

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
(CINNo U40109NH2005SGC153646)
EHV CCCM DIVISION AMRAVATI

Office of the Executive Engineer (C)
EHV CCCM DIVISION AMRAVATI
"PrakashSarita" Administrative Building, C-Wing, Ground Floor,
220 KV S/Stn. Premises, Morshi Road, Amravati – 444603.
Phone No.:- 0721-2669159
Email Id :- ee17110@mahatransco.in
Web Site :- www.mahatransco.in



Ref.No.EE(C)/EHV/CCCM/Division/Amt/ **852**

Date:-**18.12.2019**

E-Quotation

Sub: E-Quotation for the work of "Running of staff Canteen" at MSETCL Administrative building "PrakashSarita", 220 KV S/Stn. Premises, Morshi Road, Amravati.

Dear Sir,

Sealed and super scribed **Item rate quotations** are invited for the above mentioned work **on or before 25.12.2019 up to 13.00 Hours** as detailed in Annexure 'A' is enclosed herewith subject to following terms and conditions

TERMS AND CONDITIONS

1. **The quotations should reach to this office at the above mentioned address in due period of submission.** Quotations shall be submitted only in person. Quotations sent by post/courier will not be accepted. The quotations will not be accepted after due date & time of submission.
2. The Item rates should be quoted on firm quotation basis inclusive of all taxes, Transportation, Loading, Unloading and other incidental charges.
 - (a) The Contractor should have registration under Shop & Establishment Act and should have **'3' years professional experience of running canteen** in large and private/ industrial sector/ reputed establishment/Govt. offices/serving **150 - 200 employees**.
 - (b) The contractor shall submit self attested copies of following documents :-
 - i) Experience certificate issued by an officer not below the rank of Executive Engineer or depending upon the case.
 - ii) Food & Drugs Certificate (FSSAI).
 - iii) Payment of EMD amount **Rs.3000/- (Rs Three thousand only)** to be made by bidder **offline in the office of The Executive Engineer (C), EHV CCCM Division, "PrakashSarita" Administrative Building, Ground Floor, "C" Wing, 220 KV S/Stn. Premises, Morshi Road, Amravati. EMD details amount & MR No. Should be super-scribed on the Envelope.**
 - iv) Registration under Shop & Establishment Act.
 - v) Registration under Contract Labour (Regulation & Abolition) Act 1970 & Rules of ongoing contract if any & it is necessary to register under labour contract Act as per rules if contract is awarded to agency
 - vi) Provident Fund Registration.
 - vii) GST Registration.
 - viii) PAN card.
3. **Contract period is 12 Calendar months .**
4. Contractors are requested to visit office of **The Executive Engineer (C), EHV CCCM Division, "PrakashSarita" Administrative Building, Ground Floor, "C" Wing, 220 KV S/Stn.**

Premises, Morshi Road, Amravati. (of MSETCL) & understand the scope of work before submitting the quotation.

5. The contractor whose contract is terminated in MSETCL (Mahatransco)/ MSEDCL (Mahadiscom)/ MSEB Holding Company/ MSEPGCL (Mahagenco) or in any establishment, their offer will not be opened.

7. Earnest Money Deposit -

Bidders are required to pay an **EMD of Rs.3,000/- (Three thousand only) in** the form of RTGS/ cash/ Demand Draft drawn on any nationalized bank or scheduled bank payable at Amravati at par, in favour of **Maharashtra State Electricity Transmission Company Limited.** Offers, submitted without EMD, will be rejected. EMD of the successful bidders will be returned on executing the Contract, and furnishing the Security Deposit.

