GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड

(A GOVERNMENT OF INDIA UNDERTAKING) / (भारत सरकार का प्रतिष्ठान)

Address: 61, Garden Reach Road, Kolkata-700 024 **61, गार्डन रीच रोड, कोलकाता-700 024**

Phone/दूरभाष:(033) 2469-8140 to 8143, FAXफैक्स: (033) 2469-8144

Web siteवेब: www.grse.in, E-Mailई मेल: Gupta.Manoj@grse.co.in

CIN / सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT) / निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited, a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful and financially solvent contractors to submit **single stage two-part bids (Part I- Techno-Commercial & Part II- Price)** through e-tendering mode for the work package as per following bid document.

NIT SLA No / निविदा संख्या:	**SCC/AS/GeM/OT/CANTEEN/143 Dt. 30.10.2024**	
Job Title / कार्य का नाम	**ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS (PART-A) AND CONTRACTORS' WORKMEN CANTEENS (PART-B) FOR TWO YEARS.**	
SOR No:	**HR/Canteen/HMC/ CWC/Outsourcing/24-25 (Annexure-1A)**	
Tender issuing Dept. / बिभाग द्वारा जारी	**Contract Cell (संविदा बिभाग)**	
Cardinal Dates		
Date of Prebid Query Submission	**08-Nov-2024**	**12:00 noon**
Date of Prebid Meeting / बोलीपूर्ब बैठक	**09-Nov-2024**	**10:00 hrs.**
Tender Submission Due Date निविदा जमा की अंतिम तिथी	**20-Nov-2024**	
Contact Persons:		
Query regarding SOTR / Drawing or other technical Terms	**Mr. Sandip Kumar Paul, SM (HR)** E-mail: Paul.Sandip@grse.co.in Mobile no.: + 91- 9163361885	
PRE-Bid Meeting **Note: The attendance in pre-bid meeting is mandatory as per Clause 16 (K) (ii) of SOTR.**	GRSE 61-Park Unit, Conference Room (2nd Floor), North Block 61, Garden Reach Road, West Bengal, Kolkata – 700024 Pre-bid Meeting shall also be held simultaneously over Video Conference (Ref Article-27).	
Bidder should quote either for Part – A (Hot Meal Canteen) OR Part – B (Contractors' Workmen Canteen)	**Note: - If any bidder quote for both Part i.e. Part A & Part B, their offers will be rejected outright.**	

NIT TERMS & REQUIREMENTS

Sl. No.	Description	Reference	Requirement of NIT
1.	TENDER FEE	STAC	**Not Applicable**

Sl. No.	Description	Reference	Requirement of NIT
2.	EARNEST MONEY DEPOSIT (EMD)	STAC	**Package-I INR 10,00,000 (Rupees Ten Lakhs only)** **Package-II INR 9,60,000/- (Rupees Nine Lakhs Sixty thousand only)**
3.	DETERMINATION OF L1	Article – 15	**L1 bidder will be decided on Total lowest quote basis for Part A & Part B separately.**
4.	SECURITY DEPOSIT	Article – 22 (1)	**5%** of total Order value (inclusive of taxes)
5.	PERFORMANCE GUARANTEE	Article – 22 (2)	**Not Applicable.**
6.	LIQUIDATED DAMAGES/PENAL PROVISION	Article – 22 (9)	As per **Clause- 16 (c)** of SOTR (**Annexure-1A) (for Part A & B)**
7.	TECHNICAL ELIGIBILITY CRITERIA	Article -1 & Annexure-1A	As per **Clause- 9** of SOTR (**Annexure-1A) (for Part A & B)**
8.	FINANCIAL ELIGIBILITY CRITERIA	Article -2	Average Annual financial turnover should be at least **following** during last 03 financial years ending on 31st March 2024. **Part A** Average Annual financial turnover should be at least INR 300 Lakh during last 03 financial years ending on 31st March 2024. Annual Statement (Audited / Certified by Chartered Accountant) for the relevant last three (03) years is to be provided while submitting the bid. **Part B** Average Annual financial turnover should be at least INR 140 Lakh during last 03 financial years ending on 31st March 2024. Annual Statement (Audited / Certified by Chartered Accountant) for the relevant last three (03) years is to be provided while submitting the bid.
9.	VENDORS ON TENDER HOLIDAY / BLACKLISTED VENDORS	Article – 3	Submission of the self-certification as per relevant format (Annexure-5) is mandatory. On non-submission of the declaration the bidder may be treated as non-responsive, and their offer may be rejected.
10.	OFFER VALIDITY	Article – 4	**180 days** from date of opening of Techno-commercial offer**.**
11.	BOQ & QUANTITY VARIATION	Article-6 (Annexure-1B) Clause- 4 of SOTR (Annexure-1A)	As detailed at Article-6 & Annexure-1B **Quantity Variation: -** **For Part A:** (± 20%) **For Part B:** (± 30%)
12.	TENURE OF CONTRACT	Article – 8	**02 years** from date of placement of Rate Contract Order / LOA. However, the in case of GRSE requirement contract period may be extended for another 01 year with escalation as mentioned at Sl-16 below.
13.	MOBILIZATION PERIOD	Article – 9(a)	**10 days** from the date of receipt of LOA /PO.

Sl. No.	Description	Reference	Requirement of NIT
14.	JOB COMPLETION SCHEDULE / DELIVERY PERIOD	Article – 9(c)	The job is required to be completed within time limit as specified at NIT Terms & Requirements.
15.	GUARANTEE & WARRANTY / DEFECT LIABILITY PERIOD	Article – 10	Not Applicable
16.	ESCALATION	Article – 12	Not Applicable
17.	AWARDING JOBS TO MULTIPLE BIDDERS	Article – 16(a) & Clause- 16 (a) of SOTR (Annexure-1A)	Not Applicable
18.	INTEGRITY PACT & INDEPENDENT EXTERNAL MONITORS (IEM)	Article – 18	**Applicable** Submission of INTEGRITY PACT complying to Article-18 & 25 and ANNEXURE-11 of NIT is **MANDATORY**.
19.	PAYMENT TERMS	Article – 22 (3)	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.
20.	QUALITY ASSURANCE / INSPECTION	STC-37 & Clause-13 of SOTR (Annexure-1A)	As per Clause-13 of SOTR for (Part A) & (Part B) (Annexure-1A). Inspection Authority shall be as follows: 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.
21.	WORK DONE CERTIFICATE AUTHORITY	Article – 22 & Clause-14. a. of SOTR (Annexure-1A)	As per Clause-14 (a) of SOTR for (Part A) & (Part B) (Annexure-1A). **(a) <u>Certification procedure:</u>**

Sl. No.	Description	Reference	Requirement of NIT
			(For Part A) (i) 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. **(For Part B)** The bidder is required to submit unit-wise monthly work done certificate for each service, i.e. preparing and serving lunch, cleaning of canteen with supporting documents (if required) and coupon booklet printing with supporting documents (if required) in triplicate, duly signed and stamped by authorized representative of the bidder to the respective unit Canteen In-charges. However, for FOJ unit, in addition to the above, transportation work done certificate are also to be submitted to the In-charge (Canteen), FOJ. No defective/incomplete bills will be entertained under any circumstances
22.	BILL CERTIFYING AUTHORITY	Article – 22 & Clause-14. b. of SOTR	As per Clause-14 (b) of SOTR for (Part A) & (Part B) (Annexure-1A). **Certification authority:** (i) 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.
23.	NON-DISCLOSURE AGREEMENT	Annexure-12	• **Not Applicable**
24.	COLLECTION OF RAW MATERIAL AND DELIVERY OF COMPLETE MATERIALS	Article – 22	• **Not Applicable**
25.	MATERIAL RECONCILIATION	Article – 22	• **Not Applicable**

Sl. No.	Description	Reference	Requirement of NIT
26.	SPECIAL TERMS & REQUIREMENTS OF THIS TENDER		**a) Modification/Rework (Ref Cl- 5 of SOTR) (For Part A & B)** 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.
			b) Recovery: (i) 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. (ii) Any additional expenditure incurred by GRSE on account of poor workmanship by the vendor, will be recovered from the vendor.
			c) 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.

Manager (Contract) / प्रबन्धक (संबिदा)
Garden Reach Shipbuilders & Engineers Limited
61, Garden Reach Road, Kolkata – 700024.
email: Sharma.Archana@grse.co.in

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INTRODUCTION

Garden Reach Shipbuilders & Engineers Limited, a leading Warship Builders and Engineering Product Company, invites interested, reputed, resourceful and financially solvent contractors to submit **Single Stage two-part bids (Part I: Techno-Commercial & Part II- Price Bid)** through e-tendering mode for the work of "**ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS (PART-A) AND CONTRACTORS' WORKMEN CANTEENS (PART-B) FOR TWO YEARS.".**

Detailed Scope of work is mentioned in SOTR (Annexure-1A).

Location: The work is to be carried out at Main/FOJ/RBD/61P & Taratalla Unit of GRSE.

ARTICLE/अनुछेद 1. TECHNICAL ELIGIBILITY CRITERIA तकनीकी मापदंड

For Part A & B

i. Bidder should comply to Eligibility Criteria mentioned in SOTRs. **(Annexure-1A)**.

ii. Format for Technical Eligibility Criteria in this regard has been attached to this document as **Annexure - 3**. The format must be filled up and to be uploaded with the Techno-commercial Bid.

ARTICLE/अनुछेद 2. FINANCIAL ELIGIBILITY CRITERIA वित्तीय मापदंड

For Part A & B

i. Bidder's Average Audited Annual financial turnover during last 03 financial years should be at least the amount as specified at NIT Terms & Requirements. Annual Statement (Audited / Certified by Chartered Accountant) for the relevant last three (03) years is to be provided while submitting the bid.

ii. Requisite formats attached with NIT as **Annexure 4** to be filled up in support of above financial eligibility criteria.

ARTICLE/अनुछेद 3. VENDORS ON TENDER HOLIDAY / BLACKLISTED VENDORS

i. The bidder should give self-certification (as per **Annexure - 5**) 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 the date of submission of the Tended by the bidder. 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.

ii. 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.

iii. 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.

iv. In case of non-submission of the self-certification document as per relevant format referred at Sl.- (i) above, the bidder will be treated as non-responsive and their offer will be rejected.

ARTICLE/अनुछेद 4. OFFER VALIDITY प्रस्ताव की वैध्यता

i. Offer should be valid for period as stipulated in NIT Terms & Requirements 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 the stipulated period against valid reason.

ARTICLE/अनुछेद 5. 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 will also be intimated about their non-consideration for farther processing.

ARTICLE/अनुछेद 6. BOQ बी ओ क्यु

(a) BOQ for the work is detailed at **Annexure-1B**.

(b) Methodology of quotation / BoQ mentioned at **Annexure-1B** shall prevail over methodology of quotation / BoQ mentioned at any other part of the document including SOTR / SOR.

(c) The quantity may vary up to for Package-I (± 20%) & Package- II (± 30%) of indicated quantity according to actual requirement of job.

Unpriced copy of the Price breakup indicating the GST SAC/HSN Code & GST percentage is to be uploaded along with the Techno-commercial offer (Part-I).
The bid shall not be considered if Price is indicated in any part of Techno-commercial offer (Part-I).

ARTICLE/अनुछेद 7. JOB EXECUTION कार्य निष्पादन

Job is to be carried out strictly as per SOTR, Drawings and GRSE requirement. In case of doubt, instructions of the Engineer-in-charge/ their authorised representative is to be followed.

ARTICLE/अनुछेद 8. TENURE OF CONTRACT

The tenure of the contract shall be as specified in the NIT Terms & Requirements.

ARTICLE/अनुछेद 9. JOB EXECUTION SCHEDULE कार्य निष्पादन सूची

(a) **Mobilization Period / लामबंदी अवधी** shall be equal to number of days (as specified in the NIT Terms & Requirements) from date of LOA/PO.

(b) **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.

(c) **Job Completion Schedule / Delivery Period -**The job is required to be completed within time limit as specified at NIT/SOTR Terms & Requirements.

ARTICLE/अनुछेद 10. GUARANTEE & WARRANTY गारंटी एवं वारंटी

Duration of Guarantee Period / Defect Liability Period shall be as per requirement mentioned at NIT Terms & Requirements and shall commence from the date mentioned in the Completion Certificate.

Guarantee Period / Defect Liability Period shall be deemed to be over on completion of the specified duration subject to successful and satisfactory liquidation of defects notified within the pendency of the Guarantee Period / Defect Liability Period.

In case of pending unresolved defects, the Guarantee Period / Defect Liability Period shall stand automatically extended till satisfactory liquidation of defects.

ARTICLE/अनुछेद 11. PRICE मूल्य

a) **Bidder should quote either for Part – A (Hot Meal Canteen) or Part – B (Contractors' Workmen Canteen)**

b) **If any vendor quotes for Part A & Part B both, their offer will be rejected outright**.

c) **Schedule-I as indicated in the GeM portal denotes Part A (Hot Meal Canteen) and Schedule-II denotes Part B (Contractors' Workmen Canteen). Bidders should quote accordingly either for Schedule-I OR Schedule-II.**

d) The rates QUOTED/ACCEPTED by the bidder, shall be final and will remain **firm and fixed for the entire contractual period or till completion of ordered work**.

