew nuts, rasin, etc.), Chilli Paneer (100 gm), Veg Manchurian (2 pcs.), Apple (1 pc), Jal Bhara Sandesh. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Rajbhog), Cake, Paneer Patties, Apple (2 pcs.), Banana (2 pcs).
March	Non Veg: Chicken Biryani (Sufficient quantity Rice with 125 gm Chicken; 65 gm Potato; 50 gm Egg), Motton Rezala (100 gm x 1 pc), green salad, Ice cream. Veg: Veg Biryani (Sufficient quantity Rice; 65 gm Potato with other vegetables like mushroom, paneer, seasonal veg, etc.), Shahee Paneer (125 gm.), Stuffed Potato (75 gm), green salad, Ice cream. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Rajbhog), Cake, Guava (2 pcs.), Banana (2 pcs), Ice Cream.
April	Non Veg: Banskathi Rice, Nabaratna Dal, French Fry, Mixed Veg, Pabda (100 gm x 2 pcs), Ice Cream. Veg: Banskathi Rice, Nabaratna Dal, French Fry, Mixed Veg, Kanchkola Kofta (4 pcs.), Apple (1 pc.) Ice Cream. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Rajbhog), Cake, Veg Patties, Guava (2 pcs.), Banana (2 pcs).

May	Non Veg: Basmati Rice, Nabaratna Dal, Jhuri Aaloo Bhaja, Mixed Veg, Pomfret (100 gm x 2 pcs), Ice Cream. Veg: Basmati Rice, Nabaratna Dal, Jhuri Aaloo Bhaja, Mixed Veg, Enchor Kofta (4 pcs.), Guava (1 pc), Ice Cream. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Rajbhog), Cake, Guava (2 pcs.), Banana (2 pcs), Ice Cream.
June	Non Veg: Banskathi Rice, Nabaratna Dal, Beguni, Dhokar Dalna (2 pcs.), Prawn (75 gm x 4 pcs.), Ice Cream. Veg: Banskathi Rice, Nabaratna Dal, Beguni, Dhokar Dalna (2 pcs.), Malai Kofta (4 pcs.), Mango (1 pc.), Ice Cream. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Rajbhog), Cake, Paneer Patties, Mango (2 pcs.), Banana (2 pcs).
July	Non Veg: Veg Fried Rice (Sufficient quantity Rice with vegetables, cashew nuts, rasin, etc.), Chili Chicken (40 gm x 4pcs), Veg Manchurian (2 pcs.), Jal Bhara Sandesh. Veg: Veg Fried Rice (Sufficient quantity Rice with vegetables, cashew nuts, rasin, etc.), Chilli Paneer (100 gm), Veg Manchurian (2 pcs.), Mango (1 pc), Jal Bhara Sandesh. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Sandesh), Cake, Mango (2 pcs.), Banana (2 pcs), Ice Cream.
August	Non Veg: Banskathi Rice, Nabaratna Dal, Jhuri Aaloo Bhaja, Potol Dolma (4 pcs.), Hilsha (80 gm x 1 pc), Ice Cream. Veg: Banskathi Rice, Nabaratna Dal, Jhuri Aaloo Bhaja, Potol Dolma (4 pcs.), Malai Kofta (2 pcs), Guava (1 pc.), Ice Cream. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Sandesh), Cake, Veg Patties, Sweet Lime (2 pcs.), Banana (2 pcs).
September	Non Veg: Mutton Biryani (Sufficient quantity rice with 125 gm Mutton; 65 gm Potato; 50 gm Egg); Chicken Chap (100 gm x 1 pc), green salad, Ice Cream. Veg: Veg Biryani (Sufficient quantity rice with 65 gm Potato and other vegetables like mushroom, paneer, seasonal veg, etc.), Kadai Paneer (125 gm.), Kashmiri Aaloo Dum (75 gm), green salad, Ice cream. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Sandesh), Cake, Sweet Lime (2 pcs.), Banana (2 pcs), Ice Cream.

October	Non Veg: Basanti Pulao, Beguni, Kashmiri Aaloo Dum (75 gm), Mutton Kasha (65 gm x 2 pc with one potato), Ice Cream. Veg: Basanti Pulao, Beguni, Kashmiri Aaloo Dum (75 gm), Kadai Paneer (100 gm), Pear (1 pc.), Ice Cream. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Sandesh), Cake, Sweet Lime (2 pcs.), Banana (2 pcs), Ice Cream.
November	Non Veg: Chicken Biryani (Sufficient quantity Rice with 125 gm Chicken; 65 gm Potato; 50 gm Egg), Motton Rezala (100 gm x 1 pc), green salad, Kamala Bhog. Veg: Veg Biryani (Sufficient quantity Rice; 65 gm Potato with other vegetables like mushroom, paneer, seasonal veg, etc.), Shahee Paneer (125 gm.), Stuffed Potato (100 gm), green salad, Kamala Bhog. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Sandesh), Cake, Veg Patties, Aple (2 pcs.), Banana (2 pcs).
December	Non Veg: Pea Rice, Nabaratna Dal, Gobi Pakora, Mixed Veg, Bekti Paturi (60 gm x 2 pcs), Jal Bhara Sandesh. Veg: Pea Rice, Nabaratna Dal, Gobi Pakora, Mixed Veg, Sahee Paneer (125 gm), Apple (1 pc.), Jal Bhara Sandesh. Dry Food: Bread loaf, Dal / Ghugni / Aalu dum, Boiled egg (2 pcs), Sweet curd, Sweet (Sandesh), Cake, Paneer Patties, Apple (2 pcs.), Banana (2 pcs).

(ii) It is the duty of the bidder to provide special meal to dry food diners if they want to avail in lieu of dry food on that particular day. Special coupon for the same will be provided by GRSE to those diners.

(iii) Special meal generally served on any day in last week of the month.

(iv) GRSE reserves the right to change the special menu at its discretion giving 15 days notice to the bidder.

(r) **Entitlement of each diner:**

(i) For Hot Meal:

Description of items	Quantity	Norms
Rice	Normally 175 gm per head before cooking. However, it is the responsibility of the bidder	Standard miniket variety. Sample will be provided during TNC.

	to ensure that there is no wastage. Accordingly, bidder is to increase or decrease the quantity as per actual requirement.	
Dal (moong, musur, matar, arhar, beuli)	Normally 30 gm per head before cooking. it is the responsibility of the bidder to ensure that there is no wastage. Accordingly, bidder is to increase or decrease the quantity as per actual requirement.	Standard quality on rotation basis. Samples will be provided during TNC.
RUHI Fish (without head and intestine)	80 gm per head (01 piece).	Fresh fish size weighing 2.5 kg and above
Other small fishes like Koi, Parshe, Bata, Telapia, Tangra, etc.	100 gm per head (01 piece.)	Standard and fresh quality
Poultry Egg	Weighing 50 gm and above per piece (01 no. per head).	Standard quality
Chicken	Weighing 130 gm per head (2 pcs. x 65 gm).	Standard quality
Seasonal Vegetable + Potato (Main dish)	(100 gm + 50 gm) per head before cooking.	Vegetable : Potato = 2:1
Seasonal Vegetable + Potato (Side dish) or any fried vegetable item	(50 gm + 25 gm) per head before cooking.	Vegetable : Potato = 2:1
Onion, lemon, green chili, cucumber, etc.	Half onion, lemon, cucumber and 2 pcs. green chili.	Fresh quality.
Rajbhog	Standard size	Standard quality (same Rajbhog throughout the contract period). Sample will be provided during TNC. To be procured from Panna Sweets – Behala, New Chaturbhuj – Khidderpore, Suresh Moyra or Kalika Sweets. However, canteen managing committee may alter the same as per diners requirement.
Narom Pank Sandesh	Standard size	Standard quality (same Sandesh throughout the contract period). Sample will

		be provided during TNC. To be procured from Panna Sweets – Behala, New Chaturbhuj – Khidderpore, Suresh Moyra or Kalika Sweets. However, canteen managing committee may alter the same as per diners requirement.
Sweet Curd	Normally 80 gm to 120 gm cup as currently available in the market.	Standard quality. Sample will be provided during TNC.
Plain Curd	Normally 80 gm to 120 gm cup as currently available in the market.	Standard quality. Sample will be provided during TNC.
Paneer	50 gm before cooking	Standard quality.

(ii) For Dry Food:

Description of items	Norms	Remarks
White Sandwich Bread Loaf	200 gm packet per head	Standard quality. Sample will be provided during TNC.
Channa Dal / Ghoogni / Aloo Dum	175 gm per head after cooking.	Standard quality on rotation basis. Sample will be provided during TNC.
Poultry Egg (Boiled)	Weighing 50 gm and above per piece (01 no. per head).	Standard quality
Rajbhog	Standard size	Standard quality (same Rajbhog throughout the contract period). Sample will be provided during TNC. To be procured from Panna Sweets – Behala, New Chaturbhuj – Khidderpore, Suresh Moyra or Kalika Sweets. However, canteen managing committee may alter the same as per diners requirement.
Narom Pank Sandesh	Standard size	Standard quality (same Sandesh throughout the contract period). Sample will be provided during TNC. To be procured from Panna Sweets – Behala, New Chaturbhuj – Khidderpore, Suresh Moyra or Kalika Sweets. However, canteen managing committee may

		alter the same as per diners requirement.
Sweet Curd	Normally 80 gm to 120 gm cup as currently available in the market.	Standard quality. Sample will be provided during TNC.
Plain Curd	Normally 80 gm to 120 gm cup as currently available in the market.	Standard quality. Sample will be provided during TNC.
Cake	Normally 10 gm to 15 gm packet as currently available in the market.	Standard quality.
Fruit	Seasonal fruits like banana, apple, mango, pear, guava. orange, sweet lime, etc. Banana will be 2 pcs and other fruits 1 pc. per head per day. Banana should not be repeated more than two days in a week.	Standard size and quality.
Hard Paper Glass	250 ml	For distributing channa dal/ ghoogni / aloo dum
Non Plastic carry bag	To carry dry food items	Standard size and quality.

(iii) <u>For Special Meal:</u>

Description of items	Quantity	Norms
Rice	Normally 175 gm per head before cooking. However, it is the responsibility of the bidder to ensure that there is no wastage. Accordingly, bidder is to increase or decrease the quantity as per actual requirement.	Standard Banskathi, Basmati and Dehradun variety as per menu specification. Sample will be provided during TNC.
Dal (Sona moong)	Normally 30 gm per head before cooking. Nabaratna dal is to be prepared with varieties of vegetables, cashew, resin, etc. It is the responsibility of the bidder	Standard and fresh quality Samples will be provided during TNC.

	to ensure that there is no wastage. Accordingly, bidder is to increase or decrease the quantity as per actual requirement.	
Bhekti Fish (bone less) for chili fish	120 gm (30 gm x 4 pieces) per head.	Standard and fresh quality
Bhekti Fish (bone less) for paturi	120 gm (60 gm x 2 pieces) per head.	Standard and fresh quality
Chicken (bone less) for chili chicken	160 gm (40 gm x 4 pieces) per head.	Standard and fresh quality
Chicken for biriyani	125 gm (01 piece) per head.	Standard and fresh quality
Chicken for chicken chap	100 gm (01 piece) per head	Standard and fresh quality
Mutton for mutton kasha	130 gm (02 pieces) per head with 01 piece potato	Standard and fresh quality
Mutton for biriyani	125 gm (01 piece) per head.	Standard and fresh quality
Mutton for mutton rezala	100 gm (01 piece) per head	Standard and fresh quality
Vegetables for Veg biriyani	Sufficient vegetables like mushroom, paneer, seasonal veg, etc.	Standard and fresh quality
Paneer for chili paneer	100 gm per head	Standard and fresh quality
Paneer for Sahi paneer, Kadai paneer	125 gm per head	Standard and fresh quality
Vegetable for veg Manchurian	Manchurian is to be prepared with varieties of vegetables like cauliflower, carrot, cabbage, green peas, capsicum, bell paper, etc.	Standard and fresh quality
Malai Kofta, Kanch kolar kofta, Enchor kofta, Potol dolma	04 pcs. per head	Standard and fresh quality
Potato for biryani	65 gm (01 no. per head)	Standard and fresh quality
Poultry Egg for biryani	Weighing 50 gm and above per piece (01 no. per head).	Standard quality
Hilsha (without head and intestine)	(80 gm x 1 piece) per head	Standard and fresh quality. Minimum size 1 kg or above.
Pabda	Minimum 100 gm x 2 pieces per head.	Standard and fresh quality
Pomfret	Minimum 100 gm x 2 pieces per head.	Standard and fresh quality

Prawn	Minimum 75 gm x 4 pcs per head	Standard and fresh quality
Seasonal Vegetable	Sufficient vegetables as per requirement	Standard and fresh quality
Ice Cream (cup / cone / stick)	Standard size	Standard and fresh quality
Sandesh (Jol bhara)	Big size	Standard quality to be procured from Panna Sweets – Behala, New Chaturbhuj – Khidderpore, Suresh Moyra or Kalika Sweets. However, canteen managing committee may alter the same as per diners requirement.
Kamla Bhog	Big Size	Standard quality to be procured from Panna Sweets – Behala, New Chaturbhuj – Khidderpore, Suresh Moyra or Kalika Sweets. However, canteen managing committee may alter the same as per diners requirement.
Veg/Paneer Patties	Standard Size and fresh	Standard quality to be procured from Monginis, Mio Amore, Jalajog, Just Baked, etc. However, canteen managing committee may alter the same as per diners requirement.