The EMD may be forfeited:

- (A) If a bidder withdraws his offer during the period of bid validity, or
(B) In case of a successful bidder, if the bidder fails:
- a. to execute the agreement / contract within 10 days from the date of the issue of the work order.
 - b. to submit Security Deposit as specified in the terms and conditions

8. Security Deposit

- i) The successful bidder shall pay the prescribed Security Deposit within 10 days after the acceptance of his quotation.
- ii) Bidder will have to pay Security Deposit amounting **to Rs. 25,000/- (Rs. Twenty Five Thousand only.)** in RTGS/ FDR or demand draft of any Nationalised Bank situated in Amravati area. The same will be released after successful completion of work.
- iii) Failure to furnish the prescribed Security Deposit or to execute the agreement within the period specified in Clause no.7 above shall entail forfeiture of the earnest money and / or the cancellation of the contract.

9. Price Bid:-

- i) The Financial Bid as per the schedule B. The Financial Bid must be filled in completely, without any errors, erasures or alterations.
- ii) **The Bid should be submitted in two separate Envelope. 1st envelope containing Tender qualifying documents (TQR) as per condition No. (2) & 2nd envelope only financial bid quoting your Item rates. Both envelope nomenclature on top of envelope (1) TQR & (2) Price/ Financial bid. If bidder fails to fulfil the TQR in 1st envelope then the bidder will disqualify for the opening of price bid.**
- iii) Rates quoted must be rounded to nearest number against standard rate of an item.

10. Opening of Bids - **The quotation submitted will be opened after completion of due submission period. MSETCL will not accept conditional bids.**

11. Financial Evaluation

- i) The bidders have to quote amount in Indian rupees as per schedule of the financial bid. forfeited.
- ii) In case same rates quoted by two agencies, the selection will be based on the high qualitative of services and experience.
- iii) The Undersigned, reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problems encountered at a later stage.

12. Award Criteria

- i) On written communication from MSETCL for having qualified for Running of staff Canteen at MSETCL Office premises at **“PrakashSarita” Administrative Building, Ground Floor, “C” Wing, 220 KV S/Stn. Premises, Morshi Road, Amravati.**, the agency shall sign the contract (letter of award) within 10 days of such communication. Failing which the offer shall be treated as withdrawn and EMD will be forfeited.
- ii) The cost of stamp duty payable as per Amravati Stamp Duty Act 1958 towards work contract shall be borne by the agency.

13. General Terms & Conditions

- i) Bidders will have to pay **Rs.3,000/- (Rs. Three thousand only) along with the quotation as earnest money deposit** in RTGS or form of cash or Demand Draft in favour of Maharashtra State Electricity Transmission Co. Ltd, drawn on any Nationalised Bank or scheduled bank payable at Amravati at par. Quotation submitted without earnest money are liable to be rejected.
- ii) Failure to furnish the prescribed Security Deposit or to execute the agreement within the period specified shall entail forfeiture of the earnest money and / or the cancellation of the contract.
- iii) Quotations which do not fulfil all or any of the above conditions or incomplete in respect are liable to summary rejection.
- iv) The bidder is expected to visit the premises and see for himself the furniture, equipments and materials before submitting the quotation.
- v) The contract of any part thereof shall not be sublet without the written permission on the Executive Engineer (Civil) or his authorized representative
- vi) The MSETCL or their officer, who accepts the quotation, shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest not to assign any reason whatsoever for the rejection of any tender or tenders.
- vii) Quotations containing uncalled for remarks or any additional conditions are also liable to be rejected.
- viii) Further MSETCL does not accept any responsibility for inability to use and/or for any delay in service provided by the site. The past and present performance of contractor shall also be inspected/ verified by the company before issue of work order.
- ix) All the bids will be **valid for a period of 120 days from the date of tender** opening for placing the initial order. If necessary, MSETCL may give extension in the bid validity period beyond **120 days**. This may extend for further 60 days. If any withdrawal during the said period will entail forfeiture of Earnest Money deposited with tender. No request will be considered for price revision during the contract period.
- x) The quality and quantity of food – stuffs to be supplied in the said premises, the arrangement of menu, timings of meals in the said premises and such other matters pertaining to supply shall be fixed from time to time by the Company. All preparation shall be made from the good quality of materials and quantity shall be as indicated in the items/rate Annexure.
- xi) It will be the responsibility of the contractor to maintain the standards of quality and quantity of food – stuffs and other items and to provide efficient and satisfactory supply and services in accordance with the Company's requirements from time to time and the contractor shall comply with all directions given in this behalf by the Board from time to time. **The rates shall not be allowed to change from the rates offered in tender for 12 months.**
- xii) Veg items shall be served in the canteen.
- xiii) The rates shall be uniform for all i.e. Company's regular staff, trainee, apprentices and bonafied visitors and no unauthorized person should be served with food items prepared in the canteen. The prepared food shall not be permitted to go outside the Company premises except with the specific authorization by the Company.

