



Cement Corporation of India Limited

(A Govt. of India Enterprise)

Bokajan Cement Factory

Distt. : Karbi Anglong, Assam-782 490

(An ISO 9001:2015 Certified Company)

CIN : U74899DL1965GOI004322

Fax No. : 03675-246107

E-mail ID: bokajan.tender@gmail.com

Notice Inviting E-Tender (NIT) **(Only through E-Procurement)**

Online electronic bids through Electronic Tendering System (ETS) are invited for running Industrial Canteen at Bokajan Cement Factory. The complete set of tender documents is available on website www.ccilttd.in, etenders.gov.in/ eprocure/app (CPP Portal)

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| E-Tender No. | BKO/ADMN/CANTEEN/F/23 |
| ➤ Mode of tender | E-procurement System (Online Part-I Techno –Commercial Bid and Part-II Price Bid through etenders.gov.in/ eprocure/app. (CPP Portal) |
| ➤ Date of NIT available to parties to download | |
| ➤ Earnest Money Deposit | 24,000/- |
| ➤ Date of starting of e-tender for submission of online Techno-Commercial Bid and Price Bid at www.cci-etender.com | From 30.01.2023 Till 17.02.2023 (03.00 PM) |
| ➤ Date & Time of opening of Part-A (i.e. Techno-Commercial Bid) | 18.02.2023 at 03:05 PM |
| ➤ Date & Time of opening of Part-B (i.e. Price Bid) | Shall be informed Separately |
| ➤ Validity of Bid | 120 Days from the date of the techno-commercial bid opening |

Offer is invited for the following particular

| Tender Enquiry No. | Particulars |
|-----------------------|---|
| BKO/ADMN/CANTEEN/F/23 | Tender for Running Industrial Canteen at Bokajan Cement Factory |

1. Only those tenders will be considered who fulfill the Pre Qualification Conditions mentioned in the tender documents.
2. The price-bid should be submitted only as per CCI's Price-Bid Format otherwise the tender is liable for rejection

HOD (HR)



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CIN : U74899DL1965GOI004322

Phone No. : 03675 -246987, Fax No. : 03675-246107

E-mail ID: bokajan.tender@gmail.com

Important Instructions for E-procurement

This is an e-procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is NIC-Central Public Procurement Portal, New Delhi – 110003.

You are requested to read the terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

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| 1 | <p>Process of E-Tender: Registration: The process involves vendor's registration with Tender wizard e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. NIC-CPPP is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT etenders.gov.in/eprocure/app</p> <p>1. Vendors are required to register themselves online with etenders.gov.in/eprocure/app Register as vendor filling up details and creating own user id and password→ Submit. 2. Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact CCI/NIC-CPPP portal</p> <p>Contact person (Cement Corporation of India): Shri Vipin Kumar – Manager (HR) Mobile No.7002850910</p> <p>A) Help Desk (NIC-CPPP): (E-commerce) : 8077213001</p> <p>B) System Requirement: Windows 8,10 Professional Operating System, Internet Browser-9,10 &11. Signing type Class 3 digital signature Java JRE 6 and above</p> <p>THE VENDORS ARE ADVISED TO GO THROUGH THE <u>Help Manual</u> LINK AT etenders.gov.in/eprocure/app FOR GENERAL GUIDANCE ABOUT TENDER PROCESS</p> |
| 2 | <p>(A) Part-I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid. (B) Part-II Price bid will be opened electronically of only those bidder(s) who's Part-I Techno- Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part-II Price bid, through valid email confirmed by them.</p> <p>Note: The tenderers are advised to offer their best possible rates. [There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid.</p> |