(iv) Detail specification of each items and raw materials to be procured and used are enumerated in Annexure – III. The same to be followed strictly during the entire contractual period.

(s) **<u>Other:</u>**

(i) Beside daily normal service, the bidder may have to provide cooking, serving, cleaning services in case of exigency, within six (06) hours of notice in any Kolkata based GRSE units.

(ii) The bidder must comply with provisions of the Food Safety and Standards Act, 2006 and Regulations, 2011 **(FSSAI Certification)** during the entire tenure of the contract w.r.t. the preparation and serving of meals in GRSE.

(iii) In the event of dispute of any nature, the decision of GRSE shall be final and binding on the bidder. Further, if any information given by the bidder is subsequently found to be false or misleading, GRSE reserves the right to terminate the contract without any notice or assigning any reason thereof.

(iv) If after award of contract, the performance of the bidder is found unsatisfactory or the bidder deviates from any of the conditions of contract, GRSE reserves the right to cancel the contract and forfeit the Security Deposit at any time after issuing notice for unsatisfactory performance of the bidder.

3. **Total Quantum of Job:**

(a) For prepare and serve hot meal, special meal and dry food refer para 2(a).

(b) Cleaning job as detailed at para 2(b).

4. **Quantity Variation:**

(± 20%).

5. **Provision for rework or modification:**

The bidder has to rework for those days at their own cost, when the meal prepared is not fit for consumption for poor quality materials, over cooked or under cooked food, foul odor emanating from the cooked food, presence of unhygienic foreign particles, insect part, etc.

6. **Method of measurement:**

As detailed at para 2(i).

7. **Unit of measurement:**

As detailed at para 2(i).

8. **Manpower requirement:**

As detailed at para 2(j), 2(k) and 2(l).

9. **Qualification criteria:**

(a) Eligibility criteria:

(i) Bidder experienced in successfully providing canteen services i.e. cooking, serving, distribution of lunch, cleaning & washing of kitchen, dining halls, washing of utensils and other related services to at-least 300 diners on daily basis i.e. for serving minimum 75,000 diners for a continuous period of 01 year in between 01 Jan 2020 and 31 Dec 2024 will be eligible to apply. The bidder has to provide copies of purchase orders in support of its aforesaid experience in any Government Department, PSUs, Government Guest House, Reputed Higher Educational Institutions, providing food services to patients in at-least 700 bedded reputed hospitals, Industrial Canteens of reputed Limited Company, IT company, etc.

(ii) Bidder experienced in running catering services, restaurants, providing food service in hotels, lodges, etc. for minimum 300 dinners, at least 400 times during the period from 01 Jan 2020 and 31 Dec 2024 will also be eligible to apply. Documentary proof of the same is to be provided in support of the above said experience.

(iii) Besides valid PF, ESI, Labour Licence, Trade Licence, GST registrations and aforesaid experiences, bidder having FSSAI licence, ISO 9001:2015 and/or ISO 22000:2005 / ISO 22000:2018 certification valid till

31 January 2025 will only be eligible to apply. Such certificates need to be renewed thereafter till validity of the contract.

(iv) The bidder should establish regional office in and around Kolkata / Howrah / South 24 Parganas within one month after awarding of contract if they do not have registered / regional office in the above mentioned places.

(v) It is the responsibility of the bidder to arrange visit of aforesaid canteens / places where currently they have a running contract failing which their offer will be liable for rejection. GRSE also reserves the right to reject any offer if it is found that the canteen/s currently run the bidder is unsatisfactory to GRSE.

(b) Requirement of machinery, tools & gadgets:
Not applicable.

10. **GRSE's Scope of Supply:**

(a) **Materials:**

(i) **Free issue materials:**

Utensils, crockery, cutlery, equipment, gadget required for cooking and serving meal to the diners will generally be provided in all the units.

(ii) **Free issue consumables:**

Electricity, water and fuel will generally be provided in all the units.

(b) **Facilities / infrastructure:**

Furniture for dining hall, kitchen, office and storage facility, etc. will be provided in all units.

11. **Vendor's scope of supply:**

(a) **Raw Materials for cooking:**

Raw materials for vegetarian and non-vegetarian meal, dry food, etc. should be as detailed at para 2 (r) & Annexure – III.

(b) **Cleaning materials:**

(i) The bidder is required to provide good quality and branded cleaning materials like cleaning agents, phenyl, disinfectant, pest control spray, liquid soap, scrubbers, brooms, sponge wipes, mops, buckets, mugs, etc., of standard quality and sufficient in quantity for purpose of cleaning. For details of cleaning work refer para 2 (b).

(ii) Tentative quantity of cleaning agents for running GRSE Canteens*:*

Unit	Liquid Soap (in Ltr./month)	Phenyl (in Ltr./month)	Bleaching powder (in Kg/month)	Washing basin bowl cleaner (in Ltr./month)
Main	75	45	15	08

FOJ	65	40	15	06
RBD	45	30	08	06
61 Park	45	30	07	03
Taratalla	15	15	05	02
Total/month	*270*	*160*	*50*	*25*
Total for one year	**2940**	**1920**	**600**	**300**

(iii) The aforesaid quantity of cleaning agents, materials, equipment etc. are only illustrative but not exhaustive. The bidder is required to provide good quality cleaning materials like cleaning agents, phenyl, disinfectant, pest control spray, liquid soap, scrubbers, brooms, sponge wipes, mops, buckets, mugs, etc. of standard quality and sufficient in quantity in such a manner so that daily cleaning can be done to maintain office, store room, kitchen, dining hall, staircase, floor, doors, windows, washing places, basin, etc. in a clean and hygienic condition and the precincts are cleaned and kept in sanitized condition as per statute. The furniture, service counter, utensils, crockeries, cutleries, equipment, gadget etc. should be in clean and hygiene condition as per statute.

(c) **Consumables:**
Refer para 2(f) and Annexure - III.

(d) **List of documents:**
The bidder is required to use good quality and standard size registers at its own cost for record keeping purpose as detailed at para 2 (d), 2 (g) and Annexure - I.

(e) **Details of manpower:**
Refer para 2(j), 2(k) and 2(l).

(f) **Facilities / infrastructure:**
(i) Not applicable.

(ii) Details of tools & tackles:
Not applicable. However, the bidder shall replace / repair the damaged items at his own cost if the same is due to negligence or proper care by the staff of the bidder. The bidder has to submit the updated inventory register after completion of the contract.

(g) **Ensuring safety for men & material:**
All precautionary measures are to be adopted by the bidder to ensure safety of their deployed staff and equipment in the canteens as per statutory obligations and company's safety guidelines / manual. For details refer para 2(h).

12. **Quality Control:**

(a) **Minimum criteria:**

The bidder shall prepare lunch using fresh vegetables and good, standard quality branded raw materials such as rice, grocery items, fish, chicken, mutton, etc. All raw material used for cooking should be free from dust, insect parts, hair, foreign particles, etc. Detailed list of grocery, vegetables and other raw materials with norms required for cooking and serving is provided at para 2 (r) & Annexure – III.

(b) **Minimum criteria for quality of raw materials, consumables supplied:**

As detailed at Annexure - III.

(c) **Minimum criteria for quality of work done:**

Cooked food and supplied sweets, curd, fruits, cakes, etc. should be tasty and neither be under-cooked nor over-cooked. Further refer para 5.

13. **Quality Inspection:**

Any Statutory Authority or their representatives, GM(HR&A), In-charge (Canteen), Unit Canteen In-charges or their authorized representative, canteen managing committee may check quality of services provided by the bidder at any time and without any prior notice.

14. **Work done certificate:**

(a) **Certification procedure:**

The bidder is required to submit unit-wise monthly work done certificate, for each service, i.e. preparing and serving hot meal, preparing and serving special meal, preparing and serving dry food and cleaning of canteen with supporting documents (if required) in triplicate, duly signed and stamped by authorized representative of the bidder and counter stamp, signed by the canteen in charges along with the monthly bills. No defective/incomplete bills will be entertained under any circumstances.

(b) **Certification authority:**

The bills submitted by the bidder will be thoroughly checked and certified by respective unit canteen In-charges or any other representative authorized by GM(HR&A) for processing of bills including SAP service entry sheet and onward forwarding to Finance Department for payment within 15 days after receipt of the bill subject to deduction of Tax as per prevailing rules. Unit canteen in-charges will forward the duly certified bill along with certified work done certificate to corporate HR department for necessary payment through SAP.

15. **Delivery schedule:**

Job starting & completion date:

As mentioned in Purchase Order or LOI.

16. **Special terms & conditions:**

(a) **Job to be distributed or not:**

(i) Bidder is not permitted to do job distribution or sub-contracting without prior approval of GM(HR&A) or their authorized representative.

(ii) Bidder can apply either for Part – A (Hot Meal Canteen) or for Part – B (Contractors' Workmen Canteen). Offer will be rejected if it is found that any bidder has applied for both.

(b) **Food Preservation:**

It is the responsibility of the bidder to preserve one portion of every day's complete meal for minimum 48 hrs. Necessary modalities of such preservation will be intimated by GRSE.

(c) **Liquidated Damages / Penal provision:**

(i) The bidder should perform in effective and efficient manner to discharge their responsibilities as per the scope of work laid down in this SOTR, PO or LOI and comply with all statutory provisions, rules and GRSE policies while discharging their duties. Any delay in lunch service over 10 minutes from the scheduled lunch time in any canteens of Main, FOJ, RBD, 61 Park or Taratala unit resulting in loss of production and/or IR issue will not be accepted and will attract levy of penalty by way of deduction of 10% from bills by the respective unit canteen in-charges for that day. In case if it is found that meal service is delayed for more than 3 times in a year, under such circumstances, GRSE will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion.

(ii) If the bidder fails to carry out the work repeatedly as per the terms and conditions mentioned herein above, the contract is liable to be terminated immediately without any further notice or intimation and in such cases the Security Deposit amount will be forfeited and the work will be arranged through other sources/parties, as may be decided by GRSE entirely at the risk and cost of the bidder. Any loss sustained by GRSE by way of any such failure on the part of the bidder shall be realized from the bidder.

(iii) The bidder shall prepare meal using fresh vegetables, fish, chicken, mutton, paneer, egg, spices and good, standard quality raw materials of reputed brand (sealed pack) for grocery items which should be free from dust, insect, hair, foreign particles etc. strictly as per brands specified at Annexure – III. The bidder shall ensure that no material which is adulterated, sub-standard or is otherwise injurious to the diner's health is used in cooking. Further, the bidder should ensure that vegetables, fish, chicken, egg, mutton, paneer, etc. are fresh and not below the minimum weight specified in this SOTR and at Annexure – III. The bidder will be solely responsible for such uses, occurrence and/or consequences thereof. If the quality of materials used for cooking or service is substandard, below weight, etc. GRSE will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion.

(iv) The supplied Ruhi Fish weighing 2.5 kg or above (before cutting) should be fresh. Further, during the monsoon period, specially from July to September fish generally contains eggs. In that case, GRSE at its discretion may reject the thinner part of fish, if any, for containing eggs.

Accordingly, it is the responsibility of the bidder to bring extra Ruhi fish than actual requirement to cater all diners so that no shortage of quantity occurs.

(v) If after award of contract, the performance of the bidder is found unsatisfactory or the bidder deviates from any of the conditions of contract, GRSE reserves the right to cancel the contract and forfeit the Security Deposit at any time after issuing notice for unsatisfactory performance of the bidder.

(vi) The bidder has to rework for those days at their own cost, when the meal prepared is not fit for consumption for poor quality materials, over cooked or under cooked, foul odour emanating from the cooked food, etc. The re-work should be completed in such a way so that the diners can avail lunch as per scheduled lunch timing.

(vii) It is the responsibility of the bidder to ensure that meals are prepared and served in proper hygienic condition. Presence of any unhygienic foreign particles, insect part, worms, etc. may attract levy of penalty of Rs.10,000/- from bills by the respective unit canteen in-charges for that day.

(viii) If any complaint received from the Canteen Managing Committee members / GRSE deployed staff at canteens and / or from minimum 10 diners regarding quality, quantity of food and / or service related matter, GRSE reserves the right to impose penalty by way of deduction of 5% from bills by the respective unit canteen-in-charges. In such cases, an inspection committee will be set-up to enquire about the complaint and decision of the committee will be binding to all parties. Further, if such complaints received continuously for three months, GRSE reserves the right to discontinue the service by giving one month's notice forfeiting the Security Deposit and the work will be arranged through other sources/parties, as may be decided by GRSE entirely at the risk and cost of the bidder during the balance contract period. Any loss sustained by GRSE by way of any such failure on the part of the bidder shall be realized from the bidder.

(ix) If any safety protocol framed by GRSE is violated by the bidder and/or their deployed staff at canteens, then necessary penal action will be taken as per GRSE laid down Safety Policy.

(d) **<u>Indemnification:</u>**

The bidder shall duly observe and comply with all laws, rules and regulations of the land, in force from time to time to run the canteen service and shall keep GRSE fully indemnified off from and against any claim and demand in respect thereof. Further, the bidder will keep GRSE indemnified off from and against all claims and demands by the staff/employees of the bidder whether in respect of any accident or for injury or for employment or in any other respect whatsoever.

(e) **Operating Expense:**

All expenses required for running the canteen such as cost of raw materials, consumables, other items and also replacement of any sub-standard materials, cleaning, salary of staff, PF, ESI, Bonus, other statutory liabilities related thereon, insurance charges, cost of uniform for staff, etc. shall be paid and borne by the bidder only and no claim on any such account can be made from GRSE in the regard.

