**SAIL-SCL Kerala Limited**

**(A SAIL- Govt of Kerala Joint Venture Company)**

**“Steel Nagar”, P B. No. 42, Kolathara P.O., Kozhikode-673 655**

Phone: +91-495-2483498, Fax : + 91-495-2483043

Mob: 9446007678/9446001230

E.Mail: [pm@steelcomplexkerala.com](mailto:pm@steelcomplexkerala.com) / [mm@steelcomplexkerala.com](mailto:mm@steelcomplexkerala.com)

SSKL/07/1H.1/2019/7653 27th November 2019

**NOTICE INVITING TENDER**

**SAIL-SCL Kerala Limited**, having a total of 60 employees working in various shifts round the clock invites competitive online bids in single cover from experienced parties for running the Company Canteen at “Steel Nagar”, Kolathara P.O., Kozhikode, on Contract basis.

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| --- | --- | --- |
| 1 | Description of Work | Running the Company Canteen on Contract Basis for One Year from 01.01.2020 |
| 2 | Bid Submission Fee | Rs. 300/- plus GST @ 12% |
| 3 | EMD | Rs. 10,000/- |
| 4 | Security Deposit | Rs. 25,000/- |
| 5 | Tender Documents | NIT, Tender Form, BOQ |
| 6 | Tender Form Download Start Date | 6.00 pm on 28th November 2019 |
| 7 | Bid Submission Start Date | 6.00 pm on 28th November 2019 |
| 8 | Tender Form Download End Date | 12.00 pm on 11th December 2019 |
| 9 | Bid Submission End Date | 12.00 pm on 11th December 2019 |
| 10 | Date of Bid Opening | 12.00 pm on 13th December 2019 |

**T**ender documents can be downloaded free of cost from the Kerala Government e-Procurement Portal www.etenders.kerala.gov.in. **A**ll bids, including tender documents, shall be submitted online only through the Kerala Government e-Procurement Portal www.etenders.kerala.gov.in. No manual submission of the bids will be entertained. A Bid Submission Fee of Rs 300/- (Rupees Three Hundred Only) + GST @ 12% and an EMD of Rs.10000/- (Rupees Ten Thousand Only) shall be remitted online through www.etenders.kerala.gov.in. EMD will not carry any interest. In case the successful bidder refuse or fail to accept the Contract offered to him in full or in part, the EMD will be forfeited.

**T**he bids will be opened online at the Registered Office of **SAIL-SCL Kerala Limited**, ‘Steel Nagar’, Kolathara P.O., Kozhikode. **I**f the tender opening date happens to be a holiday due to any reason whatsoever, the tender opening process will be done on the next working day at the same time and place. **SAIL-SCL Kerala Limited** will not be responsible for any electronic error whatsoever arising while downloading or uploading of data by the Bidder. Bidders are advised to submit their bids sufficiently in advance of the closing time to avoid unforeseen connectivity issues.

The Company reserves the right to accept or reject any tender without assigning any reason whatsoever.

For SAIL-SCL Kerala Limited

Managing Director

**SAIL-SCL Kerala Limited**

**(A SAIL- Govt of Kerala Joint Venture Company)**

**“Steel Nagar”, P B. No. 42, Kolathara P.O., Kozhikode-673 655**

Phone: +91-495-2483332, Fax : + 91-495-2483043

Mob:9446007678/9446001230

E.Mail: [pm@steelcomplexkerala.com](mailto:pm@steelcomplexkerala.com) / [mm@steelcomplexkerala.com](mailto:mm@steelcomplexkerala.com)

SSKL/07/1H.1/2019/7653 27th November 2019

### TENDER FORM FOR RUNNING COMPANY CANTEEN ON CONTRACT BASIS

1. Name of the Bidder :

2. Address of the Bidder :

: Pin: Phone:

3. Age :

4. Father’s Name :

5. Previous experience in running

Industrial Canteen on contract

with names of companies &

duration (Proof to be uploaded) :

6. Amount that can be invested :

for running the Canteen

7. Any other particulars :

8. GST Registration No, if any :

I have fully understood and unconditionally accept the terms and conditions as specified in Annexure-I for running the Canteen in SAIL-SCL Kerala Limited on contract basis.