(d) 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.

(e) The quoted price should also include all statutory cost as mentioned/ indicated in SOTR.

(f) Total amount including GST either for Part – A or for Part – B is to be quoted in GeM portal.

ARTICLE/अनुछेद 12. ESCALATION मूल्य वृद्धी

(a) **NO ESCALATION** of price during the contractual period and/or till completion of complete work (except change in GST Rate, if notified by Competent Authority) shall be applicable.

(b) **Escalated Rate** in case of extension of validity period shall be as mentioned in NIT Terms & Requirements.

ARTICLE/अनुछेद 13. UNREASONABLE QUOTES अतर्कसंगत भाव

(a) 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.

(b) 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 may be liable for rejection.

(c) If justification is acceptable to GRSE, then Bidder have to submit a declaration to execute the job till satisfactory completion of entire contract. In case of breach of contract, GRSE shall reserve the right to impose Tender Holiday for a period of at least 03 years.

ARTICLE/अनुछेद 14. CONDITIONAL OFFER सशर्त प्रस्ताव

Conditional offers w.r.t. SOTR (Annexure 1) will not be accepted. However, in case the bidder wishes to deviate from any/ some commercial Terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid.

However, GRSE reserves the right to accept / reject the deviations / bid with deviations after giving reasonable opportunity to the Bidder.

ARTICLE/अनुछेद 15. DETERMINATION OF L1 एल-1 का चयन

L1 bidder will be decided as per criteria mentioned at Sl-3 of NIT Terms & Requirements.

ARTICLE/अनुछेद 16. AWARDING JOBS TO MULTIPLE BIDDERS बहुल बिडर के लिए ठेका कार्य - NA

ARTICLE/अनुछेद 17. MICRO & SMALL ENTERPRISES सूख्छम 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.

c) Class A and B items are to be considered as non-divisible within the same class of ships and tender is to be awarded on a single bidder on totality basis unless there is any specific clause in the tender enquiry to indicate divisibility of the tendered quantity.

ARTICLE/अनुछेद 18. **Integrity Pact & Independent External Monitors (IEM):**

(a) **Integrity Pact (समग्रताअनुबंध)** 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 documents. Refer Annexure - 10. 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.-1) in GRSE website]

(b) 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.

(c) The communication details of the IEMs are as follows: -

Shri Bam Bahadur Singh, Height-7; Flat No.1802, Uniworld City, New Town, Rajarhat, Kolkata-700160 Email: bbsinghbeml@gmail.com	Shri Pidatala Sridhar, IRS (Retd.) Flat 2C, Kanaka Lakshmi Apartments 3-6-467 & 468 Street Number-6, Himayatnagar, Hyderabad-500029, Email: sridharpidatala@gmail.com

ARTICLE/अनुछेद 19. **INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश**

i. 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 or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.

ii. 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.

iii. 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.

GRSE also reserves the right to reject any and 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.

iv. General Contractors assume all safety related responsibilities 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, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.

v. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 10 calendar day 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.

vi. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.

vii. 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.

viii. 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 CNC, failing which the processing of bid will not be taken further.

ix. Contractors are responsible to clean up the area of work from all sorts of debris every 3 days. In case of non-compliance to the same, GRSE reserves the right to perform the cleaning activity and charge cost for the same on the contractor with additional penalty of Rs 5000/- per instance.

x. 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 / Consortium [Ref. STAC (Annexure - 2), Clause: 10], etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part-I bid.

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

xii. 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 prior to submission of offer.

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

xiii. **E-mail Address of Vendor for communication संचार हेतू ई. मेल पत:** Vendor has to provide e-mail address to enable faster communication.

ARTICLE/अनुछेद 20. e-BID INSTRUCTION ई बिड के अनुदेश

(i) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in GeM Procurement portal https://gem.gov.in; They need to fill up the downloaded documents as per instruction and upload the same during bid submission as per Bid criteria. Non-acceptance of any techno-commercial criteria is discouraged.

(ii) Bidders need to fill up Part-II (Price) bid online in GeM portal only by inserting total price inclusive of all taxes, duties, GST as applicable for the job. No other attachment to the price bid will be reckoned. The breakup of quoted price may have to be to be submitted by the bidders as per price breakup template with Price Bid only in GeM portal.

Please note, if any price indication or price attachment found with techno-commercial bid (Part-I bid), the vendor will be rejected outright.

(iii) 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. Bidder should submit their bid and price as per Bid document and BOQ of the tender through GeM portal.

(iv) The amendments / clarifications to the bid document, if any, will be posted on GeM portal only.

(v) 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 Contract.

(vi) **AMENDMENT OF TENDER DOCUMENT**

(a) Before the deadline for submission of the tender, the Tender Document may be modified by GRSE Ltd. by issue of addendum/corrigendum.

(b) Addendum/corrigendum, if any, will be hosted on GeM 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 within the deadline for submission of Tender as finally stipulated.

(c) To give prospective Tenderers reasonable time to consider the addendum/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

(vii) **PREVALANCE OF VERSION / संस्करण की व्यापकता:**

In case of any discrepancy between English and Hindi version **the English Version shall prevail**. **/ अंग्रेजी और हिंदी संस्करण के बीच किसी भी विसंगति के मामले में अंग्रेजी संस्करण मान्य होगा।**

ARTICLE/अनुछेद 21. BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड

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

i. Bidder indicating price offer in any form in the Part-I bid i.e techno-commercial bid.
ii. 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.
iii. Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
iv. Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
v. Bid received without qualification documents, where required as per the tender.
vi. Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
vii. Bid with validity expiry date shorter than that specified in the Tender Enquiry.
viii. EMD validity period is shorter than Bid Validity Period / as specified in the tender enquiry.
ix. Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
x. Bidder not agreeing for furnishing of the required Security Deposit (SD).
xi. Bidders not submitting Original instrument of EMD within 05 days from opening of Part I bid.
xii. Bidder not submitting Integrity Pact as per requirement of the tender and in reference to ARTICLE/अनुछेद 18. of NIT.
xiii. Bidder submitted false / incorrect declaration and/or documents etc.
xiv. Instances of Poor / Non-performance by bidder in earlier Contracts with GRSE within the past three months from the date of publication of the tender.
xv. If any vendor quotes the price in Part A & Part B both, their offers will be rejected outright.

ARTICLE/अनुछेद 22. POST AWARD APPLICABLE CLAUSES ठेका जारी करने के पश्चात लागू उपधारा

1. **Security Deposit प्रतिभूति जमा**- Non-interest-bearing security deposit amounting to percentage of total Contract order value (inclusive of taxes) as specified at NIT Terms & Requirements is to be deposited in the manner elaborated in STAC (Annexure - 2).

   Security Deposit shall be released on completion of Contract Period subject to satisfactory execution of entrusted jobs through LOA / PO against the Rate Contract.

2. **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.

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

Work Done Certificate will be issued by the Authority as indicated at Sl-22 of NIT TERMS & REQUIREMENTS. 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.

3. **Bill Certifying Authority बिल प्रमाणन प्राधीकर**:

As mentioned at NIT Terms & Requirements.

4. **Billing Procedure and Bill Submission बिल प्रस्तुति:**

Billing procedure for Part A:

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.

Billing procedure for Part B:

(i) The monthly total bill amount for unit-wise cleaning of canteen per day, printing of coupons per booklet of 100 coupons and transportation of meals from FOJ to 61Park and Taratala units & back will be paid by GRSE and GST will be applicable as per prevalent rules.

(ii)The established per meal cost will be paid as under to the bidder.

(a)GRSE to pay 75% of per meal cost.

(b) Bidder to collect rest 25% of per meal cost from contractors or their representatives during issuance of coupons.

(iii) For each meal cost, GST will be applicable as per prevalent rules. GST will be paid on the entire meal cost, i.e. on 100% of the per meal cost and for the purpose of GST bidder has to submit bill for 100% meal cost and amount collected from issuance of coupons should be indicated in the bill. Amount payable by GRSE will be (100% meal cost + GST) minus amount collected from issuance of coupons in a month. Therefore, the bill should indicate the following details:

(a)100% of meal cost in the Unit during the month.
(b) GST amount on (a) above.
(c)Amount collected in the Unit from issuance of coupons.

(iv) The bidder has to submit duly signed date wise monthly statement of coupons issued with supporting documents i.e. coupon requisition slip and counter part of coupon booklet at the time of submission of monthly bills to respective Canteen In-charges.

(v)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 to respective canteen in-charges.

Bills are to be submitted along with supporting documents at the Bill Receiving Counters located at the respective units 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

5. **LIQUIDATED DAMAGES/PENAL PROVISION**

As mentioned at NIT Terms & Requirements

6. **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.

7. **Time of completion**

Time of completion has to be considered as essence of the contract and cannot be extended for any reason whatsoever. However, in an unlikely situation beyond the control of the contractor, application for extension of due time shall be submitted by the Contractor, 01 Month in advance with proper justification duly endorsed by In-charge Canteen / Authorized representative of GRSE with commensurate recording of events in the "Hindrance Register".

ARTICLE/अनुछेद 23. ANNEXURES FORMING PART OF THIS e-TENDER ई-निविदा की संलग्नक प्रपत्र

Please find all enclosures as indicated below in GRSE website by clicking the link http://www.grse.in/index.php/tender.html and then click Enclosure Related to tenders of Sub-Contracting Activities

Annexure/ **संलग्नक**	**Description /**
1.	A. Statement of Technical Requirement (SOTR) & Drawings B. Bill of Quantities (BOQ) C. Payment Terms
2.	GRSE Standard Terms and Conditions **(STAC)**
3.	Format for Technical Eligibility Criteria
4.	Format for Financial Eligibility Criteria
5.	Self-Certification for Blacklisting / Tender Holiday
6.	Format for – Disclosure by Contractor of existing work load
7.	Format for – Disclosure by Contractor of proposed execution / deployment plan of this tendered job
8.	Confirmation by Bidder & Checklist for Bid Submission
9.	Check List for Bill Submission – For Service Contracts
10.	Format for - Integrity Pact To be submitted in Non-Judicial stamp paper of value not less than Rs.100/-.

11.	Format for – Non-Disclosure Agreement (please refer **www.grse.in** →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
12.	Format for – Bank Guarantee Format for EMD (please refer **www.grse.in** →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
13.	Fire & Safety Guidelines (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
14.	Special condition of contract (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
15.	Contractors Responsibility (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
16.	General Requirement (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
17.	Check List for Bill submission (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
18.	PF, ESI declaration form (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
19.	Format for - Bank Guarantee Format for SD (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
20.	Format for - Bank Guarantee Format for PBG (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
21.	Guide line for Bank Guarantee (please refer www.**grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)

ARTICLE/अनुच्छेद 24. DOCUMENTS TO BE UPLOADED अपलोड हेतु दस्तावेज

a. Self-Attested documents are to be scanned and uploaded with Part I of e-bid / ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज

b. NON-SUBMISSION / INCOMPLETE SUBMISSION IN RESPECT TO BELOW-MENTIONED DOCUMENTS MAY LEAD TO REJECTION OF BID

Sl. No.	Description
1.	DD/PO or MSE/NSIC Exemption certificate towards tender fee
2.	DD/PO /BG or MSE/NSIC Exemption certificate towards EMD
3.	Integrity Pact
4.	Registration Certificate of the Company with ROC / Trade License
5.	PAN, TAN, GST
6.	Copies of registration with PF, ESI authorities.
7.	Government e-Market Place (GeM) registration certificate with Unique GeM Seller ID
8.	The Registration Number allotted to MSME's by Trades Receivable e-Discounting System (TReDS). In absence of the same, offers of MSMEs may be liable to rejection.
9.	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner (If applicable)
10.	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member. (If applicable)
11.	Format for Technical Eligibility Criteria
12.	Format for Financial Eligibility Criteria
13.	Audited/Certified Annual Accounts and Annual Report for immediate last three (03) financial years ending on 31st Mar'24 in support of Financial Eligibility.
14.	Self-Certification for Blacklisting / Tender Holiday
15.	Disclosure by Contractor of existing work load
16.	Disclosure by Contractor of proposed execution plan including proposed deployment of resources of this tendered job
17.	Confirmation by Bidder & Checklist for Bid Submission

Sl. No.	Description
NON-SUBMISSION / INCOMPLETE SUBMISSION IN RESPECT TO ABOVE MAY LEAD TO REJECTION OF BID	

The Bidders has to submit ink signed hard copy of all above documents within 05 days from opening of Part I bid.

The Bidders should mention the following:

i. "Unique Seller ID" allotted by GeM (Government e-Market Place) and
ii. The Registration Number allotted by Trades Receivable e-Discounting System (TReDS). The TReDS Registration Number is only applicable for MSME firms.