(f) **Rights:**

GRSE reserves the right for any variation, modification or alteration of any Terms or Conditions contained herein and such variation / modification / alteration shall be binding on the bidder.

GRSE reserves the right to accept or reject any offer or a part thereof without assigning any reason.

(g) **Omission / Commission:**

The bidder will be fully responsible for all acts of omissions or commissions of the staff deployed by them and will be liable to reimburse all losses and damages caused to GRSE due to such omissions or commissions by the said staff, without any demur immediately on a demand by GRSE in such regard.

(h) **Breach of Terms & Conditions:**

In the event of failure or breach on the part of the bidder to perform and/or comply with the Terms & Conditions of the contract, the contract shall be liable to terminate by serving 30 days' notice in writing by GRSE at the risk and cost of the bidder. Differential cost so incurred and/or any other loss or damage suffered by GRSE due to such failure on the part of the bidder shall be recovered from the bidder from their pending bills or through any other recourse considered appropriate. In addition to this recourse as above, the Security Deposit submitted by the bidder shall also be forfeited by GRSE.

(i) **Termination:**

In case, the bidder commit breach of any of the Terms and Condition set forth herein, including failure to render services, GRSE reserves its right to terminate the contract at the risk and cost of the bidder upon 30 days notice in writing.

(j) **Foreclosure:**

The contract may be foreclosed by GRSE without any financial implication / obligation whatsoever by giving one month's notice in writing with or without assigning any reason. In the event of foreclosure, bidder shall be entitled for payment of all their dues for the services rendered by them till the date of foreclosure. No claim of any loss or damage whatsoever shall be claimed by the bidder from GRSE on account of such foreclosure.

(k) **Others:**

(i) GRSE may award part order as per its discretion.

(ii) TNC at scheduled date and time with relevant documents which testifies to their fulfilment of qualification criteria.

(iv) Any request for change of location and/or date and/or time for TNC & PNC will not be entertained.

(v) If the bidder attend the TNC without relevant documents or fails to attend the TNC at scheduled date and time, GRSE reserves the right to eliminate the bidder without providing further chance to participate in the tender.

(vi) Bills older than 90 days shall be considered as time barred and not entertained subsequently.

(vii) GRSE reserves the right to discontinue the service in all/any of its canteens or to terminate the contract with prior notice of 30 days without assigning any reason. GRSE also reserves its rights to stop the service for a specific period and/or for temporary period during tenure of the contract without assigning any reason with 72 hours prior notice thereto.

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Annexure - I

Specimen of registers to be maintained):

(i) Weekly menu register:

Date	Day	Menu	Actual diner strength	Remarks

(ii) Daily cleaning register:

Date	Dining hall	Kitchen area	Office & store	Utensils	Equipment / Gadget	Signature by bidder		Remarks	GRSE representative
						Cleaning staff	Supervisor		

(iii) LPG register:

Date	Empty cylinder out	Challan no. & date	Full cylinder in	Challan no. & date	SIR no & date	Meal cooked	Remarks

(v) Register of bills submitted by the bidder:

Sl No.	Bill No.	Bill Date	BTN No.	Bill submission date

(vi) Register for maintenance / repair work:

Date	Maintenance / problem brief	Concerned department	Maintenance / repair date	Remarks

(vii) Inventory register of utensils / gadget / crockeries:

Utensils / gadget / crockeries	Month/Year		Next Month/Year	
	Quantity (in No.)	Remarks	Quantity (in No.)	Remarks

(viii) Diner's grievance, suggestion and feedback register:

Date	Name of diner	MA No.	Grievance / Suggestion/ Feedback	Signature of diner

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Annexure – II

PRICE SCHEDULE										
Sl. No.	Job Description	TOTAL QUANTITY (For 02 Years)	Unit of Measurement	RATE (PER UNIT) (INR) WITHOUT GST	GST PERCENTAGE	GST Amount in INR	SAC Code	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1.1	Prepare & serve hot meal (Lunch) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.2	Prepare & serve Dry Food at Hot Meal Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.3	January - Prepare & Serve Special Meal (Non Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.4	January - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	

1.5	February - Prepare & Serve Special Meal (Nov Veg & Veg) at Hot Meal Canteens and Officers' Canteens 5with daily use c6onsumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.6	February - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens 5with daily use c6onsumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.7	March - Prepare & Serve Special Meal (Nov Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.8	March - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.9	April - Prepare & Serve Special Meal (Nov Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	

1.10	April - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.11	May - Prepare & Serve Special Meal (Non Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.12	May - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.13	June - Prepare & Serve Special Meal (Nov Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.14	June - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	

1.15	July - Prepare & Serve Special Meal (Non Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.16	July - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.17	August - Prepare & Serve Special Meal (Non Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.18	August - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.19	September - Prepare & Serve Special Meal (Nov Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	

1.20	September - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.21	October - Prepare & Serve Special Meal (Non Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.22	October - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.23	November - Prepare & Serve Special Meal (Non Veg & Veg) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.24	November - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers' Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	

1.25	December - Prepare & Serve Special Meal (Non Veg & Veg) at Hot Meal Canteens and Officers’ Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
1.26	December - Prepare & Serve Special Meal (Dry Food) at Hot Meal Canteens and Officers’ Canteens with daily use consumables.	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	
2.1	<u>Main Unit:</u> Allied Service Cleaning) at Hot Meal & Officers’ Canteens	xxxxxx	DAY (D)	0.00	XXXXX	0.00	XXXX	0.00	0.00	
2.2	<u>FOJ Unit:</u> Allied Service Cleaning) at Hot Meal & Officers’ Canteens	xxxxxx	DAY (D)	0.00	XXXXX	0.00	XXXX	0.00	0.00	
2.3	<u>RBD Unit:</u> Allied Service Cleaning) at Hot Meal & Officers’ Canteens	xxxxxx	DAY (D)	0.00	XXXXX	0.00	XXXX	0.00	0.00	

2.4	61 Park Unit: Allied Service Cleaning) at Hot Meal & Officers' Canteens	xxxxxx	DAY (D)	0.00	XXXXX	0.00	XXXX	0.00	0.00	
2.5	Taratala Unit: Allied Service Cleaning) at Hot Meal & Officers' Canteens	xxxxxx	DAY (D)	0.00	XXXXX	0.00	XXXX	0.00	0.00	

Annexure – III

(i) <u>Vegetables:</u>

Sl. No.	Item	Quality	Period
01.	POTATO (AALOO)	BEST QUALITY, FRESH & SOUND (SIZE: MORE THAN 03" WITHOUT ANY SPOT OR MARK)	THROUGHOUT THE YEAR.
02.	ONION (PEYAJ)	BEST QUALITY, FRESH, SOUND & NOT TO CONTAIN MORE THAN 15-20 NOS. OF UNIFORM SIZE IN 01 KG LOT	THROUGHOUT THE YEAR.
03.	COCONUT (NARKEL)	BEST QUALITY, FRESH, SOUND & SOFT	THROUGHOUT THE YEAR.
04.	GREEN CHILI (KANCHA LANKA)	BEST QUALITY, FRESH, GREEN, SOUND & PUNGENT TO TASTE	THROUGHOUT THE YEAR.
05.	GARLIC (ROSUN)	BEST QUALITY, FRESH & SOUND	THROUGHOUT THE YEAR.
06.	GINGER (AADA)	BEST QUALITY, FRESH, GREEN, SOUND & PUNGENT TO TASTE	THROUGHOUT THE YEAR.
07.	TAMARIND (GREEN) (KANCHA TETUL)	BEST QUALITY, FRESH & SOUND	THROUGHOUT THE YEAR.
08.	TAMARIND (RIPE) (PAKA TETUL)	BEST QUALITY, FRESH & SOUND	THROUGHOUT THE YEAR.
09.	LEMON (PATI LEBU)	BEST QUALITY, FRESH, SOUND & CONTAINING 25 PCS. IN 01 KG	THROUGHOUT THE YEAR.
10.	PUMPKIN (RIPE) (PAKA KUMRO)	BEST QUALITY, FRESH & SOUND (EACH PUMPKIN SHOULD WEIGHT AT-LEAST 03 KG)	THROUGHOUT THE YEAR.
11.	GREEN PLANTAIN (KANCH KOLA)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
12.	BRINJAL (BEGUN)	BEST QUALITY, FRESH, SOUND, WITH LEAST SEED, TENDER, SOFT & SHOULD NOT CONTAIN MORE THAN 3 PCS. OF UNIFORM SIZE IN 1 KG.	THROUGHOUT THE YEAR.
13.	FRENCH BEANS (BEANS)	BEST QUALITY, FRESH, SOUND, TENDER & SOFT	OCTOBER TO APRIL

Sl. No.	Item	Quality	Period
14.	KIDENY BEAN (SHEEM)	BEST QUALITY, FRESH, SOUND, WITH LEAST SEED, TENDER, SOFT & GREEN.	OCTOBER TO APRIL
15.	CEYLON SPINACH (PUI SHAK)	BEST QUALITY, FRESH, SOUND, TENDER, SOFT & GREEN.	APRIL TO OCTOBER
16.	ASH GOURD (CHAL KUMRO)	BEST QUALITY, FRESH, SOUND, WITH LEAST SEED, TENDER, GREEN, SEEDS SHOULD BE SMALL & SOFT (IF ANY)	MARCH TO OCTOBER
17.	ASPARAGUS BEAN (BARBATI)	BEST QUALITY, FRESH, SOUND, SOFT & GREEN	THROUGHOUT THE YEAR.
18.	BOTTLE GOURD (LAU)	BEST QUALITY, FRESH, SOUND, SEED SHOULD BE TENDER & SOFT.	THROUGHOUT THE YEAR.
19.	PAPAYA (PEPE)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
20.	HOG PLUM – SOUR (KANCHA AMRA)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
21.	LADIES FINGER (DHEROS)	BEST QUALITY, FRESH, SOUND, SOFT & GREEN.	JANUARY TO OCTOBER
22.	BITER GOURD (KARALA)	BEST QUALITY, FRESH, SOUND & GREEN.	THROUGHOUT THE YEAR.
23.	GREEN JACK FRUIT (ENCHOR)	BEST QUALITY, GREEN, FRESH, SOUND & EACH SHOULD NOT BE MORE THAN 02 KG AND NOT LESS THAN 1 KG IN WEIGHT.	MARCH TO JULY
24.	CUCUMBER (SASHA)	BEST QUALITY, GREEN, FRESH, SOUND & EACH SHOULD NOT CONTAIN MORE THAN 10 PCS. IN 01 KG.	THROUGHOUT THE YEAR.
25.	GREEN MANGO (KANCHA AAM)	BEST QUALITY, GREEN, FRESH, SOUND & STANDARD SIZE.	MARCH TO JULY
26.	POINTED GOURD (PATAL)	BEST QUALITY, GREEN, FRESH, SOUND, NOT SOAKED IN WATER & SHOULD NOT CONTAIN MORE THAN 25 PCS. IN 01 KG.	DECEMBER TO OCTOBER
27.	RIGE GOURD (JHINGA)	BEST QUALITY, GREEN, FRESH, SOUND & SOFT.	DECEMBER TO OCTOBER

Sl. No.	Item	Quality	Period
28.	CAULIFLOWER (PHOOL KOPI)	BEST QUALITY, GREEN, FRESH, SOUND, STANDARD SIZE, WITHOUT LEAF & STEM, UPTO THE LEVEL OF FLOWER.	OCTOBER TO JULY
29.	CABBAGE (BANDHA KOPI)	BEST QUALITY, GREEN, FRESH, SOUND, STANDARD SIZE, WITHOUT STEM & OPEN LEAF, NOT SOAKED IN WATER.	OCTOBER TO JULY
30.	TOMATO (TOMATO)	BEST QUALITY, FRESH, SOUND, STANDARD SIZE, RIPE, REDDISH IN COLOUR, SHOULD NOT CONTAIN MORE THAN 24 PCS. IN 01 KG.	THROUGHOUT THE YEAR.
31.	RADISH (MULO)	BEST QUALITY, FRESH, SOUND, WITHOUT LEAVES, ONLY STEM & SHOULD NOT CONTAIN MORE THAN 15 PCS. IN 01 KG.	MAY TO FEBRUARY
32.	GREEN PEAS (KORAI / MOTOR SHUTI)	BEST QUALITY, GREEN, FRESH & SOUND.	THROUGHOUT THE YEAR.
33.	SPINACH (PALONG SHAK)	BEST QUALITY, GREEN, FRESH & SOUND.	OCTOBER TO MAY
34.	SWEET POTATO (RANGA AALOO)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
35.	DRUM STICK (SAJNA DATA)	BEST QUALITY, GREEN, FRESH & NOT MORE THAN 50 NOS. IN 01 KG.	JANUARY TO JULY
36.	CARROT (GAJOR)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
37.	BEETROOT (BEET)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
38.	SPRING ONION (PIANJ KOLI)	BEST QUALITY, SOFT, FRESH, SOUND & GREEN.	NOVEMBER TO MARCH
39.	SNAKE GOURD (CHICHINGA)	BEST QUALITY, FRESH, SOUND & GREEN.	JANUARY TO SEPTEMBER
40.	HOG PLUM – SWEET (MISTI AMRA)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.

