

CEMENT CORPORATION OF INDIA LTD.
CORE NO. 5, SCOPE COMPLEX,
7-LODHI ROAD, NEW DELHI-110003
PHONE: 011-30481075

Ref. No. 11(31)/Admn./2017-18

Dated 07.02.2018

To

Subject : Tender for supply of Tea/Snacks/Lunch etc. at
SCOPE and Nehru Place office

Dear Sir,

We are enclosing our tender documents for the above. Your offer in sealed cover alongwith one set of tender documents is invited at the above mentioned address in accordance with our terms & conditions of the tender which should reach as per the schedule given below :-

Particulars tender	Date & time of submission of the tender	Date & time of opening of the
1. Tender documents containing Annexure-I to Annexure-III duly signed (each page) in token of acceptance of terms& conditions.	22.02.2018 3.00 P.M.	22.02.2018 3.30 P.M.
2. The validity of the offer is kept open for acceptance for two months from the date of opening of techno commercial bids.		
3. The price bid should be submitted only as per CCI's Price Bid format otherwise the tender is liable to be rejected.		

4. The tender documents comprise of the following :
- (a) Tender documents containing Annexure-I to Annexure-III.
 - (b) Price Bid proforma (price schedule) as Annexure-III to be submitted duly filled alongwith the tender.
 - (c) The Earnest Money Deposit as given in "Instructions to the Tenderers is to be deposited alongwith the tender documents.

Thanking you,

Yours faithfully,

For : CEMENT CORPORATION OF INDIA LTD.


(A.K. Biswas)
Manager(Admn.)

ANNEXURE-I

CEMENT CORPORATION OF INDIA LTD. (A GOVT. OF INDIA ENTERPRISES)

PART-I INSTRUCTIONS TO TENDERER

GENERAL

- a) The tender should be addressed to the officer who has invited the tenders.
- b) Any offer made in response to this tender, when accepted by Cement Corporation of India Ltd. will constitute a contract between the parties.

SUBMISSION OF TENDER

- a) The tender shall be made out in English/Hindi. All amounts shall be indicated by tenderer in figures as well as in words. When there is any difference between prices quoted in figures and words, lower of two shall prevail. The tender should be free from over-writings. All corrections and alternations should be duly attested by the Tenderer.
- b) Tender is to be sent by post or deposited in the Admn. Deptt. of CCI so as to be available within the due date and time fixed, in a sealed envelop.
- c) The Earnest Money Deposit must be submitted for a value of Rs.800/- by way of Demand Draft/Pay Order in favour of "Cement Corporation of India" payable at Delhi.
- d) The successful tenderer shall deposit a sum of Rs.2000/- to the Corporation as Security Deposit through Demand Draft in favour of Cement Corporation of India payable at Delhi or shall be deducted @ 10% from the running bills of the supplier upto Rs. 2,000/-. The Security Deposit is refundable and will be refunded after completion of the successful completion of the contract. In case the supplier fails to comply with the terms & conditions of the contract, the security deposit will be forfeited.
- e) The contract can be terminated by either side by giving three months' Notice, however, Management reserves the right to terminate the contract with immediate effect without assigning any reason.

OPENING OF TENDER

- a) Tenders will be opened on the specified date and time in the office of the Officer inviting the tender or as directed by him, in the presence of such of those Tenderer(s) who may choose to be present. The representatives will have to establish their identify to the satisfaction of the Corporation otherwise they may not be allotted to be present at the tender opening.

VALIDITY OF OFFER

- a) Tender shall remain open for acceptance for 60 days or as specified by CCI during negotiations.

AWARD OF CONTRACT

- a) Normally no price negotiations will be conducted. Tenderer(s) are advised to quote rates on firm basis in their office. However, Corporation reserves the right of negotiations for any reason.
- b) The Corporation does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.

ANNEXURE-II

TERMS & CONDITIONS

1. Tea/Coffee/Snacks/cold Drinks will be supplied twice a day – once in the morning and once in the afternoon, on working days on the seats of the employees.
2. Ordered lunch will be supplied from 1.30 PM to 2.00 PM on the seats of the employees by the supplier.
3. The contractor will be required to supply the eatables and drinks as per list enclosed for which they should quote their rates keeping in view the free facilities provided by the Corporation.
4. The contractor will not engage any person of not less than 18 years of age and the persons deployed for cooking & supply should be neat & clean and free from any disease
5. Payment against the coupons shall be made to the Supplier once in a month for which the contractor should submit the bill together with coupons by 7th of every month.
6. If the contractor desires to introduce any new kind of eatables/drinks, he shall fix the rate of such items with prior consultation with HOD(Admn.). The supplier will not sell any new item in the canteen without the prior permission of HOD(Admn.)
7. The price list of eatables/drinks shall be displayed on the Notice Board(s) and may be shown in canteen chart.
8. The contractor shall arrange to keep the canteen/stall open on Saturday/Sunday/Holiday as and when required for service of tea/snacks, lunch etc. on receipt of prior information from Admn. Deptt.
9. The contractor shall ensure that best standard of quality are maintained for the items served by him and he will also ensure hygienic and clean condition in canteen during service. The representatives of Admn. Deptt. will exercise periodic checks to ensure the quality and cleanliness of the canteen/stall/shop.
10. In case of any dispute the decision of the Director (HR) will be final and binding.
11. The supply contract will be valid for a period of one year from the date of issue of Work Order which may be extended for another period of one year on the same rate, rules, terms & conditions at the sole option of CCI and subject to satisfactory of performance of the contractor.
12. The contractor shall maintain a register regarding complaints of the users & get it signed by the Admn. (I/C Canteen) every 15 days.
13. Security Deposit/payment of bills

ANNEXURE-III

CEMENT CORPORATION OF INDIA LIMITED – SCOPE/NEHRU PLACE OFFICE

Price Bid Format

SL. NO.	ITEMS	RATES	
		IN FIGURES	IN WORDS
1.	TEA ORDINARY, 100 ML		
2.	TEA SPECIAL 100 ML		
3.	COFFEE, 100 ML		
4.	DAL, SEASONAL VEGETABLE, KARI PAKORA, RAJMA, RAITA, DAHI - EACH PLATE 150 GMS,		
5.	ROTI - EACH 50 to 60 GMS		
6.	THALI (RICE, DAL, ROTI, SUBJI, RAITA & SALAD)		
7.	BREAD PAKORA/BREAD ROLL, SAMOSA/KACHORI - PER PIECE		
8.	PLAIN RICE 150 GMS		
9.	NAMKEEN OF BIKANERWALA AND HALDI RAM BRAND ETC.		
10.	COLD DRINKS/SQUASH		

The above mentioned rates are subject to the maintenance charges over-all of products. The rates are inclusive of all taxes and will remain firm during the contract period.

(Signature) 