The Bidders not registered for Sl. No. 7 & 8 above should apply for registration of the following facilities in portals as per directives of the Government of India.

i. GeM (Government e-Market Place) → website: https://gem.gov.in
ii. TReDS (Trades Receivable e-Discounting System) → website: www.invoicemart.com

Vendors Registered with GRSE are not required to upload documents at Sl. No. 4, 5 & 6 above, and are instead required to mention the Vendor Code allotted by GRSE.

ARTICLE/अनुच्छेद 25. DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं

PHYSICAL SUBMISSION		
1	EMD Instrument	Within 05 days from opening of Part I bid
2	Integrity Pact & Non-Disclosure Agreement (as applicable)	Within 05 days from opening of Part I bid
NOTE:	If instruments submitted through demand draft, the same to be drawn in favor of	**GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED**
	The demand drafts should be payable at	**KOLKATA**
	Above mentioned original Negotiable Instruments as stipulated, to reach the office of General Manager (CC, HP & IP), Commercial Department, 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 (preferably through speed post /courier service).	
NON-SUBMISSION / INCOMPLETE SUBMISSION IN RESPECT TO ABOVE MAY LEAD TO REJECTION OF BID		

ARTICLE/अनुच्छेद 26. SUBMISSION OF BID बिड की पेशी

i. 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. However, if the scanned copies are not uploaded with Part-I bid, then the original copies are to be submitted within 05 days from opening of Part I bid.

ii. 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.

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

ARTICLE/अनुच्छेद 27. PRE-BID MEETING बोलीपूर्ब बैठक

i. Bidders are requested to forward their queries over email to the e-mail address of Contact Person mentioned at Page-1 and to Sharma.Archana@grse.co.in within date & time as mentioned under Cardinal Dates.

ii. Pre-bid meeting shall be held at venue and on time as mentioned in at Page-1.

iii. The dates & time related to Prebid Meeting mentioned at Page-1 shall prevail over SOTR.

iv. Outstation Bidders may also participate in the Pre-Bid Meeting through Video Conference

Archana Sharma
Manager (Contract) / **प्रबन्धक** (**संबिदा**)
Garden Reach Shipbuilders & Engineers Limited
61, Garden Reach Road, Kolkata – 700063.

(A GOVERNMENT OF INDIA UNDERTAKING) / (भारत सरकार का प्रतिष्ठान)

Address: 61, Garden Reach Road, Kolkata-700 024 **61, गार्डन रीच रोड, कोलकाता-700 024**

Phone/दूरभाष:(033) 2469-8140 to 8143, FAXफैक्स: (033) 2469-8144

Web siteवेब: www.grse.in, E-Mailई मेल: Gupta.Manoj@grse.co.in

CIN / सी आई एन: L35111WB1934GOI007891

ANNEXURE-1A: STATEMENT OF TECHNICAL REQUIREMENTS (SoTR)

NIT SLA No / निविदा संख्या:	**SCC/AS/GeM/OT/CANTEEN/143**
Job Title / कार्य का नाम	**ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS (PART-A) AND CONTRACTORS' WORKMEN CANTEENS (PART-B) FOR TWO YEARS.**
SOR No:	**HR/Canteen/HMC/ CWC/Outsourcing/24-25 (Annexure-1A)**
Tender issuing Dept. / बिभाग द्वारा जारी	**Contract Cell (संविदा बिभाग)**

GRSE LTD.	SOTR FOR ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS (PART-A) AND CONTRACTORS' WORKMEN CANTEENS (PART-B) FOR TWO YEARS.	SOR NO. HR/Canteen/HMC/ CWC/Outsourcing/24-25
DEPTT.: HR/CANTEEN		REV:
INSPECTION: HR DEPARTMENT	PREPARED BY: SR. MANAGER (HR)/ CANTEEN, WELFARE & PENSION (L)	CHECKED & APPROVED BY: GM(HR-II) GM(HR&A)

Part A (Hot Meal Canteen)

1. **Scope of Services:**

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,
Kolkata – 700 024.

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

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

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

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

2. **Detailed Scope of Work and Responsibility of the Bidder:**

(a) **Prepare and serve lunch:**
(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) <u>Shift and Unit-wise Lunch timing with estimated diners at Hot Meal Canteens per day:</u>

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) <u>Tentative no. of diners at Hot Meal Canteen for two years:</u>

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:

<u>Unit-wise projection</u>					
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.

Cleaning:

(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) **Price bid and billing procedure:**

(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) **<u>Requirement of manpower</u>:**

(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 requirement during pre-bid meeting or during the contractual period.

(l) **<u>Minimum qualification of deployed staff</u>:**

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

(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) **GRSE Gate entry / exit procedure:**

(i) For deployed manpower:

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) For materials:

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) **Menu Specification**:

(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

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		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) **<u>Entitlement of each diner:</u>**

(i) <u>For Hot Meal:</u>

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) For Special Meal:

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) **Other:**

(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 have full-fledged Registered or Regional office in and around Kolkata / Howrah / South 24 Parganas.

(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. 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) **Indemnification:**

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) The bidder needs to attend the Pre-Bid meeting mandatorily. Offer of any bidder without attending the Pre-Bid meeting will be summarily rejected. No representation regarding the same will be entertained afterward.

(iii) 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.

(viii) **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.**

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Part - A

Annexure - I

Specimen of registers to be maintained):

(i) Weekly menu register:

Date	Day	Menu	Actual diner strength	Remarks

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(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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PART - A

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	xxxxxxx	EACH (EA)	0.00	xxxxx	0.00	xxxxx	0.00	0.00	

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	with daily use consumables.									
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	Main Unit: Allied Service Cleaning) at Hot Meal & Officers' Canteens	xxxxxx	DAY (D)	0.00	XXXXX	0.00	XXXX	0.00	0.00	
2.2	FOJ Unit: Allied Service Cleaning) at Hot Meal & Officers' Canteens	xxxxxx	DAY (D)	0.00	XXXXX	0.00	XXXX	0.00	0.00	

2.3	RBD Unit: 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	

PART - A

Annexure – III

(i) Vegetables:

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.	SEASONAL 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.

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Part B (Contractors' Workmen Canteen)

1. **Scope of Services:**

The bidder is to prepare vegetarian and non-vegetarian wholesome lunch using branded grocery, rice, fresh & good quality vegetables, egg, etc. and serve in GRSE Contractors' Workmen Canteens and also provide allied services, i.e. Cleaning, Printing of Coupons and Transportation of cooked meals. The above services are required in following five units of GRSE for two years except Transportation of meals from FOJ unit to 61 Park and Taratala Units:

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

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

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

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

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

2. **Detailed Scope of Work and Responsibility of the Bidder:**

(a) **Prepare and serve lunch:**

(i) The bidder has to prepare and serve lunch for 05 (Five) days in a week i.e. from Monday to Friday except Saturdays / holidays. If there is any additional requirement to serve lunch on Saturday/Sunday/Holiday, it shall be notified by GRSE in advance. Cooking is to be done in GRSE premises only. Lunch time: 12.30 pm to 1.00 pm. In no circumstances the lunch timing will be altered, except written permission from the unit canteen in charges.

(ii) The bidder has to continue to provide lunch service from Monday to Friday irrespective of any call for Bandh or Strike on such day, if notice has been issued by the Management for maintaining normalcy in GRSE on such day.

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(iii) Unit-wise estimated diners at Contractors' Workmen Canteen per day:

Unit-wise estimated number of diner per day is indicated below which is subject to fluctuations based on actual requirement to the tune of approximately ± 30%:

Main	:	617
FOJ	:	597
RBD	:	376
61 Park	:	213
TU	:	57
Total	**:**	**1860**

(iv) Tentative number of diners at Contractors' Workmen Canteen for two years:

The number of meals in all five units Contractors' Workmen Canteen taken together will be approx. 982080 ± 30% for two years as detailed below:

Unit	G Shift Lunch Timing (12.30 PM to 1.00 PM)
Main	325776
FOJ	315216
RBD	198528
61 Park	112464
Taratala	30096
Total	**982080**

(v) The above quantity of estimated number of diner per day per unit is subject to change based on actual deployment due to movement of ships from one unit to other. Therefore, the number of diners per unit per day may vary as per actual requirement which may be more or less than 30% of the figures indicated above.

(b) **Cleaning:**

(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 area of the Contractors' Workmen Canteens is appended below:

Unit	Area of floor (in sq. mtr.)	Area of wall (in sq. mtr.)

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Main	500.00	900.00
FOJ	399.16	600.24
RBD	372.48	907.40
61 Park	146.35	249.90
Taratala	101.37	161.60

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

(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 to feed bio-gas plant.

(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) **Meal Coupon printing & Requisition:**

(i) The bidder is required to print lunch coupon booklet consisting 100 coupons per booklet as per the tentative sample provided at Annexure – I. The coupons will have separate serial number and colour for different units as given below:

Unit	Coupon Serial	Coupon Colour
Main	M-0000X to M-000XX	White
FOJ	F-0000X to F-000XX	Red
RBD	R-0000X to R-000XX	Yellow
61 Park	61P-0000X to 61P-000XX	Blue
Taratala	T-0000X to T-000XX	Green

(ii) The bidder is to issue coupons on daily, weekly, fortnightly, monthly basis to the various contractors deployed in GRSE or their authorized representatives against signed and properly stamped requisitions raised by contractors or contractor's authorized representatives and serve lunch based on coupons issued. The bidder is required to preserve coupon requisition, counter-part of coupon booklet and any other communication for future references during the tenure of the contract. The coupon issuance in all units may be supervised by GRSE Management, Unit Canteen In-charges or their authorized representatives. The specimen requisition format is placed at Annexure – II.

(iii) The bidder should only accept requisitions duly signed and stamped by the contractors or contractor's authorized representatives before issuance of coupon. Overwritten or modified requisitions are not to be accepted for issuance of coupons. Number of coupon requisition and issuance of coupons should match in all circumstances and should be maintained in the coupon issue register.

(iv) The bidder is required to preserve the requisition forms and counter-part of coupon booklet for future references during the tenure of contract and to record of issued coupon in a register as per direction of Canteen In-charges.

(d) **<u>Transportation of cooked meal from FOJ unit to 61 Park and Taratala units:</u>**

(i) Kitchen facilities are available at Main, FOJ & RBD units and not available at 61 Park & Taratalla units. The bidder has to transport cooked food before scheduled lunch time i.e. 12:30 PM from FOJ to 61 Park and Taratalla unit, on daily basis, in hygienic condition, using covered stainless steel containers including packaging, loading, unloading etc., so that there is no delay in lunch service in these two units.

(ii) For the food being transported from FOJ to 61 Park and Taratala Unit, bidder is to provide waterproof cover or tarpaulin to protect stainless steel containers in the event of rain / storm etc. Bidder will not be allowed to load enroute any other material, person / party in the transport while carrying cooked food from FOJ to 61 Park and Taratala unit. The bidder has to return empty and clean stainless steel containers or covered tiffin carriers to FOJ Contractors' Workmen Canteen by 04:00 PM on the day.

(iii) The vehicle (owned/hired) used for transportation of cooked food should be maintained in hygienic condition during the tenure of the contract. This vehicle should not be used for transportation of any substance which may hamper the hygienic condition. Canteen in-charge may inspect the vehicle from time to time for ensuring compliance of hygienic conditions.

(iv) The to and fro distance between FOJ to 61 Park and Taratala Unit and back to FOJ is approx. 5 KM.

(e) <u>Maintenance of various Records & Registers:</u>

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

(a) Coupon issue and coupon book stock register.

(b) Register for weekly menu.

(c) Daily cleaning register.

(d) Register for transport.

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

(f) Register of bills submitted by bidder.

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

(h) Grievance / Suggestion Register.

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

(i) Any other register required from time-to-time as directed by the company.

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

(f) **<u>Precautionary measures and Safety:</u>**

(vi) 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.

(vii) 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.

(viii) 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.

(g) **Price bid and billing procedure:**

(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 meal

(b) Unit-wise cleaning of canteen per day

(c) Printing of coupons per booklet of 100 coupons and

(d) Daily rate for transportation of meals (one time) from FOJ unit to 61 Park and Taratala units and back.

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

(iii) The monthly total bill amount for unit-wise cleaning of canteen per day, printing of coupons per booklet of 100 coupons and transportation of meals from FOJ to 61Park and Taratala units & back will be paid by GRSE and GST will be applicable as per prevalent rules.

(iii) The established per meal cost will be paid as under to the bidder.

(a) GRSE to pay 75% of per meal cost.

(b) Bidder to collect rest 25% of per meal cost from contractors or their representatives during issuance of coupons.

(iv) For each meal cost, GST will be applicable as per prevalent rules. GST will be paid on the entire meal cost, i.e. on 100% of the per meal cost and for the purpose of GST bidder has to submit bill for 100% meal cost and amount collected from issuance of coupons should be indicated in the bill. Amount payable by GRSE will be (100% meal cost + GST) **minus** amount collected from issuance of coupons in a month. Therefore, the bill should indicate the following details:

(a) 100% of meal cost in the Unit during the month.

(b) GST amount on (a) above.

(c) Amount collected in the Unit from issuance of coupons.