Sl. No.	Item	Quality	Period
41.	TURNIP (OL KOPI)	BEST QUALITY, FRESH, SOUND & NOT MORE THAN 05 PCS. IN 01 KG.	OCTOBER TO MARCH
42.	NEEM LEAVES (NEEM PATA)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
43.	CORIANDER LEAVES (DHONE PATA)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
44.	COOKING APPLE	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
45.	MANGO GINGER (AM-ADA)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
46.	RED LEAFY (LAL SHAK)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
47.	PINE APPLE (ANARAS)	BEST QUALITY, FRESH, SOUND & LARGE SIZE.	MAY TO SEPTEMBER
48.	SWEET BITTER GOURD (KANKROL)	BEST QUALITY, FRESH & SOUND.	JANUARY TO SEPTEMBER
49.	AMARANTH LEAFY (NOTE SHAK)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
50.	KATORA DATA	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
51.	OLIVES (JALPAI)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
52.	TOMATO GREEN (KANCHA TOMATO)	BEST QUALITY, FRESH & SOUND.	THROUGHOUT THE YEAR.
53.	KATWA / SUREWAR DATA	BEST QUALITY, FRESH & SOUND	MARCH TO SEPTEMBER

(ii) Groceries:

Sl. No.	Item	Quality	Period
01.	GROUND NUT OIL	REPUTED BRANDS LIKE SUNDROP / DHARA / FORTUNE / SAFFOLA IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	THROUGHOUT THE YEAR.

Sl. No.	Item	Quality	Period
02.	MUSTARD OIL	REPUTED BRANDS LIKE FORTUNE / MASHAL / ENGINE / EMAMI HEALTHY AND TASTY IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
03.	GHEE	REPUTED BRANDS LIKE LAXMI / ANNAPURNA / GOWARDHAN / AASHIRVAD IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
04.	ARHAR DAL	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND SUITABLE FOR GRSE CANTEEN USE.	,,
05.	BASMATI RICE, BANSKATHI RICE, DEHAADUN RICE	,,	,,
06.	BEULI DAL	,,	,,
07.	MOONG DAL	,,	,,
08.	MUSUR DAL	,,	,,
09.	MATAR DAL	,,	,,
10.	MOTOR KADAI	,,	,,
11.	GOTA CHANA	,,	,,
12.	BAKING SODA	,,	,,
13.	BAY LEAVES (TEJ PATA)	,,	,,
14.	BESAN	REPUTED BRANDS LIKE GANESH / AASHIRVAAD / TATA / FORTUNE IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
15.	BLACK PEEPER (GOL MORICH)	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS,	,,

Sl. No.	Item	Quality	Period
		WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND SUITABLE FOR GRSE CANTEEN USE.	
16.	CASHEW NUT	,,	,,
17.	CHARMAGAZ	,,	,,
18.	CHHOLAR DAL	,,	,,
19.	COMMON SALT	REPUTED BRANDS LIKE TATA / AASHIRVAAD / ANNAPURNA IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
20.	CUMIN SEED (JEERA) DUST	REPUTED BRANDS LIKE JK / COOKMI / SUNRISE / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
21.	CUMIN SEED (JEERA) GOTA	REPUTED BRANDS LIKE JK / COOKMI / SUNRISE / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
22.	DAL BORI	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND SUITABLE FOR GRSE CANTEEN USE.	,,
23.	DARCHINI (CINNAMON)	,,	,,
24.	DHANIA (DUST)	REPUTED BRANDS LIKE JK / COOKMI / SUNRISE / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
25.	ELACHI (SMALL)	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND	,,

Sl. No.	Item	Quality	Period
		SUITABLE FOR GRSE CANTEEN USE.	
26.	FLOUR (MOYDA)	REPUTED BRANDS LIKE GANESH / ANNAPURNA / AASHIRVAAD IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	’’
27.	WHEET FLOUR (MOYDA)	REPUTED BRANDS LIKE GANESH / ANNAPURNA / AASHIRVAAD IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	’’
28.	GROUND NUT	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND SUITABLE FOR GRSE CANTEEN USE.	,,
29.	BRWON GRAM (CHOLA)	’’	’’
30.	HING	REPUTED BRANDS LIKE EVEREST / MDH / NATURELAND IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	’’
31.	KALO JIRA (BLACK CUMIN)	REPUTED BRANDS LIKE JK / HIMALAYA / WILD FOREST / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	’’
32.	KHEJUR (DATE)	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND	,,

Sl. No.	Item	Quality	Period
		SUITABLE FOR GRSE CANTEEN USE.	
33.	KISMIS (RAISIN)	,,	,,
34.	LABANGA (CLOVE)	,,	,,
35.	METHI / KASOURI METHI	,,	,,
36.	MOLASSES (GUR)	,,	,,
37.	MOURI	,,	,,
38.	MUSTARD SEED	REPUTED BRANDS LIKE JK / COOKMI / SUNRISE / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
39.	PANCH PHORON	EPUTED BRANDS LIKE JK / COOKMI / SUNRISE / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
40.	PANEER MASALA	REPUTED BRANDS LIKE EVEREST / MDH / IS ONLY TO BE SUPPLIED IN USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
41.	PAPAD	REPUTED BRANDS LIKE SUNRISE / MADHURI / LIJJAT IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
42.	POPPY SEED (POSTO)	REPUTED BRANDS LIKE JK / EVEREST / MDH IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
43.	RADHUNI (WILD CELERY)	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND SUITABLE FOR GRSE CANTEEN USE.	,,
44.	RED CHILLI (GOTA)	,,	,,

Sl. No.	Item	Quality	Period
45.	RED CHILLI (DUST)	REPUTED BRANDS LIKE JK / COOKMI / SUNRISE / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
46.	SAMBAR MASALA	REPUTED BRANDS LIKE EVEREST / MDH / PRIYA IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
47.	SOYABIN (SOYA CHUNKS)	REPUTED BRANDS LIKE NUTRELA / FORTUNE / SAFFOLA IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
48.	TURMERIC (DUST)	REPUTED BRANDS LIKE JK / COOKMI / SUNRISE / EVEREST IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
49.	TOMATO SAUCE	REPUTED BRANDS LIKE MAGGI / KISSAN IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
50.	CHILLI SAUCE	REPUTED BRANDS LIKE MAGGI / KISSAN / POUCHANG IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
51.	SOYA SAUCE	REPUTED BRANDS LIKE MAGGI / KISSAN / POUCHANG IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
52.	VINIGAR	REPUTED BRANDS LIKE MAGGI / KISSAN / POUCHANG IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
53.	MANCHURIAN SAUCE	REPUTED BRANDS LIKE MAGGI / KISSAN / POUCHANG IS ONLY TO BE USED. ITEM SHOULD BE FSSAI CERTIFIED AND IN SEALED PACK.	,,
54.	SUGAR	LOOSE / PACKED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH	,,

Sl. No.	Item	Quality	Period
		TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND SUITABLE FOR GRSE CANTEEN USE.	

(iii) Rice:

Sl. No.	Item	Quality	Period
01.	MINIKET RICE, BASMATI RICE, BANSKATHI RICE, DEHERADUN RICE	LOOSE / PACKED. PREFERABLY IN SEALED PACK, LIKE LAL BABA BRAND, FSSAI CERTIFIED. HOWEVER, THE SUPPLIED ITEM SHOULD BE OF BEST QUALITY, HIGH TEMPERED AND FREE FROM DUST, PEBBEL, STONE, STRAW, WEED, SEEDS, DAMAGED GRAINS, WEEVILLED GRAIN, PADDY, INSECTS, HAIR ETC. AND SUITABLE FOR GRSE CANTEEN USE.	THROUGHOUT THE YEAR.

(iv) Fish:

Sl. No.	Item	Quality	Period
01.	RUHI FISH (WITHOUT HEAD AND INTESTINE)	FRESH FISH SIZE WEIGHING 2.5 KG AND ABOVE	THROUGHOUT THE YEAR.
02.	BHEKTI (BONELESS)	FRESH FISH	SPECIAL MENU DAYS
03.	POMPHRET	FRESH FISH (MINIMUM 10 PCS. PER KG)	SPECIAL MENU DAYS
04.	PABDA	FRESH FISH (MINIMUM 10 PCS. PER KG)	SPECIAL MENU DAYS
05.	PRAWN	FRESH (MINIMUM 15 PCS. PER KG)	SPECIAL MENU DAYS
06.	VARIOUS SMALL FISHES LIKE KOI, BATA, TANGRA, TELAPIA, PARSHE, ETC.	FRESH FISH (MINIMUM 10 PCS. PER KG)	THROUGHOUT THE YEAR.

(v) Chicken:

Sl. No.	Item	Quality	Period
01.	BOILER / POULTRY CHICKEN (WITHOUT HEAD AND INTESTINE)	FRESH	THROUGHOUT THE YEAR.

(vi) Mutton:

Sl. No.	Item	Quality	Period
01.	MUTTON (WITHOUT HEAD AND INTESTINE)	FRESH	SPECIAL MENU DAYS

(vii) Egg:

Sl. No.	Item	Quality	Period
01.	POULTRY EGG	FRESH WEIGHING 50 GM AND ABOVE	THROUGHOUT THE YEAR.

(viii) Sweet:

Sl. No.	Item	Quality	Period
01.	RAJBHOG	FRESH	THROUGH OUT THE YEAR. STANDARD QUALITY TO BE PROCURED FROM PANNA SWEETS – BEHALA, NEW CHATURBHUJ – KHIDDERPORE, SURESH MOYRA OR KALIKA SWEETS. HOWEVER, CANTEEN MANAGING COMMITTEE MAY ALTER THE SAME AS PER DINERS REQUIREMENT.
02.	NARAM PANK SANDESH	FRESH	,,
03.	JAL BHARA SANDESH	FRESH	,,
04.	KAMALA BHOG	FRESH	,,
NOTE: SUCCESSFUL BIDDER IS REQUIRED TO APPROVE THE SWEETS BEFORE PROCURING.			

(ix) Curd:

Sl. No.	Item	Quality	Period
01.	SWEET CURD (80 - 120 GM CUP) AS CURRENTLY	REPUTED BRANDS LIKE BANGLAR DAIRY / AMUL / KEVENTER / METRO DAIRY, ETC. IS ONLY TO BE	THROUGHOUT THE YEAR.

Sl. No.	Item	Quality	Period
	AVAILABLE IN THE MARKET	SUPPLIED. NO MIXING OF BRANDS ARE ALLOWED.	
02.	PLAIN CURD (80 - 120 GM CUP) AS CURRENTLY AVAILABLE IN THE MARKET	,,	,,

(x) Bread:

Sl. No.	Item	Quality	Period
01.	WHITE SANDWICH BRREAD (200 GM PACK)	REPUTED BRANDS LIKE MODERN / BRITANIA / AMUL IS ONLY TO BE SUPPLIED. NO MIXING OF BRANDS ARE ALLOWED.	THROUGHOUT THE YEAR.

(xi) Paneer:

Sl. No.	Item	Quality	Period
01.	PANEER	PACKED PANEER OF REPUTED BRANDS LIKE BANGLAR DAIRY / AMUL / KEVENTER / METRO DAIRY / RED COW, ETC. IS ONLY TO BE USED. NO LOOSE PANNER IS TO BE USED	THROUGHOUT THE YEAR.

(xii) Other:

Sl. No.	Item	Quality	Period
01.	ICE CREAM	CUP, CONE OR STICK OF 100 – 150 ML OF REPUTED BRANDS LIKE AMUL, QUALITY, BANGLAR DAIRY, ETC.	THROUGHOUT THE YEAR.
02.	CAKE	10 – 15 GM PACK OF REPUTED BRANDS LIKE BRITANIA, BISKFARM, SWISUM, ETC.	,,
03.	SEASIONAL FRUITS	FRESH AND STANDARD SIZE	,,
04.	VEG / PANEER PATTIES	STANDARD QUALITY TO BE PROCURED FROM MONGINIS, MIO AMORE, JALAJOG, JUST BAKED, ETC. HOWEVER, CANTEEN MANAGING COMMITTEE MAY ALTER THE SAME AS PER DINERS REQUIREMENT.	,,

The aforesaid lists are illustrative only but not exhaustive.

Annexure-2

STANDARD TERMS & CONDITIONS (STAC)

Job Title **कार्य का नाम:**	**HIRING OF FIRM/ AGENCY FOR PROVIDING MANPOWER FOR DATA ENTRY SUPPORT SERVICE IN GRSE LTD** **[to be executed as per SOTR No. GRSE/DEO/SOTR/23 dt. 29.03.2024 [Annexure-I]**

मानक निबंधन और शर्तें (एसटीएसी)

(1) **INTEGRITY PACT समग्रताअनुबंध :**

All the participating vendors in this tender are required to enter into agreement by signing an Integrity Pact.

"The Pact essentially envisages as agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract".

Signing of Integrity Pact will be preliminary qualification for participation of this tender, only those vendors who have entered into this Pact with GRSE will qualify for the contract. This Integrity Pact will be effective from the stage of invitation of bids till the date of complete execution of this contract.

Signing Authority for Integrity Pact:

(A) Vendor: Proprietor / Director / Authorized representative

(B) GRSE: Head of the ordering department, not below the rank of DGM / AGM

Vendors need to sign on each page of the Integrity Pact document and provide the same on a Govt. issued bond paper of Rs.100/-. The scanned copy of the same need to be uploaded along with the technical Bid documents and original copy of the same to be forwarded to Tendering Department before the due date of the tender.

The vendor has to submit Integrity Pact as per GRSE Format along with Techno-commercial bid, wherever applicable as per NIT.