I have remitted the Tender Cost of Rs.300/- plus GST@12% and Earnest Money Deposit of Rs.10000/-online *via* e-Tenders Kerala, the e-procurement portal of Government of Kerala.

Place:

Date: Signature of the Bidder

1. This Tender Form is to be downloaded, duly filled in, signed by authorized signatory of the bidder and uploaded within the prescribed time limit.
2. If the bidder, whose bid has been accepted by the Company and on whom order has been placed, fails to comply with any of the terms and conditions of the tender, the EMD will be forfeited.
3. The Company reserves the right to accept or reject any tender without assigning any reason whatsoever.

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Annexure 1

**SAIL-SCL Kerala Limited, Kozhikode**

TERMS & CONDITIONS

FOR RUNNING THE COMPANY CANTEEN ON CONTRACT BASIS

1. The Contractor shall execute a detailed Agreement with the Company in the prescribed format in Stamp Paper worth Rs.200/- and shall make a Security Deposit amounting to Rs.25000/- or Bank Guarantee for an equal amount. The whole or part of the Security Deposit will be forfeited by the Company in case the Contractor violate or fail to fulfill any provision of the Agreement or any provision of any relevant law for the time being in force which the Contractor has duty to comply with in respect of this Contract. The Security Deposit will be refunded without interest on successful completion of the Contract.
2. The workers engaged by the Contractor in the Canteen will be employees of the Contractor only and not of the Company. The engagement of any worker in the Canteen by the Contractor shall be with the prior approval of the Company. Further, any worker so engaged by the Contractor shall be replaced forthwith if so instructed by the Company.
3. None of the workers engaged in the Canteen shall be below the age of 18 years. The workers shall be free from contagious diseases and shall be medically fit to work in the Canteen. A Medical Certificate to this effect, issued by a government medical officer not below the rank of an Assistant Surgeon, shall be submitted to the Personnel Department of the Company. The workers engaged shall also be subjected to periodical medical check-up as required under the Factories Act, at the expense of the Contractor.
4. Payment of remuneration, other benefits and statutory payments in respect of the workers engaged by the Contractor shall be in compliance of relevant legislations in force. The Contractor shall maintain all necessary records including Muster Rolls, Wage Sheets etc as required under law, in respect of his employees and shall make such records available for inspection whenever required. The Contractor shall pay regularly and without default ESI/EPF Contributions, including the employer’s contribution, applicable charges etc, of the workers engaged by him. He shall duly furnish all information/returns before appropriate authorities as required by law. In case any default is committed by the Contractor and the Company is made to compensate the ensuing dues, the Company shall be entitled to deduct such dues from any amount payable to the Contractor including his Security Deposit.
5. The Contractor shall obtain License to run the Canteen from the appropriate licensing authority with immediate effect and shall submit the License Certificate to the Personnel Department of the Company.
6. The Contractor or his workers will not hold any entitlement whatsoever against the Company except as expressly stated in the Contract including any claim for employment in the Company during the period of the Contract or at any time thereafter.
7. The Contractor shall be exclusively liable for any accident, injury or death that any worker engaged by him may sustain during the course of employment in the Canteen and if the Company is made to pay any sum or sums in respect of any such accident, injury or death, the Company will be entitled to deduct such sum or sums from any amount payable to the Contractor or from his Security Deposit.