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| | However, in case the lowest rate appears to be reasonable taking into account the prevailing market condition, the order may be awarded to the lowest bidder and if the rate is still consider high, action as per prevailing instruction/guideline shall be taken. |
| 3 | All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. |
| 4 | <p>In case of failure to access the payment towards cost of tender documents and EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and CCI will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fees and EMD through online well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to Upload Documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor help manual.</p> |
| 5 | All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with Tender wizard (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate). |
| 6 | The responsibility of downloading the related corrigenda, if any, will be that of the responsibilities of the parties. |
| 7 | E-tender cannot be accessed after the due date and time mentioned in NIT. |
| 8 | <p>Bidding in e-tender & Reverse auction :</p> <p>a) Bidder(s) need to submit necessary EMD and Tender fees(If any) to be eligible to bid online in the e-tender. Tender fees are not refundable. No interest will be paid on EMD.EMD of the unsuccessful bidder(s) will be refunded by CCI.</p> <p>b) The process involves Electronic Bidding for submission of Techno Commercial bid as well as price bid is explained in Help Manual.</p> <p>1. In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>2. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to every body else.</p> <p>c) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>d) All electronics bids submitted during the e-tender process shall be legally binding on the bidders. Any bid will be considered as the valid bid offer by that bidder and acceptance of the same by the buyer bill form a binding contract between buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter supplier.</p> <p>e) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>f) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> |

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| | g) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document. |
| 9 | Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein. |
| 10 | No deviation to the technical and commercial terms & conditions are allowed. |
| 11 | After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature |
| 12 | CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof. |
| 13 | The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website etenders.gov.in/eprocure/app of NIC-CPPP. |
| 14 | The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered. |
| 15 | The bid will be evaluated based on the filled-in technical & commercial formats. |
| 16 | The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders. |
| 17 | Bidders are requested to read the vendor Help Manual in the home page etenders.gov.in/eprocure/app to familiarize themselves with the system before bidding. |

For and on behalf of CCI Ltd.

HOD (HR)

LIST OF ANNEXURE

The tender documents comprise of following:-

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| <u>Part 1</u> | General terms & conditions can be downloaded from CCI website www.ccilttd.in |
| <u>Part II</u> | |
| Annexure I to IX | Download from General Terms & Condition from CCI Website www.ccilttd.in in tender section. |
| Annexure: X | Part-III- Special terms & conditions |
| Annexure: XI | Rate lists (Approve charge rate) |
| Annexure: XII | Timing for Breakfast and Tea & Snacks |
| Annexure: XIII | List of items being handed over to the contractor at time of leaving the contract |
| Annexure : XIV | Price Bid |

CEMENT CORPORATION OF INDIA LIMITED
BOKAJAN CEMENT FACTORY

PART-III- SPECIAL TERMS & CONDITIONS

1. The contractor shall prepare snacks, sweets, tea, breakfast and lunch/dinner etc. as per the time schedule to be indicated by the Management/canteen committee from time to time to be served at various points inside the factory and Administrative building etc. at Factory, as the case may be.
2. The Contractor will use good quality sugar, refine oil and good quality/Agmark/FSSI beson, atta vegetables, pulses masalas and other raw materials etc. while preparing the food /snacks/tea in the canteen.
3. The contractor should run the canteen as per scheduled time and as and when required by the Corporation.
4. The contractor shall be responsible for proper cleanliness of the canteen, its surroundings, utensils, crockeries etc.
5. The canteen records shall be kept open for inspection by Management/Canteen committee or any statutory authority at any time.
6. The contractor is responsible for any damage/breakages of furniture, crockeries, utensils supplied to them and shall make good the same or the cost of the same shall be recovered.
7. The contractor shall abide by all the provisions of the Factories Act/mines Act as applicable and other Labour Laws and Rules and also the provisions of food Adulterations Act and all other relevant Rules and regulations issued from time to time by local Authorities in this regard including Shops & Estt. Act Contract Labour (R&A) Act etc.
8. The contractor should keep the motto for supply of good quality food and best services to be rendered to the CCI Factory employees.
9. In case of any dispute that arises during the contract period the decision of the Management/canteen committee shall be binding on the contractor.
10. For the efficient running of the canteen, the contractor shall engage adequate number of Labour/staff, service bearers in the dining hall as well as at various points fixed for serving of snacks/tea etc.
11. The contractor should pay the minimum wages as per The Minimum Wages Act, 1948 as applicable, payment to the workmen should be made through online in their bank account.
12. There shall be no increase in the canteen subsidy during the period of operation of the contract.
13. The successful tenderer should pay 5% value of the contract towards security deposit for faithful performance of contract, within 15 days from the date of award of contract failing which the EMD so furnished will be forfeited in addition to the termination of the contract. The contractor will be allowed to run the canteen only after furnishing the security deposit. The security deposit should be paid in favour of Cement Corporation of India Limited Bokajan through Demand Draft , Bank Gurantee & NEFT/RTGS . The amount so retained as security deposit will not bear any interest.