(2) **MICRO & SMALL ENTERPRISE (सूक्ष्मऔरछोटेउद्यम) -**

a) Purchase preference will be given to eligible Micro and Small Enterprise firms as per MSME Act on submission of valid Udyam Registration Certificate (URC) or NSIC copy along with their offer to claim the benefit. Tendered Service is to be listed in the URC or NSIC submitted else they are disqualified to avail the benefit.

b) Out of 25% target of annual procurement from MSEs, 4% (within the 25%) reservation will be provided for MSEs owned by Schedule Caste (SC) /Scheduled Tribe (ST) entrepreneurs and 3% (within the 25%) reservation will be provided for MSEs owned by women entrepreneurs. Necessary documents to be submitted along with the techno-commercial bid as evidence failing which benefit shall not be accorded. However, in the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 4% reservation for MSEs owned by SC/ST entrepreneurs and 3% reservation for MSEs owned by women entrepreneurs will be met from other MSEs.

c) Following facilities/benefits may be given to MSEs: -
   (i) Exemption for payment of Tender Fee & Earnest Money Deposit.
   (ii) Relaxation in prior Turnover and prior Experience Criteria (Specially for Start Ups-Certificate of DIPP is required to Claim the benefit)

d) (i) MSEs registered with MSME authority as stated above, quoting price within the band of L1 +15% will be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where the L1 price is from someone other than MSE. Such MSEs will be allowed to supply at least 25% of total tendered value. To avail this purchase preference, submission of Udyam Registration Certificate /NSIC is mandatory failing which the benefit will not be accorded.

   (ii) In case L1 is not an MSE and there is more than one MSE within the range of L1 +15%, only the lowest MSE shall be considered for 25% order in case of divisible item or 100% in case the order quantity is not divisible, subject to matching the L1 prices.

   (iii) If the lowest MSE refuses to accept the L1 price, then the second lowest MSE within the range of L1 +15% will be considered. This process will continue till a MSE in the range accepts the L1 price or the MSEs in the L1 + 15% range are exhausted.

   (iv) In case no MSE accepts the L1 price or there is no MSE available in the L1 +15% range, then the order shall be placed to the L1 bidder without applying this principle.

e) <u>Non-Divisibility of Tender Items</u>: - In case of non-divisible / non-splittable item in tenders, an MSE quoting in the price band of L1+15% may be awarded for full/complete supply of total tendered value, considering the spirit of policy for enhancing the government procurement from MSEs subject to matching the L1 prices by the MSE concerned. However, contract will be awarded as per GOI policy and at discretion of GRSE.

f) To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by the District Authority must be submitted along with the offer or the same should be indicated in the relevant document NSIC / Udyam Registration Certificate.

g) For the MSEs owned by SC/ST owned entrepreneur, the benefits as stated above shall be accorded only in the following cases:
   (i) For proprietary MSE, proprietor(s) shall be SC/ST.
   (ii) For partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
   (iii) For Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

(3) **TENDER FEE (निविदाशुल्क): NON-REFUNDABLE (गैर वापसी योग्य) –**

i. Amount of declared non-refundable tender fee is to be submitted in the form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of "Garden Reach Shipbuilders & Engineers Limited" by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I of e-bid submission.

ii. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption of tender fee. To claim the exemption, a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the PART I of e-bid submission. The same is to be confirmed in the techno-commercial concurrence format.

iii. Non-submission of tender fee or a valid MSE certificate may lead to offer rejection.

(4) **EARNEST MONEY DEPOSIT (INTEREST FREE) बयाना जमा (ब्याज रहित)**

i. Amount of declared interest free Earnest Money Deposit (EMD) is to be submitted in form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of "Garden Reach Shipbuilders & Engineers Limited" by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I e-bid submission.

ii. EMD may also be submitted in the form of Bank Guarantee with six months validity as per enclosed GRSE format of Bank Guarantee and is to be forwarded directly to GM (Finance), GRSE in Bankers' sealed envelope failing which same will not be accepted. Details of B.G. are to be in Techno-Commercial part of offer.

iii. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting EMD.To claim the exemption a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the General Document part of E-PROCUREMENT. The same is to be confirmed in the PART I concurrence format.

iv. MSE Registered Firms has to be submit Bid Security Declaration In lieu of Earnest Money Deposit as per GRSE format.

v. Non-submission of EMD /Bid Security Declaration and valid MSE certificate may lead to rejection of offer.

vi. Refund of Earnest Money Deposits **(बयाना जमा की वापसी)**

a. EMD of unsuccessful bidders will be refunded/ returned within 30 days of finalisation of order on surrendering the original copy of GRSE Money Receipt with an application by bidder addressed to HOD of Ordering Department, GRSE on receipt of intimation from GRSE.

b. EMD of disqualified bidders in TNC/CNC will be returned within 30 days from the date of receipt of application along with original copy of Money Receipt from the bidder. EMD, if not claimed within 1 year from the date of notification EMD will be forfeited.

c. EMD of successful bidder will be returned after receipt of security deposit against work order as per contractual terms.

vii. Forfeiture of Earnest Money Deposit (बयाना जमा की जब्ती)

EMD may be forfeited under the following circumstances:

a. The bidder withdraws the bid after opening of Price Bid during the period of validity of offer.

b. The bidder does not accept the correction of error in bid price as indicated in **Clause 37** hereinafter.

c. The successful bidder fails within the specifies time limit to:

1. Acknowledge the LOA/Order
2. Furnish the required Security Deposit
3. Non-performance of the contract by the Contractor

(5) **VALIDITY OF OFFER (प्रस्ताव की वैधता) :-**

Your offer should remain valid for a period of 120/180 days (as per terms of specific NIT) from the due date of the tender.

(6) **SECURITY DEPOSIT (INTEREST FREE) प्रतिभूति (ब्याज रहित):**

i. Successful bidder will deposit an amount equivalent to the declared per cent of the total contract value as interest free Security Deposit (SD) in the form of Pay Order/D. D/Bank Guarantee (with validity of sixty days beyond contract period as per GRSE format) on any schedule bank other than Co-operative bank payable at Kolkata, duly crossed favouring Garden Reach Shipbuilders & Engineers Limited., within 15 days from the date of site clearance/receipt of LOA or PO/as specified in the NIT. In case of non-submission of SD as per schedule, penal interest will be charged for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.

ii. If S.D is submitted in the form of B.G then same is to be forwarded directly to Gen. Mgr. (Finance) in Banker's sealed envelope failing which same will not be accepted. Details of B. G. should also be confirmed to Ordering Department, GRSE.

iii. S.D. amount would be refunded / returned after successful execution of the job and certification of Material Reconciliation Statement by Internal Audit, if applicable. Vendor is to apply for release of their SD along with Job Completion Certificate which has to be certified by PL/Engineer-in-charge/authorized representative of concerned department through GRSE Ordering Dept. In the event of failure to execute the order satisfactorily or default by the contractor/ sub-contractor, the security deposit will be forfeited.

(7) **WORK DONE CERTIFICATE (W.D.C.) (किए हुए काम का प्रमाणपत्र) :-** Firm will put up Work Done for certification to site engineer /PL /or as specified in the NIT, along with clear inspection report signed by Quality Assurance Authority. W.D.C. is to include whether work has been completed as per delivery schedule or the delay in days/weeks occurred in completion of work.

(8) **BILL SUBMISSION(बिल प्रस्तुति):**
On obtaining WDC, bills are to be raised on monthly/quarterly/half-yearly/annually(as specified in NIT) progressive basis in accordance with the Checklist as per GRSE format. Bills are to be submitted at the Bill Receiving Counters located at the respective unit of Company. Bill is to be submitted (in 03 copies) in sealed envelope super-scribing on the envelope the Purchase Order No., Vendor code, Bill / Invoice No., Name of person /employee to whom bill is addressed, for processing. For this Service Name of the person to be mentioned on sealed envelope will be concerned Project Leader of the Ship/Bill certifying officer.

(9) **COMPLIANCE OF ESI & PF (ईएसआई और पीएफ़ का अनुपालन): -**

a) Compliance of ESI & PF of the engaged workman is the responsibility of the contractor.

b) For execution of job inside GRSE premises, vendor has to obtain clearance from HR Dept. regarding statutory compliance of minimum wages, PF, ESI, etc. of their engaged workmen for release of payment.

(10) **POLICE VERIFICATION FOR CONTRACT LABOUR WORKMEN (ठेका श्रमिकों का पुलिस सत्यापन) :-**

(a) Police Verification certificates of character antecedents in respect of all employees of Contractors/Sub-contractors for operating inside GRSE Ltd. are required to be submitted to Security Dept./GRSE Ltd. before processing of Gate Passes.

(b) A certificate from the contractor's labour, clearly endorsing that characters of all his labourers have been duly verified and found to be satisfactory be submitted to GRSE at the time of making Gate Pass.

(c) Photo Identity Card /Gate Pass as required by GRSE will be arranged by the contractor for his employees at his own cost.

(11) **GST REGISTRATION (जी एस टी पंजीकरण): -** The vendor will have to submit copy of GST registration certificate (Part A & Part B) along with the Technical bid. Any bidder without having GST Registration Certificate will not be considered for Ordering.

(12) **<u>GUARANTEE PERIOD (गारंटी अवधि):-</u>**

Workmanship will be guaranteed for satisfactory performance for a period ***<u>as stated in NIT.</u>*** Any faulty work carried out by the sub-contractor is to be rectified by them within the time stipulated by the GRSE. In case of failure of sub- contractor to meet the ship's programme, outstanding deficiencies shall be rectified by GRSE and all costs of such work shall have to be borne by the sub-contractor).

During guarantee/ warranty period if any equipment or any component thereof supplied by the contractor, suffers due to defective material and/ or due to improper design and/ or due to defective drawing or due to faulty workmanship the contractor will assume full responsibility of rectification of such defective equipment or component thereof including all direct expenses relating to removal and re-positioning of the replacement/ repaired equipment or component thereof and subsequent test & trial, incurred thereon without any financial implication to GRSE.

(13) **<u>PRICE (मूल्य):</u>**

A. <u>For Tender in NIC Portal (एन आई सी पोर्टल टेंडर हेतु</u><u>):</u>

a) Price bid need to be filled up (excluding GST) in html format only through e-portal. No other attachment regarding price will be allowed, if so, then offer will be rejected. For break-up of prices, GRSE may attach excel sheet with the html format price bid and the bidder has to fill up their prices in excel sheet and also in html format as per instruction in NIT.

B. <u>For Tender in GeM Portal (जे ई एम पोर्टल टेंडर हेतु</u><u>):</u>

a) Price bid needs to be filled up (with or without GST as specified in NIT) only through GeM portal for the total job.

b) The Bidder may have to upload the breakup of their quoted price in line with BOQ, as specified in NIT, along with their price offer in GeM portal.

c) The price should remain firm & fixed till satisfactory execution of the entire contract as per NIT. GST percentage has to be indicated in the offer. GST registration certificate for the service being tendered is to be enclosed with the techno-commercial bid. GST registration number is to be quoted in all bills.

(14) **<u>QUANTITY VARIATION (मात्रा भेद)</u> :** Quantity as specified in the NIT/SOTR/Price Bid is tentative and it may vary according to the actual requirement of the job. The selected bidder has to execute the required quantity at the same rate, terms & conditions up to variation (+/-25%) or as specified in the NIT in addition to the initial tendered quantity. Necessary amendment of Purchase Orders will be issued accordingly.

(15) **UNREASONABLE QUOTESअतर्कसंगत भाव –**

A. For Job Contract (कार्य संविदा हेतु) :

i) In case the price of L-1 Bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and EMD will be forfeited and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

ii) However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analysed w.r.t tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

iii) If the justification is acceptable to GRSE, then the bidder has to submit Bank Guarantee of 10% of the total Contract value (inclusive of GST) in addition to the Security Deposit (SD) and Performance Bank Guarantee (PBG) for execution of the job till satisfactory completion of entire contract. There shall be no exemption / relaxation for the Guarantee against unreasonable quote. In case of breach of contract GRSE shall reserve the right to invoke the BG and may impose tender holiday for a period as per GRSE Vendor policy.

B. For Manpower Contract (श्रमशक्ति संविदा हेतु):

i) The quoted price of the L1 bidder should comply with the prevailing Minimum Wages Act & Other Statutory requirements i.e PF, ESI etc.

ii) In case the quoted price of the L1 bidder is found unreasonably low i.e does not comply with the Minimum Wages Act & Other Statutory requirements and the L1 bidder fails to justify their quoted rate then the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

(16) **JOINT VENTURE (संयुक्त ऊधम) : NA**

The bids submitted by a joint-venture company of two or more firms/persons/entities as partners/promoters shall comply with the following requirements:

i) The Joint Venture Agreement must be a registered document under the Indian Registration Act and must be an independent and registered entity under the Companies Act/Indian Partnership Act, having its own trade name and having separate CIN, PAN, GST and other Statutory Licenses/Registrations independent of its promoters/partners.

ii) All partners/promoters of the joint venture shall be liable jointly and severally for the execution/performance of the project/contract and for all sorts of contractual obligations, responsibilities and liabilities and consequences arising out of breach of terms and conditions of contract.

iii) A Certified/True copy of the Joint Venture Agreement shall have to be submitted with the bid along with the resolution of Board of Directors (in case of a company) or a Power of Attorney to be executed by all the Partners (in case of Partnership Firm) of JV entity authorizing such person who will sign on behalf of JV entity.

iv) Submission of EMD/SDs/Performance Guarantee etc., to be made by the Joint Venture Company/Firm and similarly all payments would also be remitted to/in favour of the JV entity.

v) In order for a joint venture to qualify/meet the minimum criteria as may be specified in the Tender, the experience and financial capability of each of its promoters/ partners would be considered jointly to judge the experience and/or the financial capability of the JV entity as an independent entity. That is to say that the individual experience/qualification of each partner/promoter of the JV would be considered together for ascertaining the experience/qualification criteria of the JV. However, if any specific criteria/qualification is mentioned in the Tender that has to be met by each of the partners, then in such case each of the JV partner/promoters have to meet the same.

vi) Neither the JV entity nor any of its partners/promoters should have been blacklisted, banned or debarred from issuing any Tender or suffering Tender Holiday from participating in any Tender process of Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by any Court/Tribunal. If so, then the bid is liable to be rejected.

vii) If selected, PO would be issued in favour of the JV.