(v) The bidder has to submit duly signed date wise monthly statement of coupons issued with supporting documents i.e. coupon requisition slip and counter part of coupon booklet at the time of submission of monthly bills to respective Canteen In-charges.

(vi) 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 to respective canteen in-charges.

(viii) The quoted and finalized rates for preparation & serving meal, transportation of meals, cleaning and coupons printing will remain firm and fixed during the contractual period of two years. No escalation of rates will be entertained. 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 by the bidder.

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

(i) Supervisor:

To execute the job smoothly, the bidder has to deploy sufficient number of trained and experienced supervisor on regular basis for overall supervision of Contractors' Workmen Canteens in all five (05) units of GRSE including distribution of jobs, maintain taste, quality & quantity of food, solve diner's grievance, maintain records, stocks, requisitions, registers, etc. Therefore, trained supervisor/s should be deployed in each canteen of Main, FOJ and RBD Unit. The supervisor posted in FOJ unit canteen is to also supervise canteens of 61 Park and Taratalla Unit.

(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.

(i) **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	01	01	01	0	0	**03**
Cook	03	03	2	0	0	**08**
Helper & Labour	07	07	4	2	1	**21**
TOTAL	**11**	**11**	**7**	**2**	**1**	**32**

(ii) GRSE reserves the right to decide, increase or decrease the actual number of manpower requirement during pre-bid meeting or during the contractual period.

(j) **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 400 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 be 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.

(iv) Cook:

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

(hh) 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 400 or more diners per day.

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

(jj) Should be able to arrange meals in the plates / dishes in pre-determined proportions.
(kk) Should be able to handle manually materials upto 20 kg. without any outside assistance, i.e. to put, unload, put aside, etc.
(ll) Should be able to communicate in Bengali and Hindi.

(v) Helper & Labour:
(kk) Should have last 2 years' continuous experience where daily diner strength is 400 or more.
(ll) Should have experience in grinding / pasting of spices, cutting of vegetables fishes, chicken, mutton and other food stuffs after proper dressing and cleaning.
(mm) Should be able to prepare and arrange meals on thalis, plates, bowls in pre-determined proportion and serve drinking water in jugs and glasses.
(nn) 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.
(oo) Should have experience in cleaning, swabbing, sweeping, dusting of large area, collecting plates, thalis, bowls, glasses, etc. after use by diners.
(pp) Should be able to clean the dining tables in hygienic manner within a short span of time for next batch of diners.
(qq) Should be able to handle manually materials upto 20 kg. without any outside assistance, i.e. to put, unload, put aside, etc.
(rr) Should be able to clean/wash office rooms, dining hall and cooking area, equipment, gadgets, utensils, furniture, basin, toilets, roads, drains, etc.
(ss) Should be able to handle / carry all types of materials including wastes manually.
(tt) 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.

(k) **GRSE Gate entry / exit procedure:**
(i) For deployed manpower:
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.

(iii) For materials:
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.

(l) **Menu Specification**:

(i) The bidder is required to decide weekly menu in consultation with Main Unit canteen in-charge or his authorized representatives 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.

(iii) Vegetarian / non- vegetarian lunch is to be cooked in Contractors' Workmen Canteens.

(iv) Veg-fried rice and paneer curry is to be served for one (1) day in a year i.e. on GRSE Day - 19 April 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).

(v) The bidder is to prepare vegetable curry (main dish) and side dish vegetable item from different fresh seasonal vegetables on rotation basis. No repetition is allowed in a week.

(vi) The bidder shall prepare meal using fresh vegetables, egg and good, standard quality raw materials of reputed brand raw materials (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 - V. 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 material) to be used for cooking and serving are annexed in Annexure – V. The quality of the raw materials & vegetables, egg is subject to periodic inspection by respective canteen in-charges 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.

(m) **Weekly Menu of Contractors' Workmen Canteens:**

(i) Weekly menu of Contractors' Workmen Canteen is appended

Days	A – Shift
Monday	Veg: Rice, Dal, Vegetable Curry (main dish), Small veg curry of different vegetables (side dish), salt, onion, lemon, green chili as per requirement.
Tuesday	Veg: Rice, Dal, Vegetable Curry (main dish), Small veg curry of different vegetables (side dish), salt, onion, lemon, green chili as per requirement.
Wednesday	Non-veg: Rice, Dal, Vegetable Curry (main dish), Egg curry , salt, onion, lemon, green chili as per requirement.
Thursday	Veg: Rice, Dal, Vegetable Curry (main dish), Fried vegetables, salt, onion, lemon, green chili as per requirement.
Friday	Non-veg: Rice, Dal, Vegetable Curry (main dish), Egg curry , salt, onion, lemon, green chili as per requirement.

(x) Monday, Tuesday & Thursday: **Veg.**
(xi) Wednesday & Friday: **Non-Veg (Egg).**
(xii) In place of normal rice and dal, Khichri may be served on any Veg day as per GRSE's requirement.

(n) **Entitlement of each diner:**
Entitlement of each diner is mentioned below:

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 miniket variety. Sample will be provided during TNC.
Dal (moong, musur, matar, arhar, beuli)	Normally 30 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 quality on rotation basis. Samples will be provided during TNC.
Poultry Egg	Weighing 50 gm and above per piece (01 no. per head).	Standard quality
Seasonal Vegetable + Potato (Main dish)	(100 gm + 50 gm) per head before cooking.	Vegetable : Potato = 2:1
Seasonal Vegetable +	(50 gm + 25 gm) per head before cooking.	Vegetable : Potato = 2:1

Potato (Side dish) or any fried vegetable item		
Onion, lemon, green chili, etc.	Half onion, lemon, and 2 pcs. green chili.	Fresh quality.
Paneer	50 gm before cooking	Standard quality.

(o) **Other:**

(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 meal refer para 2(a).

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

(c) The bidder is required to print coupon booklet consisting of 100 coupons per booklet, detailed at para 2(c).

(f) Cooked food is to be transported from FOJ unit to 61 Park and Taratala Unit on week days and back unless intimated otherwise. The requirement of transport is for approx. 528 days (± 20 days) for two years, detailed at para 2(d).

4. **Quantity Variation:**

(± 30%).

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(g).

7. **Unit of measurement:**
Refer para 2(g).

8. **Manpower requirement:**
As detailed at para 2(h), 2(i) and 2(k).

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.

(iv) 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 have full-fledged Registered or Regional office in and around Kolkata / Howrah / South 24 Parganas.

(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 lunch or food 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, etc. should be as per details at para 2(n) and Annexure-V.

(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	70	35	15	5
FOJ	35	25	10	3
RBD	30	20	7	2
61 Park	20	10	4	2
Taratalla	10	5	2	1
Total/month	*165*	*95*	*38*	*13*
Total for 02 years	3960	2280	912	312

(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) **Coupon printing:**
Refer para 2 (c).

(d) **Transportation:**
Refer para 2 (d).

(e) **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 (e) above.

(f) **Manpower:**
Refer para 2(h), 2(i) and 2(k).

(g) **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.

(h) **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. Further, refer para 2(f).

12. **Quality Control:**

(a) **Minimum criteria for quality of material supplied:**
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 (n) & Annexure – V.

(b) **Minimum criteria for quality of consumables supplied:**
As detailed at Annexure V.

(c) **Minimum criteria for quality of work done:**
Cooked food 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 lunch, cleaning of canteen with supporting documents (if required) and coupon booklet printing with supporting documents (if required) in triplicate, duly signed and stamped by authorized representative of the bidder to the respective unit Canteen In-charges. However, for FOJ unit, in addition to the above, transportation work done certificate are also to be submitted to the In-charge (Canteen), FOJ. 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, 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 – V. 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, egg, paneer, etc. are fresh and not below the minimum weight specified in this SOTR and at Annexure – V. 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) 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.

(v) 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.

(vi) 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.

(vii) 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. 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.

(vii) 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) **Indemnification:**
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.

(iv) The bidder needs to attend the Pre-Bid meeting mandatorily. Offer of any bidder without attending the Pre-Bid meeting will be summarily rejected. No representation regarding the same will be entertained afterward.

(v) 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.

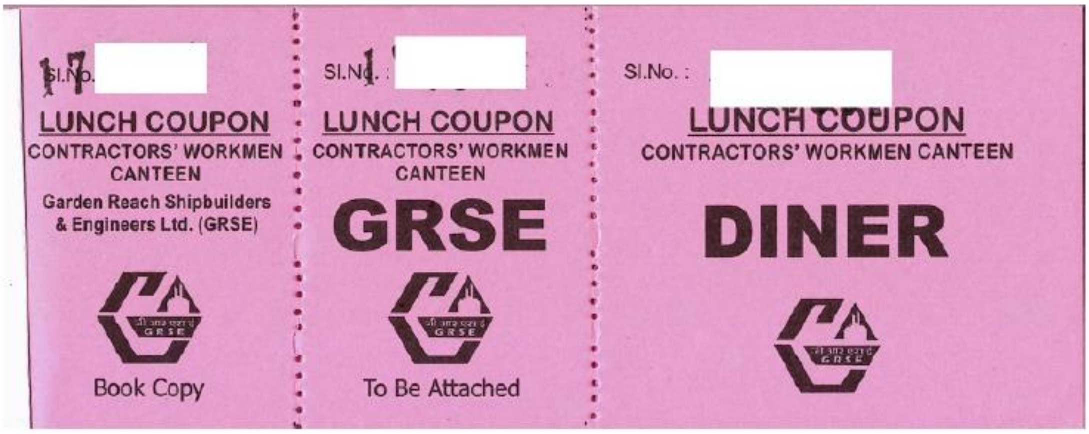
(vii) GRSE reserves the right to discontinue the service in all/any of its canteens or to terminate the contract with prior notice of 30 days without assigning any reason. GRSE also reserves its rights to stop the service for a specific period and/or for temporary period during tenure of the contract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

(viii) **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.**

PART – B

Annexure – I (Coupon sample)

For Reference



PART - B

Annexure – II (Coupon requisition slip)

For Reference

BOOKING OF COUPONS FOR AVAILING LUNCH IN THE CONTRACTORS' WORKMEN CANTEEN, GRSE LTD.

UNIT:

Stamp of service provider

Date:…………………………………………….

Week No……………….(From……………….to……………..)

Name of the Contractor Firm	No. of Coupons	Total Amount

(Signature of Contractor/Authorized representative)
With Stamp of Contractors Firm

Received Rs……………………..

Signature & Stamp of Service Provider / Bidder

PART – B

Annexure – III (Specimen of registers to be maintained)

(a) Coupon issue & Coupon book stock register:

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Sl. No.	Date	Contractors' Name	Coupon Booklet No	Coupon issue sl. no.		No. of coupon	Amount	Signatu re
				To	From			

(b) Weekly menu register:

Date	Day	Menu	Actual diner strength	Remarks

(c) Daily cleaning register:

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

(d) Register for to-and-fro transportation of food from FOJ to 61 Park and Taratalla unit:

Date	Transport provided	Signature of bidder's supervisor	Signature of GRSE authorized representative

(e) LPG register:

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

(f) Register of bills submitted by the bidder:

SI No.	Bill No.	Bill Date	BTN No.	Bill submission date

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(g) Register for maintenance / repair work:

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

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

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

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

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

PART - B

Annexure – IV

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 meal (Lunch) at Contractors' Workmen Canteen	xxxxxx	EACH (EA)	0.00	xxxxxx	0.00	xxx	0.00	0.00	
2.1	Main Unit: Allied Service Cleaning) at Contractors' Workmen Canteen	xxxxxx	DAY (D)	0.00	xxxxxx	0.00	xxx	0.00	0.00	
2.2	FOJ Unit: Allied Service Cleaning) at Contractors' Workmen Canteen	xxxxxx	DAY (D)	0.00	xxxxxx	0.00	xxx	0.00	0.00	
2.3	RBD Unit: Allied Service Cleaning) at Contractors' Workmen Canteen	xxxxxx	DAY (D)	0.00	xxxxxx	0.00	xxx	0.00	0.00	

2.4	61 Park Unit: Allied Service Cleaning) at Contractors' Workmen Canteen	xxxxxx	DAY (D)	0.00	xxxxxx	0.00	xxx	0.00	0.00	
2.5	Taratala Unit: Allied Service Cleaning) at Contractors' Workmen Canteen	xxxxxx	DAY (D)	0.00	xxxxxx	0.00	xxx	0.00	0.00	
3.1	Lunch coupon printing (100 pages per booklet)	xxxxx	BK	0.00	xxxxx	0.00	xxx	0.00	0.00	
4.1	Allied Service: Transportation of cooked meal from FOJ unit to 61 Park & Taratala unit Contractors' Workmen canteen	xxxx	DAY (D)	0.00	xxxxx	0.00	xxxx	0.00	0.00	

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PART - B

Annexure – V

(i) Vegetables:

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,	,,

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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	,,

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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 / PUSHP 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)	,,	,,

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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 / PUSHP / 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	,,

Sl. No.	Item	Quality	Period
		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.	

(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) Egg:

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

(v) 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.

The aforesaid lists are illustrative only but not exhaustive.