14. Special Conditions of Contract

- i) Being the offer for office premises for about 150 to 200 Nos. of employees working and about 50 visitors are daily visiting the "**PrakashSarita**" **Administrative Building, Ground Floor, "C" Wing, 220 KV S/Stn. Premises, Morshi Road, Amravati..** The well-equipped Canteen is provided on Ground floor at Administrative Building with adequate kitchen, pantry and other facilities.
- ii) The sitting arrangement made in such way that about 50 Nos. employees could take their food at a time at Administrative Building. The lunch hours 13.30 hrs to 14.00 hrs. For VIP and Sr. Officers, a separate sitting arrangement has been made on ground floor, at Administrative Building
- iii) **The tea and coffee is only to be served on the employees table at 11.00 a.m. in the morning and 15.00 hrs. in the afternoon if demanded by staff. For officers, tea and coffee is served for their Guest as and when required including Holidays if required. No Eatables are allowed to be served on officers table.**
- iv) Drinking water shall be served by the contractor on the tables in the canteen without any

- additional charge.
- v) Canteen services shall be also made available on 2nd and 4th Saturday and Holidays if required.
- vi) The Canteen shall remain open during 9.00 hrs to 19.00 hrs daily
- vii) MSETCL shall provide necessary space for running the canteen free of cost, However, the contractor shall have to pay the token rent Rs.1500/- per annum.
- viii) The Electricity, water, furniture and other equipments shall also be provided on “No charge basis.” The maintenance and repairs of the kitchen equipment shall be arranged by contractor at his own cost.
- ix) Fuel: The contractor has to make his own arrangement for fuel such as gas, etc. and no compensation shall be given by Company on fuel charges. Coal/ Kerosene will not be permitted to use as fuel.
- x) Food: The contractor shall have to make his own arrangement at his own cost for raw materials and working capital for preparation of victuals and pay the remuneration to his own employees and bear the incidental costs in conducting of the canteen and shall not be entitled to any reimbursement on that account by the Company.
- xi) Staff: The contractor shall engage a competent Manager or himself to supervise the running of the canteen and shall normally be available to the representative of the Company as and when required. The contractor shall not permit the use of canteen by any other person by subletting, leave the running of the canteen or any other basis or any purpose whatsoever and he shall run the canteen in conformity with the terms and conditions of the agreement.
- xii) If the Company is not satisfied with the service or Conduct of any of the employees of the contractor for any reason whatsoever, the contractor shall remove such employee from the Company’s premises. The contractor shall be responsible or his employees mischief, including in malpractices or deliberately demanding Company’s machinery/property and involvement in any criminal offences.
- xiii) The contractor’s workmen shall wear clean uniforms while on duty at all times.
- xiv) Sweeping and Cleaning - The contractor shall keep the canteen premises in clean and neat condition including W.C., washing place, windows, doors, dining hall and surroundings in the premises of canteen. The kitchen shall be cleaned daily and waste materials shall be disposed off outside the premises as per municipal corporation rules. If the cleaning shall not be done properly, the same work will be carried out by the Company on risk and cost of the contractor.