(17) **CONSORTIUM (अल्पकालीन संघटन): NA**

The bids submitted by a Consortium of two or more firms as partners shall comply with the following requirements:

i) There must be a written Agreement for formation of the Consortium amongst its members which should *inter alia* include the role of each member, the ratio of investment and the ratio of profit/loss sharing. The terms of the Agreement cannot be modified post submission of the bid and during execution of Contract, if awarded, without the express consent of GRSE. The Consortium Agreement must record that as to which member would act as the Lead Member in the Contract/Tender. This authorization shall be evidenced by submitting with the bid a Power of Attorney authorizing such member to act on its behalf as Lead Member, signed by legally authorized signatories of all other partners/members.

ii) Each partner firm/company of a Consortium must legally authorize its representative who will represent the partner firm/company to sign and execute the

Consortium Agreement and all other necessary papers/documents required for the formation of Consortium and all other purpose relating to activities of Consortium.

iii) The leader shall be authorized to incur liabilities and to receive instruction for and on behalf of any and all partners/members of the consortium and the entire execution of the contract and all other related documents shall be done under the supervision and involvement of the lead member.

iv) All partners of the consortium shall be liable jointly and severally for the execution of the project or contract without any limitation of liability. Any default or lapse on the part of any of the members of the Consortium regarding performance of the contract will be treated as default on the part of the Consortium as a whole and the Lead Member alone will be responsible for all consequential losses and damages that may be sustained by GRSE for such default or lapse on the part of a member.

v) A Certified True copy of the Consortium contract/agreement entered into by and between the consortium partners and a certified True copy of the Power of Attorney, referred above, must be submitted with the bid and failure to submit any of such documents will make the bid of the Consortium liable to be rejected.

vi). If Contract is awarded to the Consortium, an Agreement would be executed by and between GRSE and all the Consortium members wherein, inter alia, the role of each member and the mode of payments to be specifically defined and/or mentioned. However, all the consortium members shall remain, jointly and severally, responsible for execution and completion of the Contract and also to make good for all losses and damages if any sustained or to be sustained by GRSE in the subject contract due to default and/or negligence of the Consortium as a whole or of any of its members. Any statement or clause seeking to limit the liability of each member of the Consortium, such statement or clause to be treated as incompatible with the principle of joint and several liability and the bid of the Consortium will be liable to be rejected as not in compliance of tender specifications, without further evaluation.

vii) In order to qualify/meet the qualification criteria, each of its partners/members or combination of partners/members must meet the minimum criteria set for the individual bidder. Failure to comply with this requirement will result in rejection of the Consortium's bid. The data/figures of each of the partners/members of the Consortium shall be added together in proportion to their participation in the Consortium, to determine the bidder's capacity as a whole to comply with the minimum criteria.

viii) The percentage of partnership of the lead partner shall be highest among all the Consortium partners. Bid has to be submitted by the Lead Partner in its name however it should be clearly indicated that the lead partner is submitting such bid on behalf of a Consortium of which it is the Lead Partner.

ix) The lead partner shall be responsible for payment of Bid Security/EMD as well as the Security Deposit & Performance Guarantee. However, the same has to be submitted by MSME/NSIC firms also if such firm acts as a Lead partner.

x) All Payments to be made to the Lead Member pursuant to satisfactory execution of the job as specified in the Contract irrespective of the performance by all the members. Payments made to Lead partner of the Consortium would be construed as valid payment. Further the Consortium members agree not to entangle GRSE in any internal dispute between the Consortium members regarding payment/non-payment or any other issue and accordingly waives their rights, if any in this regard.

xi) None of the consortium partners/members should have been blacklisted, banned or debarred or issued any Tender holiday from participating in Government Contracts by either the Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by the Courts/Tribunals. If so, then the bid is liable to be rejected.

Note: The Consortium Agreement & the PoA is to be submitted by the Consortium's Lead partner along with the Bid for examination by GRSE. If the Consortium Agreement or the PoA does not meet the criteria as specified in the clause then such bid would be liable to be rejected.

(18) **MAINTENANCE OF MACHINES (यंत्रों का अनुरछ्ण): -** The maintenance of machines brought in by contractors are to be undertaken as per OEM recommendations. Certificate to this effect is to be rendered by the contractor.

(19) **SUB-CONTRACTING OF SUB-CONTRACTED JOB (उप संविदा कार्य का उप संविदा) : -**

a) Sub-Contracting of the Sub-Contracted job is usually discouraged. When a contract is being finalised with a Vendor/ Contractor for execution of a particular job, the Contractor shall not sub-contract the job / a part of the job.

b) However, in case of requirement, the job in part or full could be sub-contracted with an approval from GRSE and copy of the same has to be forwarded to Ordering Dept. & HR Dept. for their information.

c) For sub-contracting of the sub-contracted job, the Vendor/Contractor has to submit the details of the sub-contractor to whom the job will be loaded including their name, credentials, document of past performance etc. for approval of GRSE Engineer In-Charge/ In-charge of User Dept./Project Leader / Project Superintendent /Head of Units.

(20) **EXCESS/WASTE/REJECTED MATERIALS (अतिरिक्त/बेकार/ अस्वीकृत सामग्री) : -**
Removal of excess/waste/rejected materials etc. generated during execution of work should be arranged by the Contractor at their own cost immediately after completion of work each day and for non-removal of same by the Contractor, the expenditure incurred

by GRSE (if any) in removing these materials will be recovered from the available dues of the Contractor.

(21) **FIRE &SAFETY PRECAUTIONSअग्नि एवं संरक्षा सावधानियाँ : -** The Vendor/Contractor shall abide by the Safety regulations/rules of the GRSE as detailed in Fire & Safety Guidelines (please refer www.grse.in). The Vendor/Contractor should take all safety precautions and provide adequate supervision & control for their workmen in order to carry out the job safely. In case of any violation of safety precaution and non-usage of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and Safety Guidelines (please refer www.grse.in). Penalty amount depends on the type and frequency of violation mentioned in the safety guideline and the same will be deducted from the defaulter's bill.

(22) **SAFETY GUIDELINE FOR MATERIAL HANDLING EQUIPMENT (सामग्री चालन उपकरण हेतु मार्गदर्शन):** The Vendor/Contractor shall abide by the Safety Guidelines /regulations of GRSE as detailed in NIT. The Vendor/Contractor should comply with all the Safety requirements like Statutory Examination and Certification of Crane & associated lifting tackles, Display of SWL, Competency requirement of Crane Operators, PUC etc. in order to carry out the job safely. In case of any violation GRSE will take appropriate action as per policy.

(23) **MANDATORY USE OF ISI MARKED PPE BY CONTRACTOR EMPLOYEES (संविदा कर्मचारी द्वारा आई एस आई निशान पी पी ई व्यवहार की अनिवार्यता):** The Contractor shall ensure the use of ISI marked PPE by their engaged Employees. An indicative list of ISI marked Personal Protective Equipment, is appended below for mandatory compliance by the vendors without any deviation:

LIST OF PPES (पी पी ई की सूची)

Sl. No.	Name of PPE	Standard
(a)	Safety Helmet	IS: 2925 / EN 397.
(b)	Safety Footwear	IS 15298 / EN ISO 20345
(c)	Safety Goggles	ANSI Z87.1 / EN166.
(d)	Ear Plug	IS: 9167/ EN 352
(e)	Hand Gloves	(i) IS 4770 for electrical work (ii) EN 420 for general requirement (iii) EN 388 for mechanical hazard (iv) IS:6994 / EN 407 for heat applications (gas cutting / welding).
(f)	Welding Fume Respirator & Dust mask	IS: 9473 / EN: 149
(g)	Double lanyard Safety Belt & harness, automatic fall arrestor	IS: 3521
(h)	Cotton Boiler Suit Cloth	IS: 177 - 1989 (Amended up to date), Variety 3

Note: Apart from the above-mentioned PPE, vendors may consider any other type of standardized PPE as per job requirement, in consultation with GRSE Safety Department.

(24) **ENVIRONMENT MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY(पर्यावरण प्रबंधन एवं व्यावसायिकस्वास्थ्य सुरक्षा):** - The vendor shall ensure compliance of Environment Management System (ISO14001:2014), Occupational Health & Safety (ISO 45001:2018) & Energy Management System (ISO 50001:2011) while carrying out their activity in the yard.

(25) **ENERGY CONSERVATION (ऊर्जा संरक्षण): -**
GRSE will provide power supply at free of cost for execution of job. The vendor should ensure that the power during execution of job shall be used in a very economic way to save energy as per Energy Management System of ISO 50001: 2011.

(26) **GUARANTEE FOR RAW MATERIAL(अनिर्मित सामग्री की गारंटी) :** This Clause will be applicable for Collection of Raw materials /Free Issue materials from GRSE for the jobs which are to be executed outside GRSE premises.

a) Raw materials will be required to collect from GRSE against submission of Bank Guarantee as per GRSE format for the equivalent value of material as specified in NIT/Purchase Order. Transportation of materials from GRSE to Sub-contractor's premises and transportation of finished materials from Sub-contractor's premises up to GRSE is the responsibility of the contractor or as specified in NIT.

b) Indemnity Bond affixing the Common Seal from the registered sub-contractors may be accepted in lieu of Bank Guarantee but it should be backed by Insurance Coverage with GRSE as the beneficiary on case to case basis. If the contractor is unable to take coverage, GRSE will cover such risk and cost of premium will be borne by the contractor/recovered from their dues.

c) Indemnity Bond has to be submitted as per GRSE Format on the non-judicial Stamp paper of value Rs. 100/- and to be Notarized if Common Seal is not applicable.

d) During collection of material, the Transporter of the Sub-Contractor has to submit L-R copy, failing which materials will not be issued to the Sub-Contractor.

e) For the jobs which are to be executed inside GRSE premises, submission of Bank Guarantee or Indemnity Bond for Collection Raw materials is not required.

(27) **MATERIAL RECONCILIATION STATEMENT (MRS) (सामग्री मिलान विवरण) : -**
(a) Firms are to furnish the material reconciliation statement (running MRS) to GRSE, for items supplied by GRSE for execution of a job at vendor's premises. Furnishing of MRS

to be done immediately on delivery of the Finished item/Block but not later than 30 days of delivery of the finished item showing details of raw materials received, material actually consumed, excess material returned, wastage etc. This statement should be submitted with documentary evidence of material issued/returned/wastage duly accepted by competent authority of GRSE and as per the GRSE format and filled up check list for MRS. Permissible variation in MRS is 1.5% of design weight of structure. MRS certification is to be completed by GRSE within 60 days of receipt of the same from vendors.

(b) Quantity of stiffeners used in transportation are to be mentioned in delivery challan clearly indicating whether the stiffeners are: -

i) Temporary stiffeners supplied by vendor.
ii) Sections of ABS quality supplied by GRSE.

(c) While submitting MRS of Finished item/Block, copies of certified MRS of all previous Finished items/Blocks are to be enclosed. This will be called the final MRS.

(28) **INSURANCE (बीमा): -** In case the sub-contracted job has to be executed at contractor's premises, the Insurance has to be taken by the contractor with appropriate value coverage for the underlying risks (the beneficiary would be GRSE by endorsement) e.g. Loss due to following:

(i) Fire as per AIFT including EQ, STFI at Contractors premises.
(ii) Burglary including theft during Storage at Contractors premises.
(iii) Marine transit to and fro as per ITC(A) including SRCC (on the basis of agreed valuation between GRSE & contractors).
(iv) Loading & unloading including TP liability at all fabricator's premises.
(v) Loss due to infidelity of contractors whilst in storage.
(vi) Spoilage of material by contractors by any accidental reasons whatsoever.

If the contractor is unable to take coverage, GRSE will cover such risk and cost of premium will be borne by the contractor/recovered from their dues.

For the jobs which are to be executed inside GRSE premises, Insurance coverage will not be the responsibility of contractor.

(29) **SITE-INCHARGE/ LOG BOOK/ HINDRANCE & OTHER RECORDS (कार्यस्थान प्रभार/कार्यपंजी/बाधा एवं अन्य रिकार्ड): -**

a) One fully responsible and Qualified Site-in-charge has to be posted at the site during progress of work.

b) Attendance Register, Wage Register etc. are to be maintained daily for the particular job on board and to be shown as and when required.
c) Details of technical personnel deployed for the job.
d) Monthly progress report.
e) Log book for re-work/ modification.
f) Details of materials brought by vendor along with copies of challan.
g) Proper record of hindrances is to be maintained by the sub-contractor for the purpose of timely removal of the hindrance and is to be put up for approval by Project Leader/Site Engineer on weekly basis. A copy of the same would have to be enclosed while submitting any request for waiver of liquidated damages.
h) Sufficient Supervisory Staff should be provided by the contractor during execution of work and in case of any accident/ damage to GRSE properties, full responsibility will be attributed to the contractor and loss incurred will be recovered from the contractor.