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1. The Contractor shall indemnify the Company against any claim arising out of or with respect to any transaction between the Contractor and any third party.
2. The Company will provide to the Contractor, the existing Canteen building with available utensils, furniture & fittings and also free supply of water and electricity. It shall be the responsibility of the Contractor to arrange, at his own cost, all other items required for running the Canteen. Use of electricity shall be limited to lighting and operation of fans, one grinder and an electric samovar. Electrical equipments other than these shall not be used in the Canteen without the express permission of the Company. Wastage of water and electricity shall be strictly avoided.
3. The Canteen shall function in all the three shifts on all days including Sundays. The timing of services in the Canteen shall be normally as per **Appendix I**. The timing is subject to modifications by the Company, as and when required.
4. The items and quantity of foodstuff to be supplied in the Canteen shall be as per **Appendix II.** The foodstuff supplied shall be of good quality. **S**pecial items including special vegetable curry may be supplied in the Canteen with the prior approval of the Canteen Managing Committee. The price of such special items shall be displayed in the Canteen Notice Board.
5. Breakfast items and snacks supplied in the Canteen shall be as per the menu scheduled by the Canteen Managing Committee for that particular day.
6. The rates quoted by the Bidder shall be inclusive of applicable taxes, if any, and no further amount can be claimed from the Company towards taxes.
7. Payment to the Contractor will be made on the basis of coupons collected by him from the employees in exchange of the foodstuff supplied to them. Coupons will be issued to all employees by the Company. Foodstuff shall be supplied by the Contractor in the Canteen or other specified places only on advance surrender of appropriate coupons by the employees at the rates prescribed by the Company. The Contractor shall maintain a register of daily collection of coupons. He shall deposit the coupons collected each day at the Personnel Department of the Company on the immediately following working day with a statement thereof. The total value of coupons so deposited will be paid to the Contractor on a monthly basis.
8. The Contractor also has to provide canteen service to guests as per the directions of the Company, as and when required. A separate Guest Account Book shall be maintained by the Contractor for this purpose. The details of such services shall be entered in the above Book and get promptly countersigned by the concerned Department Head. The Contractor will be eligible for payment at the existing rates from the Company in this respect.
9. The amount payable to the Contractor by the Company for running the Canteen will be the total of the amounts payable as per Clauses 14 and 15 above. The Contractor shall submit to the Company, by the 3rd of every month, a Monthly Statement of coupons surrendered as above and the amount payable as per the Guest Account during the preceding month.

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1. The Contractor will be paid the amount claimed as above within 7 working days of successful submission of the Monthly Statement, accompanied by required documents such as Wage Sheet, statement of ESI/EPF Contributions etc in the format provided by the Company.
2. No amount other than that mentioned in Clauses 14 & 15 above shall be payable by the Company to the Contractor for running the Canteen; further, no advance payment will be released to the Contractor.
3. The Contractor shall submit to the Company, in advance, a weekly deployment schedule of his workers in the Canteen. The workers shall leave the Company premises immediately on completion of their scheduled duty hours.None of the workers of the Contractor shall be permitted to reside inside the Company premises.
4. It shall be the responsibility of the Contractor to keep the Canteen and its premises clean & hygienic. The kitchen, work area, dining halls, store room, dining tables, wash basins, utensils, kitchen appliances etc shall always be kept neat and tidy. The utensils in the Canteen shall be properly washed and cleansed in hot water.
5. The workers engaged by the Contractor shall be dressed in neat uniform with head caps. Male workers shall wear pants & shirt. The Contractor shall ensure neat turn out, hygienic habits, decent behavior and proper discipline of his workers. He shall also ensure that they abstain from the use of intoxicants or tobacco of any kind inside the Company premises and entering the Company premises while under the influence of intoxicants.
6. In case any worker of the Contractor fails to comply with the above code of behavior, the Company will be free to impose a penalty of Rs.200/- per person per occasion and deduct such penalty amount from the monthly payment of the Contractor.
7. The Contractor shall be responsible for the safe and proper custody of the materials entrusted to him by the Company and shall return them to the Company on completion or termination of the Contract. In the case of damage/loss of any item, the Contractor shall be liable to satisfactorily repair/replace the item or pay compensation as decided by the Company, failing which the cost of the damaged items shall be recovered from any amount payable to him including the Security Deposit.
8. The Canteen Contractor or a responsible person authorized by him shall always be available in the Canteen for proper supervision and management of the Canteen.
9. The members of the Canteen Managing Committee of the Company will have the right to inspect any space, material or process in the Canteen, the quality/quantity of the foodstuff served therein and any aspect affecting the quality/quantity of such foodstuff. The instructions of the Managing Committee with regard to the quantity/quality of the foodstuff or the hygiene of the Canteen and its premises shall be complied with by the Contractor and every person engaged by him in the Canteen.