14. The contractor will be responsible for payment of all statutory levies, GST if any.
15. In case it is brought to the notice of the management/ canteen committee regarding misuse of any facilities provided to the contractor, the same will lead to termination of contract, apart from any penal action which may be initiated by the management again the contractor as per the law of the land.
16. The contractor should not allow to serve alcohol or not allow anybody to drink alcohol in canteen premises. Any such incident will be immediately brought to the notice of the Management without fail if noticed by the contractor.
17. The contractor should not serve or allow outsiders/ relatives to leave in the canteen. The premises so provided shall be exclusively for use by the canteen staff employed by the contractor only.
18. The contractor should not allow dogs, cats, etc to enter the canteen hall or premises, nor he will keep any pets inside the canteen premises.
19. Due to non-supply/delayed supply of substandard tea/snacks/ meals etc. in any shift/ day fine up to Rs. 500/- canteen will be deducted from the contractor's running bill. Moreover, in such cases the cost of the items (eatables), if arranged from outside parties by the management, will be recovered from the contractor's running bill.
20. If canteen is closed and normal canteen services are not rendered, in addition to the penalty under clause 19, pro rata deduction will be made for subsidy also from the contractor's bills.
21. On expiry of the contract, the contractor shall return all the furniture, fixtures, utensils, crockery or any other properties to the Management without any damage/shortages.
22. In case of damages/shortages noticed at time of taking over, the cost of such damages/shortages will be recovered from the contractor's bill. The cost of recovery will be decided by the Management which will be binding on the contractor and should be replacement cost of such damaged/short material.
23. The contractor may furnish the certificates showing their experience in running canteen/hotels etc. alongwith tender.
24. The contractor should up keep moral of the employees being employed by him in the canteen.
25. The contractor or his authorised representative should always be available in the canteen for receiving instructions from the Management/Canteen Committee.
26. The contractor will be initially for a period of One year and subject to renewal for further one year at the option of CCI Management. The extension will be considered, if any, based on performance of the contractor, at the discretion of CCI only.
27. During the period of contract either in case of any misbehavior of the contractor or his authorised representative or in case of un-satisfactory performance, the contract so awarded will be liable to be terminated by giving one month notice.
28. In case of fraud or theft, if any, noticed during the period of contract, the contract will be terminated forthwith without any notice.