15. List of quality/make of some of the ingredients to be used by the Contractor for reparation of food etc.

Sr. No.	Kind of ingredients	Quality
1.	Refined Sunflower /Ground nut/ Rice brand oil	Gemini / Fortune
2.	Sugar	'C' grade
3.	All provisions	A-1 quality
4.	Spices	Everest/ Bedekar
5	Milk	Apporx Whole milk (Mawa - 200-215 gms) per Litre
6	Vegetable	All fresh green seasonal vegetables as per menu
7.	Papad	Lijjat
8	Pickels	Bedekar / Pravin.
9.	Tea	Tajmahal/ Society / Red label
10.	Other ingredients	Best quality

16. If any accident occurs to contractor's personnel during the execution of work, the Company will not be responsible for the payment of any compensation to them. In such cases, it will be the contractor's responsibility to pay the compensation as per the Workmen compensation act and the rules made there under.
17. The caterer will maintain the quality, quantity and size of eatables at the given and accepted rates and supply the same throughout the contract period. The caterer will also provide

- satisfactory service to the consumers. In case of departure from the rates, quality, quantity and size of eatables, unsatisfactory supply and service, the contract will be terminated by giving 15 days notice to the caterer, for which no compensation will be payable to the caterer.
18. The caterer shall not cease to cater at a canteen or otherwise terminate the Agreement before the expiry of its period and in case he ceases to cater or terminate the agreement before the expiry of the notice period & prior to stipulated 15 days notice he shall be liable to pay to the Company (without any demur or question) such amount of money as the Company may decide as penalty.
19. If any damage occurs to the Company's property during execution, contractor will have to make it good at his own cost and risk.
20. Right to reject any or all quotations is reserved by the undersigned.
21. The rates quoted shall be valid for 120 days from the date of opening of quotation.
22. In case of any disputes regarding the work order for this work, the decision of the undersigned shall be final and binding on the contractor.
23. In case of any legal disputes regarding the work order for this work, the same shall be subject to Amravati High Court's jurisdiction only.
24. All other conditions of contract prevailing in the Company (MSETCL) will be applicable in this case & will be binding on the contractor entirely.
25. **Procedure to find out the Lowest bidder**
- i) Contractor has to quote for each item of food material as per Annexure A for item 10 to 80.
 - ii) Rates must be quoted in rupees.
 - iii) For working out Monthly amount of sale, quantity consider in table-1 is approximate (for the purpose of arriving at final decision)
 - iv) No claims for quantity of consumption for items considered in table-1 will be entertained on any account
 - v) Quantity of mostly consumed items as listed in table-1 will be consider for computing monthly sale amount based on rates quoted for this items in Annexure 'A' by the bidder
 - vi) The lowest sale amount so derived in table-1 will be considered for finalising of lowest bidder.
 - vii) If there is (Equal lowest sale amount) between amount derived at Table '1' for two or more bidders , then & then only '2' will be worked out & considered for finding out lowest bidder.
 - viii) if again there is tie (equal lowest sale amount) between amount derived at Table '2' for two or more bidder then lottery system will be adopted for clahed bidder only in the presence of bidder & company representative & the result will be binding to both bidder & company.
26. The blank quotation copy shall be available in EHV CCCM Dn. Amt. free of cost, during the **working hours from 19.12.2019 to 25.12.2019.**

Thanking you,

Sd/-
(Digambar D. Wagh)
Executive Engineer (C) I/C
EHV CCCM Division,
MSETCL, Amravati.

Encl: Annexure "A"

Copy S.W.R.S. to :

1. The Superintending Engineer (C) EHV CCCM Circle, MSETCL, Amravati.
2. Copy to:
1. The Addl. Executive Engineer (C) EHV CCCM Sub Division-I, Amravati
2. The Dy. Manager(F&A) EHV CCM Division Amravati.

MAHARASTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

EHV CIVIL CONST-CUM-MAINT.DIVISION , AMRAVATI

Annexure "A"

Name of work :- Providing food facility & canteen services at Administrative building, Amravati.