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1. This Contract shall be valid for a period of one year from **01/01/2020 to 31/12/2020**. The rates agreed shall not be revised under any circumstances, during the period of validity of the Contract. On satisfactory completion of the Contract and on mutual consent, the Company reserves the right to extend the validity of the Contract for a further period up to one year, on the same terms and conditions.
2. The Contractor shall run the Canteen to the satisfaction of the Company. In the case of any unsatisfactory service by the Contractor or on his failure to comply with the provisions of the Contract, the Company reserves the right to terminate the Contract without any advance notice, to forfeit the Security Deposit in part or in full, and also to recover from the Contractor damages over and above the Security Deposit if deemed necessary.
3. In case the Contractor intends to terminate the Contract before completion of the Contract for whatsoever reasons, he shall give 3 months’ notice to the Company of his intention, failing which the Contractor shall be liable to pay damages as the Company thinks fit.
4. On completion of the Contract, the Contractor shall deposit with SAIL-SCL Kerala Limited all statutory records like Muster Rolls, Wage Registers etc and the Guest Account Books.
5. In the matter of any dispute, difference or doubt regarding any condition of the Contract, the decision of the Managing Director, SAIL-SCL Kerala Limited will be final and binding on both the parties. Any litigation whatsoever arising out of or in relation to this Contract shall only be initiated in the courts in Kozhikode.

For SAIL-SCL Kerala Limited

Managing Director

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Appendix-I

###### TIMING OF SERVICE IN CANTEEN/OFFICES

6.30 A.M. to 7.15 A.M. - Breakfast – A Shift

7.45 A.M. to 8.15 A.M. - Breakfast – Gen. Shift

9.30 A.M to 10.15 A.M. - Tea & Snacks

10.30 A.M. - Tea & Snacks – Service in Offices

11.30 A.M to 12 noon - Lunch – A Shift

12 noon to 12.30 P.M - Lunch – Gen. Shift

1 P.M to 1.30 P.M - Lunch – Office Staff

1.45 P.M to 2.15 P.M. - Tea & Snacks

2.45 P.M. - Tea & Snacks – Service in Offices

5 P.M to 5.30 P.M. - Tea & Snacks – B Shift

7.30 P.M. to 8 P.M. - Supper – B Shift

9.30 P.M to 10 P.M. - Tea

1 A.M to 1.30 A.M. - Breakfast – C Shift

4 A.M. - Tea

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Appendix-II

FOODSTUFF TO BE SUPPLIED WITH QUANTITY

1. (2) (3)

Sl.No. Foodstuff Quantity

1. **Beverages**
2. Tea 6 oz
3. Coffee 6 oz

3. Black Coffee 6 oz

4. Black Tea 6 oz

1. **Breakfast Items**
2. Chappathi 70 gms
3. Puttu 70 gms
4. Idli 70 gms

1. Dosa 70 gms

1. Vellappam 70 gms
2. Porotta 80 gms.

III. Vegetable Curry for Breakfast:

1. Green Gram Curry 100 gms

2. Bengal Gram Curry 100 gms

1. Potato Baaji Curry 100 gms
2. Vegetable Stew 100 gms
3. Green Peas Curry 100 gms

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1. **Meals**
2. Full Meals consisting of 600 gms of

Cooked Rice with Fish Curry,

Vegetable Curry, Upperi and Pickle.

1. Half Meals consisting of 300 gms

of Cooked Rice, with other items

as at Sl.No.1 above

V. Snacks:

1. Kayappam 50 gms

2. Pathiri (Porichathu) 50 gms

3. Ulli Vada 50 gms

4. UzhunnuVada 50 gms

5. Bonda 50 gms

6. Pazham Pori 50 gms

7. Parippuvada 50 gms

**Note:** 1. Idli and Dosa are to be served with Sambar or Chutney.

2. One breakfast item and one snack item need be prepared everyday as per menu

decided by the Canteen Managing Committee.