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ANNEXURE-1B: BILL OF QUANTITIES

NIT SLA No / निविदा संख्या:	**SCC/AS/GeM/OT/CANTEEN/143**
Job Title / कार्य का नाम	**ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS (PART-A) AND CONTRACTORS' WORKMEN CANTEENS (PART-B) FOR TWO YEARS.**
SOR No:	**HR/Canteen/HMC/ CWC/Outsourcing/24-25 (Annexure-1A)**
Tender issuing Dept. / बिभाग द्वारा जारी	**Contract Cell (संविदा बिभाग)**

(a) Indicative quantity / requirement for a period of 24 months (02 years) is detailed below.

(b) The quantity may vary up to for Part A (± 20%) & Part B (± 30%) of indicated quantity according to actual requirement of job.

(c) Similarly, the quantity of individual items as well as total job value may be reduced also as per actual requirement.

(d) Necessary amendment of the Purchase Orders will be issued accordingly (if required).

(e) Detailed price breakup as per BoQ detailed at Annexure-1B is to be uploaded in Portal **along with price offer (Part II).**

BOQ is as follows:

For Part A: (Hot Meal Canteen)

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		

Line Item	Description	UoM	Quantity	SAC	GST %
110	SPECIAL MENU - MAY (VEG &NOV VEG)	2,408	EA		
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		

<u>For Part B: (Contractor's Workmen Canteen)</u>

Line Item	Description	UoM	Quantity	SAC	GST %
A	**LUNCH**				
10	LUNCH AT CWC (Main, FOJ, RBD,61P, TU)	982,080	EA		
B	**ALLIED SERVICES**				
10	CLEANING MAIN CWC	528	D		
20	CLEANING FOJ CWC	528	D		
30	CLEANING RBD CWC	528	D		

Line Item	Description	UoM	Quantity	SAC	GST %
40	CLEANING 61 PARK CWC	528	D		
50	CLEANING TU CWC	528	D		
60	PRINTING of Coupons	9,840	BK		
70	TRANSPORTATION (FOJ TO 61P AND TU)	528	D		

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

Unpriced copy of the Price breakup indicating the GST SAC/HSN Code & GST percentage is to be uploaded along with the Techno-commercial offer (Part-I).

The bid shall not be considered if Price is indicated in any part of Techno-commercial offer (Part-I).

Price breakup in provided EXCEL format is to be enclosed along with Part-2 (Price Offer) after filling up the prices. Price offer without the breakup may not be considered.

In price offer (Part-2), total amount including GST (either for Part – A or for Part – B) is to be quoted in GeM portal.

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ANNEXURE 1C: PAYMENT TERMS

NIT SLA No / निविदा संख्या:	**SCC/AS/GeM/OT/CANTEEN/143**
Job Title / कार्य का नाम	**ENGAGING AGENCY TO PREPARE AND SERVE MEAL AND OTHER ALLIED SERVICES IN GRSE HOT MEAL CANTEENS (PART-A) AND CONTRACTORS' WORKMEN CANTEENS (PART-B) FOR TWO YEARS.**
SOR No:	**HR/Canteen/HMC/ CWC/Outsourcing/24-25 (Annexure-1A)**
Tender issuing Dept. / बिभाग द्वारा जारी	**Contract Cell (संविदा बिभाग)**

1. **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.

2. **Bill Certifying Authority बिल प्रमाणन प्राधीकर:**

   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.

3. **Bill Submission बिल प्रस्तुति:**

   <u>Billing procedure for Part A:</u>

   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.

   <u>Billing procedure for Part B:</u>

(ii) The monthly total bill amount for unit-wise cleaning of canteen per day, printing of coupons per booklet of 100 coupons and transportation of meals from FOJ to 61Park and Taratala units & back will be paid by GRSE and GST will be applicable as per prevalent rules.

(ii)The established per meal cost will be paid as under to the bidder.

(a)GRSE to pay 75% of per meal cost.

(b) Bidder to collect rest 25% of per meal cost from contractors or their representatives during issuance of coupons.

(iii) For each meal cost, GST will be applicable as per prevalent rules. GST will be paid on the entire meal cost, i.e. on 100% of the per meal cost and for the purpose of GST bidder has to submit bill for 100% meal cost and amount collected from issuance of coupons should be indicated in the bill. Amount payable by GRSE will be (100% meal cost + GST) minus amount collected from issuance of coupons in a month. Therefore, the bill should indicate the following details:

(a)100% of meal cost in the Unit during the month.
(b) GST amount on (a) above.
(c)Amount collected in the Unit from issuance of coupons.

(iv) The bidder has to submit duly signed date wise monthly statement of coupons issued with supporting documents i.e. coupon requisition slip and counter part of coupon booklet at the time of submission of monthly bills to respective Canteen In-charges.

(v)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 to respective canteen in-charges.

Bills are to be submitted along with supporting documents at the Bill Receiving Counters located at the respective units 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.

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

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ANNEXURE -2: STANDARD TERMS & CONDITIONS (STAC) मानक निबंधन और शर्तें (एसटीएसी)

STC 1 **Integrity Pact /समग्रताअनुबंध**

STC 1.1. All the participating vendors in this tender are required to enter into agreement by signing an Integrity Pact if mandated.

STC 1.2. "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".

STC 1.3. 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.

STC 1.4. Signing Authority for Integrity Pact:

STC. 1.4.1. Vendor: Proprietor / Director / Authorized representative

STC. 1.4.2. GRSE: Head of the Ordering Department, not below the rank of DGM / AGM

STC 1.5. 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.

STC 1.6. The vendor has to submit Integrity Pact as per GRSE Format along with Techno-commercial bid, wherever applicable as per NIT.

STC 2 **Micro & Small Enterprise (सूक्ष्मऔरछोटेउद्यम)**

STC 2.1. 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.

STC 2.2. 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.

STC 2.3. Following facilities/benefits may be given to MSEs: -

STC. 2.3.1. Exemption for payment of Tender Fee & Earnest Money Deposit.

STC. 2.3.2. 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.

STC. 2.3.3. 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.

STC. 2.3.4. 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.

STC. 2.3.5. 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.

STC 2.4. Non-Divisibility of Tender Items: - 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.

STC 2.5. 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.

STC 2.6. For the MSEs owned by SC/ST owned entrepreneur, the benefits as stated above shall be accorded only in the following cases:

STC. 2.6.1. For proprietary MSE, proprietor(s) shall be SC/ST.

STC. 2.6.2. For partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.

STC. 2.6.3.For Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

STC 3 **Tender Fee (निविदाशुल्क)**

STC 3.1. 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.

STC 3.2. 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.

STC 3.3. Exemption of Tender Fee is not applicable for JV / Consortium even if all the parties of the JV / Consortium are eligible for such exemption on individual basis.

STC 3.4. Non-submission of tender fee or a valid MSE / NSIC certificate may lead to offer rejection.

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

STC 4.1. 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 **05 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.

STC 4.2. 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.

STC 4.3. 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.

STC 4.4. MSE Registered Firms has to be submit Bid Security Declaration In lieu of Earnest Money Deposit as per GRSE format.

STC 4.5. Exemption of EMD is not applicable for JV / Consortium even if all the parties of the JV / Consortium are eligible for such exemption on individual basis.

STC 4.6. Non-submission of EMD /Bid Security Declaration and valid MSE certificate may lead to rejection of offer.

STC 4.7. **Refund of Earnest Money Deposits**

STC. 4.7.1. 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.

STC. 4.7.2. 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.

STC. 4.7.3. EMD of successful bidder will be returned after receipt of security deposit against work order as per contractual terms.

STC 4.8. **Forfeiture of Earnest Money Deposit** (बयाना जमा की जब्ती): EMD may be forfeited under the following circumstances:

STC. 4.8.1. The bidder withdraws the bid after opening of Price Bid during the period of validity of offer.

STC. 4.8.2. The bidder does not accept the correction of error in bid price as indicated in Clause pertaining to **CORRECTION OF ERRORS** hereinafter.

STC. 4.8.3. The successful bidder fails within the specifies time limit to:

a. Acknowledge the LOA/Order

b. Furnish the required Security Deposit

c. Non-performance of the contract by the Contractor

d. If any registered vendor with Fixed EMD withdraws its bid prior to finalisation of the order and during the period of bid validity, the Fixed EMD as deposited by the vendor shall be liable to be forfeited.

STC 5 **VALIDITY OF OFFER (प्रस्ताव की वैधता)**

STC 5.1. Offer should remain valid for a period of as per terms of specific NIT Terms & Requirements (90/120/180 days) from the due date of the tender.

STC 6 **VENDOR'S CONFIRMATION W.R.T. LIMITED TENDER ENQUIRY**

STC 6.1. In case of Limited tender any bidder is not interested to quote, Vendor's confirmation of having received the tender but not willing to quote / regretting to quote, must be forwarded for GRSE reference & records. This should be treated as a requirement for the Vendor's name to be retained in GRSE's select list. In case where a particular Vendor has not responded to tender enquiry for more than 3 times, its name will be liable for de-registration.

STC 7 **SECURITY DEPOSIT (INTEREST FREE)** प्रतिभूति (ब्याज रहित)

STC 7.1. 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.

STC 7.2. 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.

STC 7.3. 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.

STC 8 **WORK DONE CERTIFICATE (W.D.C.) (किए हुए काम का प्रमाणपत्र)**

STC 8.1. 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.

STC 9 **BILL SUBMISSION (**बिल प्रस्तुति)

STC 9.1. 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.

STC 9.2. Transaction fee of Rs. 500.00 for first return & Rs. 1000.00 for subsequent return of bill with inappropriate documents will be charged.

STC 10 **COMPLIANCE OF ESI & PF** (ईएसआई और पीएफ़ का अनुपालन) **/ EMPLOYEE COMPENSATION POLICY**

STC 10.1. Compliance of ESI & PF of the engaged workman is the responsibility of the contractor.

STC 10.2. 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.

STC 10.3. In case the employees engaged by the Contractor are out of the purview of ESI then they should be covered under Employee Compensation policy (covering benefits under EC Act). Further, it is suggested to cover the Contractor's employees under a Mediclaim policy so that hospitalization benefit can be provided in case of any medical emergency arising during the course of employment.

STC 11 **POLICE VERIFICATION FOR CONTRACT LABOUR WORKMEN (ठेका श्रमिकों का पुलिस सत्यापन)**

STC 11.1. 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.

STC 11.2. 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.

STC 11.3. Photo Identity Card /Gate Pass as required by GRSE will be arranged by the contractor for his employees at his own cost.

STC 12 **GST REGISTRATION (जी एस टी पंजीकरण)**

STC 12.1. 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.

STC 13 **GUARANTEE PERIOD (गारंटी अवधि)**

STC 13.1. Guarantee / Warranty is applicable for a Period of as stipulated in NIT Terms & Requirements from the date of completion of work.

STC 13.2. Workmanship will be guaranteed for satisfactory performance for a period as stated in NIT. 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).

STC 13.3. 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.

STC 14 **PRICE (मूल्य)**

STC 14.1. For Tender in NIC Portal (एन आई सी पोर्टल टेंडर हेतु)

STC. 14.1.1. 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.

STC 14.2. For Tender in GeM Portal (जे ई एम पोर्टल टेंडर हेतु)

STC. 14.2.1. Price bid needs to be filled up (with or without GST as specified in NIT) only through GeM portal for the total job.

STC. 14.2.2. 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.

STC. 14.2.3. 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.

STC 15 **QUANTITY VARIATION** (मात्रा भेद)

STC 15.1. 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.

STC 16 **UNREASONABLE QUOTES**अतर्कसंगत भा

STC 16.1. For Job Contract (कार्य संविदा हेतु)

STC. 16.1.1. 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.

STC. 16.1.2. 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.

STC. 16.1.3. 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.

STC 16.2. For Manpower Contract (श्रमशक्ति संविदा हेतु)

STC. 16.2.1. The quoted price of the L1 bidder should comply with the prevailing Minimum Wages Act & Other Statutory requirements i.e PF, ESI etc.

STC. 16.2.2. 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.

STC 17 **JOINT VENTURE** (संयुक्त ऊधम)

STC 17.1. The bids submitted by a joint-venture company of two or more firms/persons/entities as partners/promoters shall comply with the following requirements:

STC. 17.1.1. 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.

STC. 17.1.2. 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.

STC. 17.1.3. 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.

STC. 17.1.4. 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.

STC. 17.1.5. 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.

STC. 17.1.6. 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.

STC. 17.1.7. If selected, PO would be issued in favour of the JV.

STC 18 **CONSORTIUM** (अल्पकालीन संघटन)

STC 18.1. The bids submitted by a Consortium of two or more firms as partners shall comply with the following requirements:

STC. 18.1.1. 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.

STC. 18.1.2. 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.

STC. 18.1.3. 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.

STC. 18.1.4. 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.

STC. 18.1.5. 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.

STC. 18.1.6. 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.

STC. 18.1.7. 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.

STC. 18.1.8. 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.

STC. 18.1.9. 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.

STC. 18.1.10. 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.

STC. 18.1.11. 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.

STC 19 MAINTENANCE OF MACHINES (यंत्रों का अनुरछण)

STC 19.1. 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.