29. The Management reserves the right to reject any tender/tenders without assigning any reason thereof. No correspondence in this regard will be entertained by CCI.
30. The contractor should quote the lowest rate for the items indicated in the price bids. There will not be any price negotiation. In case, any price negotiation is to be held at the option of CCI, only the L-I party will be called for such negotiations.
31. In case the tenderer backs out after acceptance of his tender by CCI, the EMD furnished by him for the tender will be forfeited. The EMD for unsuccessful tenderers will be refunded after finalization of the tenders.
32. The total strength of Regular employees, Contract Labours, apprenticeship trainees, supply labour/job contract and Ex-army/PSO/guards in Bokajan Cement Factory is 400 approx.
33. Canteen services will be extended to packing plant contract labours while on duty. Apart from this any special teams deputed for breakdown jobs shall be served meals, snacks/tea etc. as and when directed by the Management at the subsidised rates.
34. The following facilities and subsidies will be provided by the Management to the contractor –
 - a) Provide canteen hall at a token rent of Rs. 1.00 per month.
 - b) Free use of water.
 - c) Free use of electrical equipments in the canteen building other than for cooking purposes. However for use of power points i.e Heater/induction Heaters etc; the charges will be on actual basic on the rates prevalent at the time.
 - d) Free utensils.
 - e) Free furniture.
 - f) Free crockery and cooking utensils.
35. The Contractor should prepare food in hygienic condition using LPG cylinder. Use of forest wood for preparing food is not permitted.
36. The worker /staff engaged by canteen contractor shall have to undergo medical checkup by company Doctor once in six months. No worker found to be medically unfit and not below the age of 18 years, shall be engaged by the contractor execute the canteen contract.
37. The Non-Veg. food will be served once in a week in three shifts (A, B, G & C) for employees & workers.
38. The tea & snacks shall be supplied in three shifts “A” “B” “G” & “C” for employees & workers.
39. The contractor shall also supply tea & snacks to all the employees as per shift timing
40. The contractor is authorized to sell the items other than subsidies items at the prevailing market rate, However, the prices of such items may be in corporate in the price list.
41. The payment will be made on the render of the service and pro-rata deduction will be made on closing of the canteen. Maintenance charge/or subsidy will be given as per actual running day of the canteen.
43. The contractor should be maintained /followed of following

- (i) Commercial LPG cylinder used only.
 - (ii) Agmark/FSSI eatable raw material to be used only.
 - (iii) Hygiene to be maintained by wearing hand gloves, cap etc.
 - (iv) Servicing men to be well dressed up and neat and clean.
 - (v) Housekeeping for dining hall, Bathroom and Kitchen to be maintained on time to time basis.
 - (vi) Insect and rat's killer arrangement.
 - (vii) Full fill the norm of ISO 9001 : 2015
 - (viii) Fire extinguisher must be properly placed in and outside of canteen and it should be properly maintained.
44. In the event of any questions, dispute, breach of or difference arising in respect of the meaning and scope of terms and conditions herein or in connection with any matter under this agreement (except for those matters which are to be decided as per provisions made in these terms and conditions), the same will be referred to the sole Arbitration by an office of the Cement Corporation of India Limited, New Delhi appointed by its Chairman Cum Managing Director. There will be no objection if the Arbitrator is an employee of the Corporation and he had at any time in discharge of his duties as an employee has expressed views on all or any of the matter in dispute or difference. In case the employee of the Corporation of has been so appointed as an Arbitrator cease to be in the employment of the Corporation because of his superannuation or otherwise in any manner, he shall no longer remain as an Arbitrator from the date and the Chairman Cum Managing Director of the Corporation Shall appoint another employee of the Corporation as sole Arbitrator in his place who shall proceed in the ma from the stage where the previous Arbitrator had left the proceedings. The Arbitrator shall give award with reasons in respect of each claim, dispute or difference referred to him in the event of the value of the dispute (s) exceed Rs. 50,000/-.
45. The arbitrator shall be deemed to have entered upon the reference on the date he issues notice to both the parties fixing the fresh date of hearing.
46. The arbitrator may from time to time with consent of the parties to the contract, enlarge the time for making the award.
47. Subject to as aforesaid the arbitration and Conciliation Act 1996 and the rule made there under and any statutory modifications thereof for the time being in force shall apply to the arbitration proceedings under the above clause.
48. The work under the contract shall be continued uninterrupted during the pendency of the arbitration proceedings and no payment due from one to the other party herein shall be withheld on account of pendency of such proceedings unless such payment relates to the mater under arbitration.
49. The venue of the arbitration shall be Bokajan or such other place as the arbitrator at his discretions may determine.
50. The arbitrator shall give an award with reasons in respect of each claim ,dispute or difference referred to him in the event , the value of dispute {s} exceeds Rs.50,000/- (Rupees Fifty Thousand Only).
51. To decide or adjudicate upon any matter which may arise out in connection with this agreement, there shall have jurisdiction of courts at Diphu only.
52. This contract shall governed by the laws of India in force.