(30) **WORKING HOURS (कार्य समय) :**
The Contractor’s normal working hours shall be in between 8 AM-5:06 PM from Monday to Friday & from 8:00 AM to 1:00 PM on Saturday. 1st & 3rd Saturday is Non-Duty Saturday. Work may also be required to be carried out in shifts (A, B & G shifts) as per GRSE’s requirement. Also, work may be required to be carried out on Sunday/Holiday or beyond schedule working hours as per requirement of GRSE and the Contractor will have to arrange for same as per NIT Terms.

(31) **RISK PURCHASE (जोखिम खरीद):**

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

(32) **INDIVIDUALITY OF THE CONTRACT (संविदा की वैयक्तिकता)**:
This Contract should be treated as an individual contract and should not be related with other orders with GRSE in respect of progress of work or payment.

(33) **SECRECY OF INFORMATION (सूचना की गोपनियता): -**
All documents and drawings of this project are of confidential in nature and should be used explicitly for the purpose for which they are provided. Drawings should not be copied and should be returned to GRSE on completion of work.

No information in respect of contracts/orders shall be released to the national or international media or any one not directly involved its execution without the express written approval of the Integrated Headquarters, MOD (NAVY). In the event of any breach of above provisions, the vendor would have to make good of any loss/ cost/ damage/ any other claim whatsoever preferred by anybody to GRSE in this respect.
Non-Disclosure Agreement (NDA) as specified in the NIT has to be submitted as per GRSE Format.

(34) **REGISTRATION OF NEW VENDOR (नए बिक्रेता का पंजीकरण):**
The contractor has to confirm if they are registered with GRSE and Indicate Vendor Code (5 digits) and Product Code group accordingly in their offer. If the contractor is not registered with GRSE, then documents required for provisional vendor registration has to be submitted to the Ordering Department. For Permanent Vendor Registration with GRSE, the contractor has to submit their application to GRSE Vendor Development Cell.

(35) **CONTRACT WORKMAN WAGE PAYMENT (संविदा कामगार का मजदूरी भुगतान): -**
Payment of wages to the contractor's employee/workmen should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's employee/workmen is mandatory.

(36) **INSPECTION (निरीक्षण): -**

(i) Quality assurance authority: As per NIT/SOTR.

(ii) Inspection to be carried out stage wise by Quality Assurance Authority. On completion of work for any stage, vendor has to submit Inspection Offer to GRSE (Inspection Agency) for stage inspection. GRSE (Inspection Agency) shall co-ordinate with the Outside Inspection Authorities (as applicable) for carrying out inspection of completed job.

(iii) GRSE reserve the right to inspect all operations to be carried out by the contractor. Free access to the work site at all the time shall be ensured by contractor. The presence or absence of GRSE representative does not relieve contractor of the responsibility for quality control. The contractor shall provide all assistance for carrying out inspection of completed work.

(iv) Repeat inspection for any particular job is to be discouraged as far as possible. Hence the vendor should complete the job in all respect prior to submission of Inspection Offer to avoid reoffering. In case of repeat inspection happens for more than two occasions then the additional cost implication incurred by GRSE will be deducted from the bills of the vendor at actual. Number of occasions of repeat inspection for any particular job is to be indicated by GRSE in inspection note and same is to be incorporated in the work done certificate for deduction of additional cost implication for repeat inspection. Cost of deduction shall be calculated by Executing Dept., GRSE with the help of Finance Dept., GRSE.

(37) **CORRECTION OF ERRORS (त्रुटि सुधार):**

Bids determined to be responsive will be checked by GRSE for any arithmetic error. Errors will be corrected by GRSE as follows:

(i) For Manual Tendering: -

a) Where there is a discrepancy between the rates in figures and in words, the rates in words will govern.
b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

(ii) For Tendering through NIC Portal: -

Where there is a discrepancy between the rates in html format and the attachment to price bid (if applicable), the rates in attachment to price bid will govern. In attachment to Price bid; if any discrepancy found between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will be considered.

(iii) For Tendering through GeM Portal: -

Where there is a discrepancy between the total price quoted in GeM Portal and the attachment (i.e break up of quoted price in line with BOQ) to price offer, the total price quoted in GeM portal will govern. In attachment to the Price offer, if any discrepancy found between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will be considered.

(38) **FORCE MAJEURE (अप्रत्याशित घटना) :**

In the event of contractor being unable to fulfil the obligation under the agreement owing to force majeure, such as War, Fire, Earthquake, Flood, Strike/ Lockout at GRSE premises where the contractor is working, the party affected shall not be held responsible for any failure or non-performance of the duties and obligations under the agreement, provided that all responsible efforts have been made to overcome the consequences of such failure, or non-performance. The time for performances of the contractual obligation shall then be extended by period not more than the duration of such events.
In the event of Force Majeure condition existing at contractor's site in GRSE Premises or CPT areas for GRSE work, GRSE is to be intimated with details of such happenings and cessations thereof, within 3 days. Force Majeure is to be limited to contractor's site in GRSE/CPT premises for GRSE's work only. Lock out/ Closure of contractor's factory premises or office or any other place outside GRSE/CPT/GRSE nominated place as indicated above cannot be considered as a Force Majeure condition under this contract.

(39) **TERMINATION OF CONTRACT (अनुबंध की समाप्ती):** In the event of non-performance or non-engagement of manpower for the execution of the job within the notice period, GRSE reserves the right to cancel the order in part or in full, and no compensation whatsoever will be entertained.

(40) **DAMAGE OF MATERIALS / EQUIPMENTS (सामग्री/उपकरण की छती)**: The contractor will ensure that no damage is caused to the materials, equipment or any other property of

GRSE due to negligence and / or any reason whatsoever by the contractor's personnel. The cost of such damage will be suitably recovered from contractor's bills.

(41) **OFFICE & STORAGE SPACE (कार्यालय एवं भंडारण स्थान):** The contractor will have to arrange their office & storage required for execution of job, for cumulative order value of Rs.75 lakhs and above, of their own. However, space for placing up to one container will be provided free of cost by GRSE. Container will have to be removed by the contractor within 03 months from the date of final settlement with GRSE. In case of non-removal of container within specified period penalty as deemed fit will be imposed for the occupied area of GRSE.

(42) **ARBITRATION (मध्यस्थता): -**

i. If at any time, before during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or in any way touching or concerning this order, the same shall be settled/adjudicated through Arbitration to be conducted by a Sole Arbitrator, to be appointed by the parties on mutual consent, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

ii. In the event the parties fail to mutually appoint a SoIe Arbitrator within 30 days from the receipt of a request by one party from the other, then either of the parties may approach the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court.

iii. Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed there under or any statutory modification or re-enactment thereof for the time being in force.

iv. The Award of the Sole Arbitrator shall be final, conclusive and binding upon the Parties.

v. In the event of the death or resignation or incapacity or whatsoever of the said Sole Arbitrator if appointed by the parties mutually the said parties may again appoint a suitable Substitute Arbitrator in place of the erstwhile Sole Arbitrator to continue with the proceedings. In the event of appointment of the Sole Arbitrator by the Hon'ble High court at Calcutta on death or resignation or incapacity or whatsoever of the said Sole Arbitrator, either of the parties in this behalf, may make an application to the Hon'ble High court at Calcutta for appointment of a Substitute Arbitrator and the Hon'ble Court may pass such orders as it deems fit and proper.

vi. Also, in the event an Arbitration award is set aside by a competent court the parties may appoint a Sole Arbitrator mutually or on failing to appoint a Sole Arbitrator mutually within the statutory period then either of the parties may file an application before the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court in accordance with the provisions of the Arbitration & Conciliation Act.

vii. The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, stamp paper etc. shall be shared equally by the parties, unless otherwise directed by the Sole Arbitrator. The venue of arbitration shall be at Kolkata and unless otherwise decided by the parties or by the Sole Arbitrator himself, the venue shall be the premises of Garden Reach Shipbuilders & Engineers Ltd. located at 43/46, Garden Reach Road, Kolkata 700 024.

viii. The language of the proceeding shall be in English.

(43) **JURISDICTION (न्याय अधिकार):** Litigation, if any, pertaining to this contract will come under the jurisdiction of High Court at Kolkata.

i) All contracts shall be deemed to have been wholly made in Kolkata and all claims there under are payable in Kolkata City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in respect of the order shall be instituted in any Court other than that situated in Kolkata City, West Bengal State, India.

ii) The Firm is warranted that all service rendered by them shall conform to applicable city, states & central laws, ordinances and regulations and the said Firm shall indemnify / defend / relieve GRSE harmless, from / of against loss, cost of damage, by reason or any actual or alleged violation thereof.

iii) GRSE shall not be liable under the workmen's compensation Act of 1923; in case any employee or workmen receives injury while actually serving his employer in connection with the latter's work inside the compound of GRSE Ltd.

iv) All existing applicable Laws such as ESI, PF, SERVICE, CONTRACT LABOUR, CHILD LABOUR etc. as applicable, shall be binding for the contract.

1. For any discrepancy between NIT (Notice Inviting Tender) and STAC, NIT statement may be taken as final.
2. Clarification required, if any, regarding Tender Document, should be got resolved by contacting competent authority of GRSE prior to submission of bid.

ANNEXURE-3

FORMAT FOR TECHNICAL ELIGIBILITY

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

(A) Details of Executed relevant jobs:

Sl. No.	Description of Executed relevant jobs	Order No., Date & Value **(in INR)** *(Supporting soft or, hard copy to be submitted)*	Start & Completion date as per Order	Actual start date	Actual Completion Date	Order placed by	Scope of work for executed contract (To quantify)	Details of Resources/ Machinery Deployed	Work completion certificate Ref. No. & date *(Supporting soft or, hard copy to be submitted)*

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

Note: Please add additional pages if required.

ANNEXURE-4

FORMAT OF SELF-CERTIFICATION FOR DECLARATION REGARDING BLACKLISTING/ TENDER HOLIDAY

(To be submitted in Company's Letterhead)

I / We, Proprietor/ Partner(s)/ Director(s) of M/s. -------------------------------------- hereby declare that our firm/company namely M/s.---have neither been blacklisted nor have received any tender holiday by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on **31.12.2024** from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s. --------------------------------------- hereby declare that our firm/company namely M/s.---has received tender holiday from M/s---------------------------------------(name of PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations) from taking part in Government tenders for a period of ---------- months w.e.f.----------------to -----------------(date). The period is over on --------------(date) and now our firm/company is entitled to take part in Government tenders. (relevant withdrawal/revocation document is attached).

In case the above information are found inappropriate, I/We are fully aware that the offer submitted by our firm / contract awarded to our firm/company namely M/s ---will be rejected/cancelled by M/s GRSE, and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

Signature ---------------------------------

Name ---------------------------------

Designation: ---------------------------------

Name & address of the firm: -------------------------------------

Date: Signature of Bidder with Seal.

ANNEXURE-5 "A"

CHECK LIST OF STATUTORY RESPONSIBILITY OF CONTRACTOR
THE CONTRACT LABOUR (R& A), ACT, 1970 AND CENTRAL RULES, 1971

SL. NO.	NATURE OF STATUTORY REQUIREMENTS	FORM NO.	RESPONSIBILITY	REMARKS
01	**Labour License**	**Form –II**	**Contractor**	Contractors engaging 20 or more contract labours would apply for obtaining labour license (in triplicate) to the ALC (C), Kolkata. A copy of the license should be submitted to concerned Unit HR Department. *Note*: The Contractor cannot deploy more than the number of workmen mentioned in the license on any day.
02	**Renewal of labour license**	**Form –II**	**Contractor**	The contractor shall apply to the ALC(C), Kolkata for renewal of license at least 30 days prior to its expiry. A copy of the acknowledgement / renewed license should be submitted to concerned Unit HR Department.
03	**Notice for commencement / completion of work**	**Form-VII**	**Contractor / Principal Employer**	The contractor shall submit Form – VII to the Inspector / Labour Enforcement Officer (C), Kolkata within 15 days intimating the actual date of commencement / completion of the work. The receipted copy of Form – VII should be submitted to concerned Unit HR Department.
MAINTENANCE OF REGISTERS				
04	**Employee Register**	**FORM – A**	**Contractor**	Comprising of personal details like name, father's name, DOB, Address etc. of the workmen engaged by the contractor.
05	**Wages Payment Register**	**FORM – B**	**Contractor**	Comprising of current rate of minimum wages, employees PF & ESI contribution and other allowances, if any.
06	**Register of Loan / Recoveries / Fines etc.**	**FORM – C**	**Contractor**	To maintain record of loans, fines and advances given, if any and monthly record of recoveries.
07	**Attendance Registers**	**FORM – D**	**Contractor**	Data of daily attendance of each workmen engaged by the contractor indicating their in and out time.

SL. NO.	NATURE OF STATUTORY REQUIREMENTS	FORM NO.	RESPONSIBILITY	REMARKS
08	**Employment Card**	**Form – XII**	**Contractor**	Every contractor shall issue employment card / appointment letter to their contract workers within 03 days from their date of employment.
09	**Service Certificate**	**Form – VIII**	**Contractor**	To be issued by the contractor upon termination of employment / completion of work etc.
10	**Wage-slip**	**Form – XIX**	**Contractor**	Contractors shall issue wage-slip to their workmen at least 01 day prior to disbursement of wages.
11	**Annual Return**	**Online Submission**	**Contractor**	Every Contractors shall prepare Annual Return for the previous year which is submitted online by the Contractors' in *Shram Suvidha* Portal to the Registering Officer within 31st Jan of the following year.