STC 20 SUB-CONTRACTING OF SUB-CONTRACTED JOB (उप संविदा कार्य का उप संविदा)

STC 20.1. 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.

STC 20.2. 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.

STC 20.3. 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.

STC 21 EXCESS/WASTE/REJECTED MATERIALS (अतिरिक्त/बेकार/ अस्वीकृत सामग्री)

STC 21.1. 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.

STC 22 FIRE &SAFETY PRECAUTIONSअग्नि एवं संरक्षा सावधानियाँ

STC 22.1. 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.

STC 23 **SAFETY GUIDELINE FOR MATERIAL HANDLING EQUIPMENT** (सामग्री चालन उपकरण हेतु मार्गदर्शन)

STC 23.1. 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.

STC 24 **MANDATORY USE OF ISI MARKED PPE BY CONTRACTOR EMPLOYEES** (संविदा कर्मचारी द्वारा आई एस आई निशान पी पी ई व्यवहार की अनिवार्यता)

STC 24.1. 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:

STC 24.2. LIST OF PPES (पी पी ई की सूची)

Sl. No.	Description	Name of PPE	Applicable area of Protection	Standard
(i)	Head Protection	Safety Helmet	In the shop floor / on board ship / working at height / under the suspended load or any other place where there is any possibility of head injury.	IS: 2925 or EN 397.
(ii)	Foot Protection	Safety Shoes	(a) Mandatorily wear safety shoe while working in shop floor / on board ship/ Stores/ Dock floor or any other place where there is possibility of foot injury. (b) Mandatorily wear closed footwear while entering the shipyard. (c) Wear Rubber Gumboot while working in water logged condition for removing of water from ship's tank, compartment, Dock Galley etc., cleaning of Dock floor / acid pickling area/ canteen cooking and washing areas etc.	(a) IS 15298 / EN ISO 20345 (b) Non ISI (c) IS: 12254
(iii)	Eye Protection	Safety Goggles	When engaged for welding / gas cutting / grinding / chipping / painting / chemical handling or any other activity where there is a possibility for eye injury due to penetration of flying particles / ultra violet radiation / splashing of chemical etc.	ANSI Z87.1 or EN166.
(iv)	Ear Protection	Ear Plug	In high noise area (>90 db).	IS: 9167/ EN 352
(v)	Hand Protection	Hand Gloves	(a) Leather Hand Gloves – During material handling / welding / gas cutting or any other activity where there is possibility of hand injury due to contact with sharp edges, hot spatter from welding or gas cutting processes.	(a) IS:6994/EN 407 for heat applications (gas cutting / welding) / EN 420 for general

Sl. No.	Description	Name of PPE	Applicable area of Protection	Standard
			(b) Electrical Rubber Hand Gloves – While executing any electrical maintenance jobs. (c) Acid / Alkali Proof Rubber Hand gloves – During handling of acid, skin irritants chemical & solvent etc.	requirement / EN 388 for mechanical hazard (b) IS 4770 for electrical work (c) EN 420 for general requirement (d) EN 388 for mechanical hazard
(vi)	Respiratory Protection	Welding Fume Respirator, Paint Fume Respirator or, Dust mask	Dust Respirator – To be worn during grinding job, floor cleaning, dusting or any other activity where there is possibility of producing dust. (b) Welding Fume Respirator – To be worn during welding, gas cutting, brazing job etc. (c) Chemical Respirator – To be worn during painting, mixing of paint with solvents & FRP activities handling of acid, skin irritants, chemical & solvents etc.	(a) IS: 9473 / EN: 149 (b) IS: 9473 / EN: 149 (c) IS: 15323 (Selection to be made according to the particular chemical hazard)
(vii)	Fall Protection	Double lanyard Safety Belt & harness, automatic fall arrestor	To be worn while working in height: (a) Double Lanyard Full Body Harness – During working at height such as on scaffolding structure / suspended working platform / ship's mast / fragile roof / inclined surface on the roof top or at any other height where there is a possibility of person to fall and get injured. (b) Automatic fall arrestor (in addition to full body harness) – To be worn during carrying out job in the vertical ascending / descending on the scaffolding structure, working on the suspended working platform and inclined surface on the roof top, horizontal movement at height.	(a) IS: 3521 (b) EN 361
(viii)	Electric Arc Flash Protection	Electric Arc rated flash suit jacket, pant, hood and gloves	To be worn during operation & maintenance of electrical installations inside the HT Switch Gear Rooms.	As per guideline of NFPA-70E
(ix)	Fire-Fighting protection	(a) Three Layer Fire	Personnel engaged in Fire Fighting service should wear Fire Close Proximity	Fire Proximity Suit approved

Sl. No.	Description	Name of PPE	Applicable area of Protection	Standard
		Close Proximity Suit (b)Self-Contained Breathing Apparatus (SCBA) Set	Suit and use Self-Contained Breathing Apparatus (SCBA) Set during combating fire in a hazardous environment.	by EN-469:2005 + A1: 2006 +AC: 2006D and CE. Jacket & Trouser (EN-469) Hand Gloves (EN-659) Outer Head Protection Helmet (EN-443/1997) and inner Protection EN 1391, Self-Contained Breathing Apparatus(SCBA) Set, as per approval of CE and EN-137 CLASS II standards and Approval of PESO
(x)	Face protection	Industrial safety face shields with plastic visor	When person engaged for grinding / chipping / buffering or any other activity where there is a possibility for face injury due to penetration of flying particles	IS 8521 Design of visor may be selected as per design of safety helmet
(xi)	Protective Clothing	Cotton boiler-suit	In the shop floor / on board ship / production floor and in any other areas of operation.	IS: 177- 1989 (Reaffirmed in 2003), Variety 3 standard
	Note: Cotton-boiler suits should bear name of the contractors' firm on the back-side of the boiler-suit in legible manner for easy identification.			

STC 24.3. Role of Contractors

STC. 24.3.1. Shall ensure attendance of their workmen and other personnel deployed by them, in the scheduled safety-briefings, appropriate use of required PPEs and adoption of various safety measures in their respective workplaces.

STC. 24.3.2. Shall provide adequate and appropriate PPEs conforming to IS / EN standards, as mentioned at Para 3 and 4 of the Policy, at their own cost and ensure that their workmen mandatorily use those PPEs as specified in this Policy vide Sl. No. 3 or as advised by Safety Department from time to time, according to the job requirement.

STC. 24.3.3. Shall ensure submission of PPE Issue Matrix Register (as per Annexure – II) to the user department before commencement of work. Such Register should comprise of the name of the contractor, P.O No., name of the workmen being deployed, allotment of PPEs and signature of contractors' workmen substantiating allotment of PPEs to them as per the IS parameter laid down at Para 3 and 4 above.

STC. 24.3.4. Every contractor should ensure that their workmen have undergone safety training programme, as per their nature of work, prior to commencement of work. Contractor has to submit a report to the engaging / user department after completion of safety training programme for obtaining permission to commence work under the particular P.O. A copy of that report has to be forwarded to Safety Department for information and record.

STC. 24.3.5. In the event of any accident, the concerned contractor / their site In-charges / supervisors must immediately inform the respective dealing officer of user department regarding occurrence of such accident, who in turn will inform Works Manager of the respective unit and Officer from Safety Department for initiation of further necessary action.

STC. 24.3.6. Ensure that no workman or other personnel deployed by them should loiter or work in shop floor, onboard ship or in the yard without wearing basic PPEs like helmet, safety shoes etc.

STC 24.4. Role of contractors' workmen

STC. 24.4.1. Adhere to all necessary safety-guidelines at their work-sites and use appropriate PPEs.

STC. 24.4.2. Inform their supervisors / site In-charges in the event of loss or damage of their safety gears / PPEs so that the same can be replaced immediately by the concerned contractor and should not be a reason for non-compliance.

STC. 24.4.3. To communicate proper use of PPEs to their co-workers in the event there is any non-compliance.

STC 24.5. PENAL PROVISIONS FOR NON-COMPLIANCE

S/N	Type of violation	Penalty (INR)			
		1st Instance	2nd Instance	3rd Instance	4th Instance
(i)	Not having / not using PPEs properly	INR 10,000/-	INR 15,000/-	INR 20,000/-	Discontinued / debarred from participating in future tender upto 06 months / 02 consecutive tenders.
(ii)	Use of defective / non IS PPEs	INR 5,000/-	INR 10,000/-	INR 15,000/-	

STC 24.6. DISCONTINUATION OF CONTRACT

STC. 24.6.1. In the case of repeated violation of safety guidelines, i.e, for more than 04 (four) instances during any Financial Year, GRSE shall have the sole discretion to terminate all / such affected contracts of the concerned non-complying contractor. GRSE may also impose Tender Holiday up to maximum period of 03 years in the event of 05 instances of violation. Tender Holiday will be issued on recommendation of existing Standing Committee and approval of Competent Authority.

STC 25 **ENVIRONMENT MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY**(पर्यावरण प्रबंधन एवं व्यावसायिकस्वास्थ्य सुरक्षा)

STC 25.1. 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.

STC 26 **ENERGY CONSERVATION** (ऊर्जा संरक्षण)

STC 26.1. 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 economical way to save energy as per Energy Management System of ISO 50001: 2011.

STC 27 **GUARANTEE FOR RAW MATERIAL (**अनिर्मित सामग्री की गारंटी)

STC 27.1. 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.

STC. 27.1.1. 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.

STC. 27.1.2. 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.

STC. 27.1.3. 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.

STC. 27.1.4. 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.

STC. 27.1.5. 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.

STC 28 **MATERIAL RECONCILIATION STATEMENT (MRS)** (सामग्री मिलान विवरण)

STC 28.1. 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.

STC 28.2. Quantity of stiffeners used in transportation are to be mentioned in delivery challanclearly indicating whether the stiffeners are: -

STC. 28.2.1. Temporary stiffeners supplied by vendor.

STC. 28.2.2. Sections of ABS quality supplied by GRSE.

STC 28.3. 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.

STC 29 **INSURANCE (**बीमा)

STC 29.1. 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:

STC. 29.1.1. Fire as per AIFT including EQ, STFI at Contractors premises.

STC. 29.1.2. Burglary including theft during Storage at Contractors premises.

STC. 29.1.3. Marine transit to and fro as per ITC(A) including SRCC (on the basis of agreed valuation between GRSE & contractors).

STC. 29.1.4. Loading & unloading including TP liability at all fabricator’s premises.

STC. 29.1.5. Loss due to infidelity of contractors whilst in storage.

STC. 29.1.6. Spoilage of material by contractors by any accidental reasons whatsoever.

STC 29.2. 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.

STC 29.3. For the jobs which are to be executed inside GRSE premises, Insurance coverage will not be the responsibility of contractor.

STC 30 **SITE-INCHARGE/ LOG BOOK/ HINDRANCE & OTHER RECORDS** (कार्यस्थान प्रभार/कार्यपंजी/बाधा एवं अन्य रिकार्ड)

STC 30.1. One fully responsible and Qualified Site-in-charge has to be posted at the site during progress of work.

STC 30.2. Attendance Register, Wage Register etc. are to be maintained daily for the particular job on board and to be shown as and when required.

STC 30.3. Details of technical personnel deployed for the job.

STC 30.4. Monthly progress report.

STC 30.5. Log book for re-work/ modification.

STC 30.6. Details of materials brought by vendor along with copies of challan.

STC 30.7. 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.

STC 30.8. 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.

STC 31 **WORKING HOURS** (कार्य समय)

STC 31.1. 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.

STC 32 **RISK PURCHASE** (जोखिम खरीद)

STC 32.1. 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.

STC 32.2. 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.

STC 33 **INDIVIDUALITY OF THE CONTRACT** (संविदा की वैयक्तिकता)

STC 33.1. 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.

STC 34 **SECRECY OF INFORMATION** (सूचना की गोपनियता)

STC 34.1. 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.

STC 34.2. 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.

STC 34.3. Non-Disclosure Agreement (NDA) as specified in the NIT has to be submitted as per GRSE Format.

STC 35 **REGISTRATION OF NEW VENDOR** (नए बिक्रेता का पंजीकरण)

STC 35.1. 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.

STC 36 **CONTRACT WORKMAN WAGE PAYMENT** (संविदा कामगार का मजदूरी भुगतान)

STC 36.1. 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.

STC 37 **INSPECTION** (निरीक्षण)

STC 37.1. Quality assurance authority: As per NIT/SOTR.

STC 37.2. 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.

STC 37.3. 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.

STC 37.4. 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.

STC 38 **CORRECTION OF ERRORS** (त्रुटि सुधार)

STC 38.1. Bids determined to be responsive will be checked by GRSE for any arithmetic error. Errors will be corrected by GRSE as follows:

STC 38.2. For Manual Tendering: -

STC. 38.2.1. Where there is a discrepancy between the rates in figures and in words, the rates in words will govern.

STC. 38.2.2. 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.

STC 38.3. For Tendering through NIC Portal: -

STC. 38.3.1. 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.

STC 38.4. For Tendering through GeM Portal: -

STC. 38.4.1. 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.