53. GST as applicable will be reimbursed on the basis of GSTR-2B report, so the contractor should file proper GST return within time.
54. TDS will be deducted as per applicable rates.
55. TDS on GST will be deducted as per the act, any other deduction as and when will be applicable under various act/law.

**CEMENT CORPORATION OF INDIA LTD.
BOKAJAN CEMENT FACTORY**

Technical Conditions:

Tender No. BKO/ADMN/CANTEEN/F/23

I/we agree to charge the approved rates as indicated against each items.

| Sl.No. | Item | Quantity/ Quality | Approved rate by CCI (Rs.) | Remarks |
|--------|---|---|----------------------------|---------------------|
| 1 | Tea (Red) | 50 ml. | 2/- | Subsidy Rate |
| 2 | Singra | 1 No. each /50 gm | 2/- | |
| 3 | Kharma | 1 No. each /50 gm | 2/- | |
| 4 | Kachuri | 1 No. each /55 gm | 2/- | |
| 5 | Nimki | 1 No. each /55 gm | 2/- | |
| 6 | Puri | 1 No. each /4"dia. | 2/- | |
| 7 | Breakfast | 4 nos. Puri sobji | 8/- | |
| 8 | MEALS Standard vegetarian meal | 400 gm Rice/Chapati 4 Nos. 100 gm Dal Sabji (seasonal) Chatni/ Pickle, Salad, Papad & 100 gm curry. | 18/- | Subsidy Rate |
| 9 | MEALS Standard Non vegetarian | 400 gm Rice/Chapati 4 Nos. 100 gm Dal Sabji (seasonal) Chatni/ pickle, Salad, Papad, 50gm fish & 100 gm curry or 01 Nos. Egg & 70gm curry | 20/- | |
| 10 | MEALS Standard Non vegetarian | 400 gm Rice/Chapati 4 Nos. 100 gm Dal Sabji (seasonal) Chatni/ pickle, Salad, Papad, 50gm fish & 100 gm curry or 01 Nos. Egg & 70gm curry | 40/- | Non subsidy Rate |

DATE: _____

SIGNATURE OF THE TENDERER

CEMENT CORPORATION OF INDIA LTD.
BOKAJAN CEMENT FACTORY

Tender No. BKO/ADMN/CANTEEN/F/23

Timing of Breakfast, Lunch, Dinner and Tea & Snacks.

| Sl No | Shift | Breakfast | Qty | Tea | Qty | Lunch | Qty | Dinner | Qty |
|-------|-------|-----------|-----|---|-----|---------------|-----|-------------------------------|-----|
| 1 | A | 06.00 AM | 20 | 08.00 AM (Ropeway and Sub-station) | 20 | 11.00 AM | 50 | | |
| 2 | G | 07.45 AM | 10 | 09.00 AM | | 12.00 Noon | 20 | | |
| 3 | B | | | (Workshop, Lab., Mill House Garage and Civil) | 25 | | | 08.30 PM to 09.30 PM | 25 |
| | | | | 10.00 AM (Admn, Maingate Mktg, MM and Packing Plant | 25 | | | | |
| | | | | 03.00 PM Work Shop, Lab, Kiln, Mill house | 20 | | | | |
| | | | | 06:00 PM, Workshop, Mill House, klin, Packing Plant & Security | 25 | | | | |
| 4 | C | | | 01.00 AM full shift | 50 | | | | |

CEMENT CORPORATION OF INDIA LIMITED
BOKAJAN CEMENT FACTORY

PRICE BID

1. Name of the Bidder:

2. Address (With Mobile No & Fax No.):

| Description | Rs. Per Month (In Figures) Excluding GST | Rs. Per Month (in words) Excluding GST |
|---|--|--|
| Fixed canteen running & maintenance charges for fuel, food and other expense towards the running of Industrial canteen quoted per Month | | |

Note:- In case of any deviation in figures & words, the details given in words shall be considered.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.'

Further, I declare that, I will ensure the disbursement or payment of wages / statutory dues as per statutory requirements and timeline.

Signature of the Contractor

Name :

Address :