CHECK LIST OF STATUTORY RESPONSIBILITY OF CONTRACTOR
COMPLIANCE OF OTHER STATUES FOR ENGAGEMENT OF CONTRACTORS' WORKMEN

Sl. No.	Relevant Statues	Responsibility	Compliances to be ensured as per the Statute
01	**The Factories Act, 1948 & West Bengal Factories Rules, 1958**	**Contractor**	1. Leave with Wages: Every worker who has worked for a period of 240 days or more is entitled to get leave with wages to be calculated one day for every 20 days of work performed by him. 2. Payment of Overtime: Where a worker has worked for more than 09 hours in any day or for more than 48 hours in a week, he shall, in respect of overtime work, be entitled to wages twice the hourly rate. 3. Hours of Work: The total nos. of hours of work in a week, including overtime, shall not exceed sixty. 4. Hours of Overtime: The total hours of overtime shall not exceed fifty in any quarter i.e. during three consecutive months for any worker.
02	**Payment of Wages Act, 1936**	**Contractor**	Contractors (employer) engaging less than 1,000 persons have to pay wages before expiry of the 7th day after the last day of wage period.
03	**The Minimum Wages Act, 1948**	**Contractor**	Contractors (employer) shall pay minimum wages to every worker as per the Central rates circulated by the Management from time to time.
04	**The EPF & MP Act, 1952**	**Contractor**	1. Every contractor shall obtain the following before commencement of work: (a) PF Code No. of the firm. (b) PF UAN i.r.o of the workmen engaged by him. (c) Ensure submission of nominee and dependent details while applying for UAN of workmen.
		Contractor	2. Every contractor shall contribute towards PF @ 12% of the monthly wages of each workman as employer's share and recover 12% of monthly wages from each employee, as employees share and thereafter remit the entire amount to EPFO i.r.o every workman engaged by him. The contribution for the preceding month should be remitted prior to expiry of the 15th day of the following month. Contractors (Employers) are also required to bear the administrative charges as applicable.

Sl. No.	Relevant Statues	Responsibility	Compliances to be ensured as per the Statute
05	**The ESI Act, 1948**	**Contractor**	1. Every contractor shall obtain the following: a) ESI Code No. of the firm (b) ESI code no. i.r.o of the workmen engaged by him (c) Ensure submission of nominee and dependent details while applying for ESI TIC (E-Pehchan Card).
		Contractor	2. Every contractor shall remit ESI contribution (employers' share @ 3.25% and employees' share @ 0.75%) i.r.o every workman engaged by him for the preceding month prior to expiry of the 15th day of the following month.
06	**The Payment of Bonus Act 1965 & Rules**	**Contractor**	1. Contractors shall pay annual bonus to their workmen (Contract Labour) drawing wages below and upto Rs. 21,000/- per month. Bonus will be payable minimum @ 8.33% and maximum @ 20% of annual wages.
		Contractor	2. Register in Form - C format {Rule 4(b)} of '*The Payment of Bonus Act, 1965*' is to be maintained by the contractor for submission of Annual Return as per the Act.

RESPONSIBILITIES OF CONTRACTORS OVER AND ABOVE THE STATUTORY REQUIREMENTS

(i) Contractors shall take all necessary steps for disbursement of wages through bank-transfer and issue a payment notice at least 02 days prior to such bank-transfer for information of respective unit HR Dept. as well his workers. (should be incorporated in the contract document in the Payment Terms).

(ii) All contractors should obtain labour-licenses prior to commencement of work. Principal Employer shall not allow any contractor without license.

(iii) All outsourced jobs are required to be supervised by a Supervisor duly appointed by the Contractor. The contractor should declare the name and contact number of the supervisor(s) against each P.O before commencement of work and submit the details of the supervisor(s) to the respective unit HR Department. He should keep adequate nos. of supervisors to supervise and co-ordinate the execution of job by contract labours. (The principal employer must check that the name and number of the supervisor which has been provided by the contractor, whether the same person is coming as the said supervisor).

(iv) The supervisor's name should not be mentioned in the employee register as he is not a contract labour.

(v) Supervisor of concerned contractor should be present in the work-site where the contract labours of the concerned contractor are supposed to work. To ensure the presence of the supervisor, their attendance may be recorded by the user department on daily basis.

(vi) Contractor should mention the name of his Supervisor / agent / manager in Form-II which is to be submitted to ALC (C) for obtaining labour license.

(vii) The supervisor should maintain the attendance register of their contract labours (Form-D) which may be randomly checked by the Officers of the user department. This attendance register will be submitted by the contractors on monthly basis along with the wages-payment registers to the respective unit HR Depts. for obtaining certification of payment of wages to each contractor labour based on their daily / monthly attendances.

(viii) Contractors must submit details of their firms in the Appendix B1 format prior to commencement of work. They must also submit details of their contract labours in B2 formats for making new gate-passes for the purpose of entry / exit prior to the engagement of such contract labour.

****

Annexure-6

CHECK LIST FOR BILL SUBMISSION - for Service Contracts				
A.	**GENERAL PARTICULARS: (to be checked and submitted by Contractor/Vendor)**			
A.1	BTN (as per BTS System): -			
A.2	Invoice No and date / E-Invoice No. & Date (if applicable for the vendor) (Original & in triplicate)			
A.3	PO Number			
A.4	Name of Vendor			
A.5	Location of work:	MW / RBD/ FOJ/ TU / 61Park/Vendor's premises		
I.	**For RA Bill (Running/Progressive bill) (Put ✓ Mark)**	**YES**	**NO**	**NA**
A.6	PO Number and date verified with Invoice:			
A.7	Vendor Name & Address in Invoice verified with Purchase Order:			
A.8	Vendor Code as in PO verified with Invoice:			
A.9	Original certified WDC enclosed:			
A.10	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
A.12	HSN/SAC code is as per PO			
A.13	GSTIN No. is as per PO			
A.14	GST % is as per PO			
A.15	Security Deposit (SD) submitted as per PO			
A.16	PBG of equivalent amount submitted, as per PO			
A.17	Compliance of Statutory Liabilities of labour as per PO			
II.	**Applicable for Final/Balance Bill (Put ✓ Mark)**			
A.20	Certified Job Completion Certificate (JCC) enclosed			
A.21	MRS as per PO terms enclosed (If applicable)			
A.22	Guarantee Period (GP) expired as per PO term			
A.23	PBG of equivalent amount submitted, if GP is not over (If Yes, copy to enclose with the bill)			

____

Signature of Vendor's representative
with Seal/Stamp

For GRSE Use Only				
B.	**To be checked and verified by Bill certifying authority (Put ✓ Mark)**	**YES**	**NO**	**NA**
B.1	Whether Bill has been forwarded through BTS			
B.2	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.3	Job starting & Completion Date (Schedule & Actual) indicated in WDC			
B.4	Certification of Penalty/ Recovery from bill indicated in WDC, if applicable			
B.5	Whether Bill is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.6	Certification of Penalty/ Recovery from bill as per WDC, if applicable			
B.7	Service Entry Sheet (SES)/GR in line with WDC, PO & Invoice			
	For Final/Balance Bill (Put ✓ Mark)			
B.8	Certified MRS copy as per PO terms enclosed (If applicable)			
B.9	Guarantee Period (GP) expired as per PO term and JCC			
B.10	PBG copy of equivalent amount till GP validity enclosed (if GP is not over)			

Signature of GRSE Bill Certifying Authority
with Designation

ANNEXURE-7

INTEGRITY PACT

This Integrity Pact Agreement is executed this …….........Day of ....2024.

Between

M/s Garden Reach Shipbuilders & Engineers Limited (GRSE) hereinafter referred to as "The Principal"

and

M/s... having registered office address _________________ hereinafter referred to as "the Bidder/Principal Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for ____(Job) The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness /transparency in its relations with its Bidder(s)/ or Principal Contractors (s) in consideration of the Contract awarded to GRSE by Indian Navy, Government of India.

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the Principal mentioned above.

Section 1- Commitments of the Principal

[1] The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all bidder(s) the same information and will not provide to any bidder(s) confidential /additional information through which the bidder(s) could obtain an advantage in relation to the tender process or the contact execution.

c. The Principal will exclude from the process, all known prejudiced persons.

[2] If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this

regard, the principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s)/Principal Contractor(s)

[1] The Bidder(s)/Principal Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a. The Bidder(s)/ Principal Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person, any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Principal Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Principal Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s)/Principal Contractor(s) will not use improperly, for purpose of competition or personal gain, or pass on to others, any information or document provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Principal Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s) / Principal Contractor(s) of Indian Nationality shall furnish the name and address of the foreign particulars, if any. Furthers details as mentioned in the "Guidelines on Indian agents of Foreign suppliers" shall be disclosed by the Bidder(s)/Principal Contractor(s). Further as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only, copy of the "Guidelines on Indian agent of foreign supplier" is annexed and marked as annex.

e. The Bidder(s)/Principal Contractor(S) will, when presenting his/its bid, disclose any and all payments he/it has made, is committed to or intends to make to agents, brokers or any other intermediaries or any other person in connection with the award of the contract.

[2] The Bidders(s)/ Principal Contractor(s) will not instigate third persons to commit offences, outlined above or be an accessory to such offence.

Section 3- Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Principal Contractor(s) before award or during execution has/have committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders(s)/ Principal Contractor(s) from the tender process or take action as per the extant procedure of the Principal.

Section 4- Compensation for Damages.

1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to section 3, the Principal is entitled to demand and recover the damages equivalent to earnest Money deposit/Bid security.

2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Principal Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous Transgression

1) The Bidder declares that no previous transgressions has occurred for them in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

2) If the Bidder makes incorrect statement on this subject he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealing"

Section 6- Equal treatment of all Bidders/Principal Contractors/Sub-Principal Contractors.

1) The Bidder(s)/Principal Contractor(s) undertake(s) to demand from all sub-Principal Contractors a commitment in conformity with this integrity pact, and to submit it to the Principal before contract signing.

2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Principal Contractors and Sub-Principal Contractors.

3) The Principal will disqualify from the tender process all bidders who do not sign this pact or violates its provisions.

Section -7- Criminal charges against violating Bidder(s) Contractor(s)/Sub-Contractor(s)

If the Contractor obtains knowledge of conduct of a Bidder, Contractor or Sub-Principal Contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Sub Contractor which constitutes corruption, or if the principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8- Independent External Monitor/Monitors

1) The Principal appoints competent and credible Independent External Monitor (Monitor) for this pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2) The Monitor is not subject to instructions by the representative of the parties and perform its functions neutrally and independently. The Monitors report to the Chairman, GRSE.

3) The Bidder(s)/Contractor (s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Principal Contractor. The Principal Contractor will also grant the Monitor, upon its request and demonstration of a valid interest, unrestricted and unconditional access to the project documentation. The same is applicable to Sub Principal Contractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Principal Contractor(s) /Sub Principal Contractor(s) with confidentiality.

4) The Principal will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meetings could have an impact on the contractual relations between the Principal and the Principal Contractor, The parties offer to the Monitor the option to participate in such meetings.

5) As soon as the Monitor notices, or believes to notice, a violation of this pact, it will so inform the management of the Principal and request the management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

6) The Monitor will submit a written report to the Chairman, GRSE within 8 to 10 weeks from the date of reference or intimation to it by the Principal and should the occasion arise, submit proposals for correcting problematic situations.

7) The Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the GRSE Board.

8) If the Monitor has reported to the Chairman GRSE, a substantiated suspicion of an offence under relevant IPC/PC act, and the Chairman GRSE has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9) The word `Monitor' would include both Singular and plural.

Section 9- Pact Duration:

This pact begins, when both parties have legally signed it. It expires for the Principal Contractor 18 months after the last payment under the contract, and for all other bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman of GRSE.

Section 10- Other provisions:

1) This agreement is subject to Indian Law; place of performance and jurisdiction is the Registered Office of the Principal i.e. Kolkata.

2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3) If any provisions of this agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions hereof shall not be affected and shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & On behalf of the Principal)	(For & On behalf of the Bidder/Principal Contractor) (Name, designation, official seal)
Place..	Place...
Date	Date..
	Witness 1 (Signature, Name & Address)
	Witness 2 (Signature, Name & Address)

ANNEXURE-8

Form for Bid Security Declaration

Date: DD/MM/YYYY

Bidder's Ref: ________________________

GeM Tender Ref: _____________________

To
M/s. Garden Reach Shipbuilders & Engineers Ltd.
43/46, Garden Reach Road,
Kolkata – 700 024

Kind Attn: (*Name & Designation of tender issuing officer*)

Dear Sir / Madam,

We the undersigned declare that:

We understand that, according to tender conditions, bids must be supported by a bid Security Declaration along with valid MSE/NSIC document.

We accept that we will automatically be suspended from being eligible for bidding in any contract with M/s. GRSE Ltd. for the period of 03 Years starting from date of opening of price bid, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) Have withdrawn our bid after opening of price bid and within the bid validity specified in the tender; or

(b) Having been notified of the acceptance of our bid by M/s. GRSE Ltd. during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the security deposit, in accordance with Article 23 (A) of tender.

We understand this bid security declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful bidder; or (ii) twenty-eight days after the expiration of our bid.

[*Insert signature of authorized representative*]

____

[*Insert legal capacity of the person signing the declaration*]
[*Insert complete name of person signing the declaration*]
Duly authorized to sign the bid for and on behalf of [*insert complete name of bidder*]

Date: DD/MM/YYYY

[*Put corporate seal as appropriate*]