STC 39 **FORCE MAJEURE** (अप्रत्याशित घटना) **:**

STC 39.1. 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.

STC 39.2. 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.

STC 40 **TERMINATION OF CONTRACT** (अनुबंध की समाप्ती)

STC 40.1. 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.

STC 41 **DAMAGE OF MATERIALS / EQUIPMENTS** (सामग्री/उपकरण की छती)

STC 41.1. 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.

STC 42 **OFFICE & STORAGE SPACE** (कार्यालय एवं भंडारण स्थान)

STC 42.1. 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.

STC 43 **ARBITRATION (मध्यस्थता)**

STC 43.1. 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.

STC 43.2. In the event the parties fail to mutually appoint a Sole 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.

STC 43.3. 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.

STC 43.4. The Award of the Sole Arbitrator shall be final, conclusive and binding upon the Parties.

STC 43.5. 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.

STC 43.6. 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.

STC 43.7. 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.

STC 43.8. The language of the proceeding shall be in English.

STC 44 **JURISDICTION** (न्याय अधिकार)

STC 44.1. Litigation, if any, pertaining to this contract will come under the jurisdiction of High Court at Kolkata.

STC 44.2. 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.

STC 44.3. 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.

STC 44.4. 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.

STC 44.5. All existing applicable Laws such as ESI, PF, SERVICE, CONTRACT LABOUR, CHILD LABOUR etc. as applicable, shall be binding for the contract.

STC 45 **PREVALANCE OF NIT/STAC & CLARIFICATION**

STC 45.1. For any discrepancy between NIT (Notice Inviting Tender) and STAC, NIT statement may be taken as final.

STC 45.2. Clarification required, if any, regarding Tender Document, should be got resolved by contacting competent authority of GRSE prior to submission of bid.

ANNEXURE – 3: EXECUTED RELEVANT JOBS for TECHNICAL ELIGIBILITY DURING LAST 03 YEARS

(To be submitted in Letterhead of bidder)

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 *(Supporting soft or, hard copy to be submitted)*	Start & Completion date as per Order	Actual start date	Actual Completion Date	Order placed by	Value of Purchase order (in INR)	Scope of Work (details & quantity)	Details of Resources / Machinery Deployed	Work completion certificate Ref. No. & date *(Supporting soft or, hard copy to be submitted)*

Note: Please add additional pages if required

(Signature of Authorized Representative)

Date:

Name:

Designation:

ANNEXURE – 4: FORMAT for FINANCIAL ELIGIBILITY
(To be submitted in Letterhead of bidder)

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

A. Financial Data for evaluating Financial Eligibility

SL. No.	Accounting Year	Financial Years	Turn Over (in INR)
1	2024-25	2023-24	
2	2023-24	2022-23	
3	2022-23	2021-22	
Average for 03 years			

(Signature of Authorized Representative)

Date:

Name:

Designation:

Note:

(i) Financial Statements to be attached

(ii) Annual Statement Audited / Certified by Chartered Accountant for the relevant last three (03) years is to be provided while submitting the bid.

ANNEXURE-5: FORMAT OF SELF-CERTIFICATION FOR DECLARATION REGARDING BLACKLISTING/ TENDER HOLIDAY
(To be submitted in Letterhead of bidder; MANDATORY FOR ALL TENDERS)

1. Name of the Bidder with Address: **Date:**
2. Job Description:
3. Tender Reference:

Sub: SELF-CERTIFICATION

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 -------(date) 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 is found inappropriate / false, 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 of Authorized Representative with official seal)

Date:

Name:

Designation:

NB: PLEASE ENCLOSE COPY OF RELEVANT DOCUMENTS
*Strike out / omit whichever is not applicable

ANNEXURE-6: FORMAT FOR DISCLOSURE BY CONTRACTOR OF EXISTING WORK
(To be submitted in Letterhead of bidder)

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

4. **Details of Existing relevant jobs:**

Sl. No.	Description of Existing relevant jobs	Order No., Date & Value **(in INR)** *(with supporting document)*	Scope of work for existing contract (To quantify)	Start & Completion date as per Order	Actual start date	Agreed Completion Schedule	Deployment of operatives for the existing contract (category wise)					Action Plan for resource mobilization
							USK	SSK	SK	HSK	Equipment	

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

Note: Please add additional pages if required.

ANNEXURE-7: FORMAT FOR DISCLOSURE BY CONTRACTOR OF PROPOSED EXECUTION / DEPLOYMENT PLAN OF THIS TENDERED JOB

(To be submitted in Letterhead of bidder)

5. **Name of the Bidder:**

6. **Job Description:**

7. **Tender Reference:**

8. **Details of Existing relevant jobs:**

Sl. No.	Deployment of operatives per month for the Tendered job contract (category wise)				
	USK	SSK	SK	HSK	Equipment

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

Note: Please add additional pages if required.

ANNEXURE-8: CONFIRMATION BY BIDDER CUM CHECKLIST FOR BID SUBMISSION

ATTACH SUPPORTING DOCUMENTS (PRICE NOT TO BE MENTIONED HERE)

APPLICABLE ONLY FOR TENDERS PUBLISHED IN GEM PORTAL

NIT No / निविदा संख्या:		
Job Title / कार्य का नाम:		
1.	**BID REFERENCE NO./DATE***	
2.	**NAME OF THE BIDDER**	
3.	**Proprietorship / Partnership / JV / Consortium** *(agreement need to be submitted in case of JV / Consortium)*	
4.	**ADDRESS OF THE BIDDER**	
5.	**Phone**	
6.	**E-mail**	
7.	**Vendor Regn No. with GRSE (if Registered Vendor of GRSE)**	
8.	**MSME / NSIC** REGISTRATION DETAILS (IF APPLICABLE)	
9.	**TReDS** REGISTRATION NUMBER (Offers of MSME not registered with TReDS may not be considered)	
10.	**GeM** SELLER ID*	
11.	**PAN**	
12.	**TAN** (indicate if not applicable)	
13.	**GST** No.	
14.	**PROVIDENT FUND** ACCOUNT DETAILS	
15.	**ESI** DETAILS	
16.	COMPANY **REGISTRATION** DETAILS / **TRADE LICENSE**	
17.	**Currency**	**INR**
18.	**GLOBAL DISCOUNT(Percentage)**	

COMMERCIAL TERM(S) / DETAILS

Sl. No.	**ATTRIBUTE**		**DETAILS (VENDOR TO CONFIRM)**
1.	**TENDER FEE**	**Details of instrument** to be indicated if required as per NIT	
		Indicate **SUBMITTED / EXEMPTED / NOT REQUIRED AS PER NIT**	
2.	**EARNEST MONEY**	**Details of instrument** to be indicated if required as per NIT	
		Indicate **SUBMITTED / EXEMPTED / NOT REQUIRED AS PER NIT**	
3.	**SECURITY DEPOSIT**	Indicate **ACCEPTANCE OF NIT TERMS / DEVIATION** (if any)	
4.	**PERFORMANCE GUARANTEE**	Indicate **ACCEPTANCE OF NIT TERMS / DEVIATION** (if any)	
5.	**TERM OF PRICE**	Indicate **ACCEPTANCE OF NIT TERMS / DEVIATION** (if any)	
6.	**QUOTATION VALID TILL***	Indicate **ACCEPTANCE OF NIT TERMS / DEVIATION** (if any)	
7.	**COMMERCIAL TERMS** **Note: Deviations Sought to Commercial Terms (if any) are to be clearly mentioned.**		
8.	**TECHNICAL COMMENTS** **Note: Deviations sought against SOTR / Technical Terms are to be clearly mentioned.**		
9.	**DELIVERY SCHEDULE *** **Note: Deviations sought w.r.t. Tender stipulation are to be clearly mentioned.**		

10.	**DEVIATIONS TO OTHER NIT TERMS** **Note: Deviations sought w.r.t. NIT Terms and not specified above are to be clearly mentioned.**		
11.	**TERMS OF PAYMENT**: {PAYMENT WILL BE MADE THROUGH ECS MODE}	Indicate **ACCEPTANCE OF NIT TERMS / DEVIATION** (if any)	
12.	**ORDER TO BE PLACED ON**		
13.	**PAYMENT TO BE MADE TO** (IF ANOTHER AGENCY) PLEASE INDICATE LATEST BANK DETAILS		
14.	**SAC CODE** (DETAILS TO BE PROVIDED IN GST CODE PERCENTAGE TAB)		
15.	**NAME OF SUPPLY STATE/UT**		
16.	**GST** (BIDDER TO INPUT ONLY TOTAL APPLICABLE GST IN PERCENTAGE (%), IRRESPECTIVE OF IGST, CGST, SGST OR COMBINATION OF TWO TYPES OF GST)		
DOCUMENT SUBMISSION / CONFIRMATIONS			
1.	**INTEGRITY PACT**	Indicate **SUBMITTED / NOT REQUIRED AS PER NIT**	
2.	**NON-DOSCLOSURE AGREEMENT**	Indicate **SUBMITTED / NOT REQUIRED AS PER NIT**	
3.	**DECLARATION REGARDING BLACKLISTING/ TENDER HOLIDAY**	[indicate **SUBMITTED / NOT SUBMITTED** and if **put on Tender Holiday / Blacklisted**]	
4.	**ACCEPTANCE MATRIX FOR NIT & STAC**	[indicate **SUBMITTED (WITHOUT DEVIATION) / SUBMITTED (WITH DEVIATION) / NOT SUBMITTED**]	
5.	**ACCEPTANCE MATRIX FOR SOTR / SOR**	[indicate **SUBMITTED (WITHOUT DEVIATION) / SUBMITTED (WITH DEVIATION) / NOT SUBMITTED**]	
6.	**FORMAT FOR TECHNICAL ELIGIBILITY**	[indicate **SUBMITTED / NOT SUBMITTED**]	
7.	**DISCLOSURE BY CONTRACTOR OF EXISTING WORK**	[indicate **SUBMITTED / NOT SUBMITTED**]	
8.	**FORMAT FOR FINANCIAL ELEGIBILITY CRITERIA**	[indicate **SUBMITTED / NOT SUBMITTED**]	
9.	**AVERAGE ANNUAL TURNOVER in INR FOR LAST 3 FINANCIAL YEARS** (Ref Sl-8 of NIT Terms & Requirements)		
10.	**DOCUMENTS IN SUPPORT OF FINANCIAL ELIGIBILITY CRITERIA** (Audit Report incl. Profit & Loss and Balance Sheet)	[indicate **SUBMITTED / NOT SUBMITTED**]	
ATTACH SUPPORTING DOCUMENTS (PRICE NOT TO BE MENTIONED HERE)			

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

ANNEXURE-9: CHECK LIST FOR BILL SUBMISSION - for Service Contracts

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) submittded 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)			

ANNEXURE-11: INTEGRITY PACT
(to be executed in Non-Judicial Stamp Paper of Rs.100/- and to be signed & stamped on all pages)

INTEGRITY PACT

Between

M/s Garden Reach Shipbuilders & Engineers Limited (GRSE) hereinafter referred to as "The Principal"
and
M/s.. hereinafter referred to as "the Bidder/Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for "____________________(Name of the 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 Contractors(s).

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 principals 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, provided 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)/Contractor(s)

[1] The Bidder(s)/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)/ 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)/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)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s)/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)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s) / 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)/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)/Contractor(S) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

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

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

If the Bidder(s)/Contractor(s) before award or during execution has 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)/ Contractor(s) from the tender process or take action as per the extant procedure of the company.

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 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 occurred 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/Contractors/Sub-contractors.

1) The Bidder(s)/Contractor(s) undertake(s) to demand from all sub-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, Contractors and Sub-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 principal obtains knowledge of conduct of a Bidder, contractor or subcontractor, 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 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 his functions neutrally and independently. He reports 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 contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) /Subcontractor(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 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 agreement, he 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 him by the principal and should the occasion arise, submit proposals for correcting problematic situations.

7) 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 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 the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains 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/Contractor)

Place .... Place ....

Date .... Date ....

Witness 1
(Signature, Name & Address)

Witness 2
(Signature, Name & Address)

ANNEXURE-12: NON-DISCLOSURE AGREEMENT

(to be executed in Non-Judicial Stamp Paper of Rs.100/- and to be signed & stamped on all pages)

This Non-Disclosure Agreement executed this ……………Day of …………………..2023.

Between

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED, a company incorporated under the provisions of the Companies Act, 1956, having its Registered Office at 43/46, Garden Reach Road, Kolkata – 700024, hereinafter referred to as "**GRSE"** (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its successors-in-interest, administrators and assigns) of the **FIRST PART**.

AND

M/s _______________ (with full address)., hereinafter referred to as the L1 Bidder (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its successors-in –interest, administrators and assigns) of the **SECOND PART**.

WHEREAS

For purpose of this Agreement, GRSE discloses (herein after referred to as the "Disclosing Party") to the Bidder (herein after referred to as 'Recipient") Confidential Information as are required to give effect to the terms of the NIT/Purchase Order and the Recipient receives and or accesses the said Confidential Information

WHEREAS the Bidder being considered inter alia for the purpose of ____________________ work and as such some of the data, drawings/documents in connection to execution of work against Tender No: ____ are required to be disclosed which shall be treated as confidential and the said Recipient, shall not disclose or part with such drawings/documents either whole or in part to any other third party, without prior written consent from GRSE.