Sr. No.	PARTICULARS OF ITEM	Quantity Weight/ No.s	Rate including GST	Quoted Rate
10	Providing regular tea to staff & visitors. The quantity of tea shall be 70 ml per cup of tea including serving hot.	70 ml	7.00	
20	Providing regular coffee to to staff & visitors. The quantity of coffe shall be 70 ml per cup including serving hot.	70 ml	11.00	
30	Providing snacks (vegetarian items like Shira, Pohe, Upama, Samosa with chutney, kachori with chutney etc) in limited quantity for trainees and staff including necessary services	120gm/ 2 No.s	15.00	
40	Providing vegetarian working meal to to staff & visitors including 3 Chapati, 2 Bhaji, 1 plate Pulav / veg biryani, Pickle, salad including necessary services.	1.00	71.00	
50	Providing & supplying cold drinks (Sprite, Thums up, Coca cola, Limca etc. 200ml qty) OR energy drink 200ml qty to staff & visitors including necessary services.	As per MRP	
60	Providing special snacks in limited quantity (vegetrain) items like udid vada sambar / misal / Edli / Dhai Vada / Uttapa / Puri bhaji / Shabu Khichadi / Shabu Wada with Chatani etc. completed .	200gm/ 2 Nos	36.00	
70	Providing fresh butter Milk	250ml	13	
80	Providing fresh fruit juice	250ml	22	

Sd/-

(Digambar D. Wagh)
Executive Engineer (C) I/C
EHV CCCM Division,
MSETCL,Amravati.

Signature of Contractor

MAHARASTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

EHV CIVIL CONST-CUM-MAINT.DIVISION , AMRAVATI

Table No 1

For Departmental use only

Name of work :- Providing food facility & canteen services at Administrative building, Amravati.

Sr. No.	PARTICULARS OF ITEM	Tentative Quantity	Unit	Quoted Rate	Amount
10	Providing regular tea to staff & visitors. The quantity of tea shall be 70 ml per cup of tea including serving hot.	8800.00	No.		
20	Providing regular coffee to to staff & visitors. The quantity of coffe shall be 70 ml per cup including serving hot.	1100.00	No.		
30	Providing snacks (vegetarian items like Shira, Pohe, Upama, Samosa with chutney, kachori with chutney etc) in limited quantity for trainees and staff including necessary services	1540.00	No.		
40	Providing vegetarian working meal to to staff & visitors including 3 Chapati, 2 Bhaji, 1 plate Pulav / veg biryani, Pickle, salad including necessary services.	300.00	No.		
50	Providing & supplying cold drinks (Sprite, Thums up, Coca cola, Limca etc. 700ml qty) OR energy drink 200ml qty to staff & visitors including necessary services.	1100.00	No.		
60	Providing special snacks in limited quantity (vegetrain) items like udid vada sambar / misal / Edli / Dhai Vada / Uttapa / Puri bhaji / Shabu Khichadi / Shabu Wada with Chatani etc. completed .	440.00	No.		
70	Providing fresh butter Milk	250.00	No.		
80	Providing fresh fruit juice	250.00	No.		

Lowest sale amount Total Rs.

Table No 2

For Departmental use only

Name of work :- Providing food facility & canteen services at Administrative building, Amravati.

Sr. No.	PARTICULARS OF ITEM	Tentative Quantity	Unit	Quoted Rate	Amount
10	Providing regular tea to staff & visitors. The quantity of tea shall be 70 ml per cup of tea including serving hot.	8800.00	No.		
20	Providing regular coffee to to staff & visitors. The quantity of coffe shall be 70 ml per cup including serving hot.	1100.00	No.		
30	Providing snacks (vegetarian items like Shira, Pohe, Upama, Samosa with chutney, kachori with chutney etc) in limited quantity for trainees and staff including necessary services	1540.00	No.		

Lowest sale amount Total Rs.