AND WHEREAS the said Recipient, is obliged to execute an undertaking in the form of "Non-Disclosure Agreement" on receiving Confidential Information in the form of data drawings/ documents and also confidential/proprietary drawings or technical information of Indian Navy through Government of India or any other party, as the case may be, by GRSE, duly promising and/or undertaking to keep and treat such data, drawings/documents as strictly 'confidential'.

NOW THEREFORE both GRSE and the Bidder do hereby agree as follows in the premises aforesaid: -

1. In the Premises aforesaid it is agreed as follows:

(a) "Confidential Information" means and includes any and all facts, knowledge, information, data and drawings and documents of any nature whatsoever, whether written or electronic mode owned and/or possessed by GRSE notwithstanding it belongs to any person, government or otherwise not limited to ideas, designs, data, source code, processes, computer programming, flow diagrams, know how, computer programming and other software and software techniques and such other notes, interpretation, derivative or analysis of data that has been or may hereafter be provided or shown to the Recipient or is gathered, received or obtained directly or is otherwise obtained from the review of GRSE's documents. It is agreed that any and all reports, notes, minutes, summaries, flow charts, diagrams and any other information that is prepared based on the discussions and interaction with GRSE pursuant to this Agreement shall be deemed to be Confidential Information under this Agreement.

(b) During the pre-bid discussion and subsequent agreement between the parties herein, if any, for execution of the job and also for a period of 10 years from the date of Expiry and/or foreclosure and/or termination of the said NIT/PO, M/s _______________., the Recipient, undertakes that the Confidential Information so received in any form whatsoever shall be:

i) Protected and kept as strictly confidential by them.

ii) Disclose to and used only by the persons within the organization of M/s__________., who have a need to know solely for the purpose of pre-bid meeting and for execution of the work if awarded by GRSE subsequently subject to their taking due care and protection of the system and data.

iii) Used in whole or in part solely for the purpose of pre-bid meeting and for execution of the work if awarded by GRSE subsequently in the manner as ordered by GRSE or to be ordered from time to time exclusively and shall not be exploited for any other purpose or customers.

iv) Neither be disclosed nor cause to be disclosed directly or indirectly to any third party.

v) Neither be copied nor otherwise be reproduced, in whole or in part without prior express consent from GRSE.

vi) Returned to GRSE forthwith on demand at any point of time and upon immediate foreclosure /expiry of the contract if subsequently entered.

2. Nothing in this agreement or the disclosure of the Confidential Information or data or systems, to be intended to be granted or shall be construed as granting to the Recipient., any rights, title, interest or license other than the right to use such Confidential Information for the purpose of pre-bid meeting and for the execution of the contract/job if subsequently awarded by GRSE and shall not be exploited for any other purpose or customers of the Recipient. In this regard for the purpose of pre-bid meeting or for execution of job if any, to be subsequently awarded by GRSE to the Recipient shall at all times remain the exclusive property of GRSE and rest with GRSE.

3. The Recipient shall resort to any publicity or advertising in respect of this agreement or the subject matter thereof and the subject matter of PO and/ or any Agreement, if any, to be entered into subsequently.

4. The Recipient shall not make any copies or duplicate or reduce in writing the Confidential Information or part thereof in anyway in whole or part any information without the prior written consent of GRSE and where such copies or reproductions are permitted in accordance with this clause, the Recipient shall treat them strictly confidential in accordance with the provisions of this agreement and comply with the instructions of GRSE with regard to the protection and disposal of them.

5. If the Recipient is compelled under any law to disclose (whether by way of announce or otherwise) any Confidential Information, it shall give prompt notice in writing of such fact to GRSE and shall provide all cooperation and assistance as may be requested by GRSE in order to seek an appropriate remedy to prevent or restrict such disclosure.

6. It is agreed by the Recipient that the Recipient shall take full responsibility while handling the Confidential Information provided by GRSE, which means that the Recipient shall be fully responsible of the acts of its employees/subcontractors/officers/associates who are required to handle the Confidential Information provided by GRSE.

7. **Indemnity:** Recipient shall indemnify GRSE and hold harmless from and against all actions, proceedings, claims, demands, losses, damages, costs (including between attorney and clients) charges, expenses and consequences whatsoever that may be brought or made against or sustained or incurred by GRSE in consequences resulting from any act or omission on the part of Recipient including its employees/subcontractors/officers/associates.

8. The Recipient agrees and undertakes GRSE that the Recipient shall obtain appropriate indemnity from its sub-contractors and outside personnel/workers to the effect that they will use Confidential Information for construction of the ships only and for no other purpose and also, they would not divulge or pass on any Confidential Information to any third party for any reason whatsoever.

9. The Recipient acknowledges the competitive value and confidential nature of the Confidential Information and the resultant damage to GRSE if the Confidential Information is disclosed or allowed to be disclosed to any unauthorized persons or used for the purpose of violation of this Agreement.

The Recipient confirms that it is imperative that all Confidential Information remains confidential. The Recipient acknowledges that GRSE possesses Intellectual Property Rights in the Confidential Information.

10. The expiry, foreclosure or termination of the PO or any or all of the subsequent agreements entered into by GRSE and the Recipient, if any, in pursuance of the pre-bid discussion, shall not relieve the Recipient of their/its obligations under these presents which shall be effective and remain effective and in full force, for a period of 10 years from the date of such expiry/foreclosure/termination of the PO.
11. In the event of expiry, foreclosure or termination, the Recipient shall forthwith return to GRSE, the Confidential Information as received by them/it during tenure of the PO and/or subsequent agreements.
12. Neither party shall assign any PO and / or any Agreement, if any, to be subsequently entered into, without the written consent of the other and should there be any re-organization, merger, take over or the like, its successor-in-interest shall be bound by the conditions of this Agreement.
13. Failure to enforce any provision of this agreement and/or failure to initiate timely action, will not construe to be waiver and GRSE shall be freely entitled to enforce the provisions of this agreement at any appropriate time thereafter.
14. In the event any provision of this Agreement shall be held invalid or unenforceable for any reason, that provision shall not affect any other provision of this Agreement.
15. The Recipient acknowledges that Confidential Information belonging to GRSE is a valuable asset. Disclosure in breach of this Agreement will result in irreparable injury to GRSE for which monetary damage alone will not be an adequate remedy. Therefore, the parties agree that in the event of a breach or threatened breach of the terms of this Agreement, GRSE will be entitled to specific performance, injunctive relief or other equitable relief prohibiting any breach of this Agreement. Any such equitable remedy shall be in addition to and not in lieu of, other appropriate relief at law which GRSE may be entitled.
16. This agreement shall be governed under the Indian Laws and the Courts in Kolkata shall have exclusive jurisdiction to try determine and adjudicate any disputes arising between the parties in relation to this agreement.
17. GRSE' standard arbitration clause as contained in NIT shall apply to this agreement for resolution of disputes between the parties.

IN WITNESS WHEREOF the parties have hereunto set and subscribed their respective hands and seals on the day, month and year first above written.

FOR GARDEN REACH SHIPBUILDERS & ENGINEERS LTD	**FOR** M/s _______________.,
Signature: Name: Address:	Signature: Name: Address:
WITNESS 1	**WITNESS 2**
Signature: Name: Address:	Signature: Name: Address :

<u>**FORMAT FOR BANK GUARNTEE TOWARDS EARNEST MONEY**</u>

<u>(to be executed in Non-Judicial Stamp Paper of Rs.100/- and to be signed & stamped on all pages)</u>

(To be used by all scheduled Banks)

BANK GUARANTEE TOWARDS EARNEST MONEY

GUARANTEE BOND

In consideration of M/s. Garden Reach Shipbuilders & Engineers Limited, 61, Garden Reach Road, Kolkata - 700024 (hereinafter called "the Buyer") having agreed to exempt M/s.. having its registered office at ………………………..…… (hereinafter called "the party") from the demand ,under the terms and conditions contained in the Tender No…………………………… dated .... (hereinafter called "the Said Tender") of EARNEST MONEY DEPOSIT for the due fulfillment by the said party's of the terms and conditions contained in the said Tender on production of a Bank Guarantee for Rs............................... (Rupees……………………………………………only) we................................Bank Limited (hereinafter referred to as "the Bank") do hereby undertake to pay to the Buyer an amount not exceeding Rs……………………… (Rupees……………………………………………only) against any loss of any breach by the said Party of any of the terms & conditions contained in the said Tender.

2. We, ... Bank ....do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Buyer stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Buyer by reason of any breach by the said Party of any of the terms and conditions contained in the said Tender or by reason of Party's failure to perform the said Tender. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee.

3. We, ... Bank Limited further agree to the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of said Tender / Order and that it shall continue to be enforceable till all the dues of the Buyer under or by virtue of the said Tender / Order have been fully paid and its claims satisfied or discharged or till the Managing Director , Garden Reach Shipbuilders & Engineers Limited ,certifies that the terms and conditions of the said Tender / Order have been fully & properly carried out by the said party and accordingly discharges the Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the .... We shall be discharged from all liability under this Guarantee thereafter.

4. We, ... Bank Limited further agree with the Buyer that the Buyer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender / Order or to extend time of performance by the said Party from time to time or to postpone for any time or from time to time any of the powers exercisable by the Buyer against the said Party and to forbear or enforce any of the terms and conditions relating to the said Tender / Order and we shall not be relieved from our liability by reason of any such variation, or extensions being granted to the said Party or for any forbearance , act or omission on the part of the Buyer or any indulgence by the Buyer to the said Party or by any such matter of thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

5. We .... Bank Limited lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Buyer in writing.

6. Notwithstanding anything contained herein above , the liability of the Guarantor under this Guarantee is restricted to Rs...................................... (Rupees.................................only), and that this Guarantee shall remain in force until its expiry on the ....(date), unless a suit or action to enforce a claim under this Guarantee is made against the Guarantor within six months from the aforesaid date of expiry , all the rights of beneficiary under the said Guarantee shall be forfeited and the Guarantee shall be released and discharged from all liabilities thereof.

For .... Bank Limited

Dated the .... day of............................ 20

FORMAT FOR BANK GUARANTEE TOWARDS SECURITY DEPOSIT

(to be executed in Non-Judicial Stamp Paper of Rs.100/- and to be signed & stamped on all pages)

(to be used by all scheduled banks)

BANK GUARANTEE TOWARDS SECURITY DEPOSIT

GUARANTEE BOND

In consideration of M/s. Garden Reach Shipbuilders & Engineers Limited, 43/ 46, Garden Reach Road, Kolkata - 700024 (hereinafter called "The Buyer") having agreed to exempt M/s.. having its registered office at .... (hereinafter called "The Party") from the demand, under the terms and conditions contained in the Tender/ Purchase Order No.................................. dated .... (hereinafter called "the said Tender/ Order") of SECURITY DEPOSIT for the due fulfillment by the said Party's of the terms and conditions contained in the said Order, on production of a Bank Guarantee for Rs. .... (Rupees .... only), we, ... Bank Limited (hereinafter referred to as "the Bank") do hereby undertake to pay to the Buyer an amount not exceeding Rs. .... against any loss or damage caused to or suffered by the Buyer by reason of any breach by the said Party of any of the terms and conditions contained in the said order.

2. We, ... Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Buyer stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Buyer by reason of any breach by the said Party of any of the terms and conditions contained in the said order or by reason of the Party's failure to perform the said order. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee.

3. We, ... Bank Limited further agree to the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Tender/ Order and that it shall continue to be enforceable till all the dues of the Buyer under or by virtue of the said Tender/ Order have been fully paid and its claims satisfied or discharged or till the Managing Director, Garden Reach Shipbuilders & Engineers Limited, certifies that the terms and conditions of the said order have been fully and properly carried out by the said Party and accordingly discharges the Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the .... we shall be discharged from all liability under this Guarantee thereafter.

4. We, ... Bank Limited further agree with the Buyer that the Buyer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender/ Order or to extend time of performance by the said Party from time to time or to postpone for any time or from time to time any of the powers exercisable by the Buyer against the said Party and to forbear or enforce any of the terms and conditions relating to the said Tender/ Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Party or for any forbearance, act or omission on the part of the Buyer or any indulgence by the Buyer to the said Party or by any such matter of thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

5. We, ... Bank Limited lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Buyer in writing.

6. Notwithstanding anything contained hereinabove, the liability of the Guarantor under this Guarantee is restricted to Rs. .... (Rupees ....) and that this Guarantee shall remain in force until its expiry on the .... (date), unless a suit or action to enforce a claim under this Guarantee is made against the Guarantor within six months from the aforesaid date of expiry, all the rights

of the beneficiary under the said Guarantee shall be forfeited and the Guarantee shall be released and discharged from all liabilities thereof.

For ………………………………………………………… Bank Limited.

Dated the ……………………………………… day of …………………………… 20……………….

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.

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