



# JHARKHAND URJA VIKAS NIGAM LIMITED

**Sub:** Text of Advertisement.

**TENDER NOTICE NO. :**

**Dated:**

Expression of Interest is invited from reputed firms meeting prescribed eligibility criteria mentioned below is and interested for running and maintenance of canteen in premises of H.Q. JUVNL for a period of 2 years which may be further extended for 2 more years on mutual consent.

1. Last date of submission of Expression of interest- 02.06.16

2. Due date of opening of Expression of interest -03.06.16

For any query please contact 9472220813

## **ELIGIBILITY CRITERIA**

1. The Tenderer should be registered under companies Act/Registrar of Firms/shops and establishment /Proprietary as the case may be.
2. The Agency/Contractor's annual turnover should not be less than Rs. 15 Lakhs per annum. Please enclose copies for the last two financial years (i.e 2013-14 and 2014-15) supporting the annual turnover value.
3. The Agency should have minimum two year experience of successful running and maintenance of canteen /catering services or similar kind of services for reputed firms during last three financial years (i.e 2013-14,2014-15 and 2015-16) and the span of each work order for which work has been executed successfully should not be less than six month having work order value more than five lacs.
4. Supporting documents with respect to meeting the criteria listed in the above clauses i.e, from 1 to 3 should be enclosed along with Annexure A, which is an important requirement for evaluation.

Sd/-  
**(A.K. Singh)**  
**Estate Officer**

Memo No.....

Dated.....

Copy forwarded to DGM (PR) for kind information & Publication in newspapers as per rules of Nigam.

**(A.K. Singh)**  
**Estate Officer**



# JHARKHAND URJA VIKAS NIGAM LIMITED

## TENDER PROFORMA - PART – ‘A’ (Tech. & Comml. Part)

<b>1.0 PROFILE OF THE COMPANY /AGENCY</b>	
1. Name of the Company/Agency &Address	
2. How is your Company/Agency constituted? Indicate with year of Establishment	
3. Is your Company/Agency carrying out any other trade/Business in addition to running and maintenance of canteen Furnish particulars of the other trade /business carried out.	
4. Location of the Registered /Main Office.	
5. If there are branches, furnish names& location of branches in Ranchi .	
6. what is the annual turnover of the agency for the following years: a.2013-2014 b. 2014-2015	
7. Please provide the details of permanent account number issued by the Income Tax Authorities.	
8. Please Provide your Agency/ Company's Banker's name & address.	
12 No. of years' experience in the field of running and maintenance of canteen / Similar service.	
9. Is there any litigation of whatsoever nature in respect of the contracts executed. If yes, give details.	
10. details of Bank solvency Certificate	
<b>2.0 STATUTORY REQUIRMENTS</b>	

1. Are you registered under Act 1948? If so enclose copy of registration.	ESI No.	Yes of Registration
2. Enclose copy of latest remittance made by your Agency towards ESI		
3. Are you registered under Employees Provident Fund & Miscellaneous Provision Act 1952? If so enclose copy of registration.	ESI No.	Yes of Registration
4. enclose copy of latest remittance made by your Agency towards EPF		
5. Are you registered under section 69 of the Indian Finance Act 1994 & Service Tax Rules 1994 ? If so enclose copy of registration.		
6. Enclose copy of latest remittance made by your Agency under service tax rule		
7. Are you registered with State/Central Labor Authorities If so enclose copy of registration.		
8. specify whether there are any issues /disputes against your agency before commissioner Provident Fund, commissioner ESI , Income Tax authorities , Labor Tribunal Authorities etc.		
<b>3.0 INFRASTRUCTURE</b>		
1. Furnish detail of infrastructure maintained by your Agency/Company for running and maintenance of canteen.		
2. Fax Nos. of the Office in Ranchi.		
3. Mobiles phones allotted to staff working in your office who can be contacted on emergency.		

**DETAILS TO BE FURNISHED FOR ACCESSING AND CONFIRMING THE INFORMATIONS SUBMITTED**

1. No of Employees on rolls of your agency /company & details of welfare measure provided to the staff?			
2. Is any transport facility provided to your staff to reach the office in the morning			
3. Do you issue Uniform to your staff totally free or subsidized or on full payment?			
<b>5.0 GENRAL</b>			
1. Who are the major corporate clients of your Company/Agency to whom canteen/catering Services are provided ? Furnish Name & Telephone No. of the officer who controls the services provided for ? Please provide minimum two reference pertaining to works executed in FY2013-2014 FY2014-2015 FY2015-2016	Clients Name	Contact Person & No.	Contract Value
2.Any other information. Documents which may help JUVNL in assessing your Company/Agency's capabilities.			

**(A.K. Singh)**  
Estate Officer

## **Specification of Work**

1. JUVNL intends to award a contract for running and maintenance of canteen in premises of H.Q. JUVNL by the professionally trained man are:
  - 1.1 Daily cleaning & upkeep of entire Canteen Area.
  - 1.2 Provision of Tea, Breakfast, Lunch & Snacks to all employee at a fixed rate.
2. The contractor will provide at his own cost:
  - i) Cooking utensils, Pressure Cookers, Mixer Grinder, Chopper, Toaster, Gas Burner, Gas Connection, cooking gas and all other equipment / materials required for cooking.
  - ii) At least two sets of crockeries/cutlery, Borosil Glassware Tray / Big size Tea pot & service Tray etc. of very good quality in sufficient numbers for serving meals to at least Hundred persons together.
  - iii) Good quality table mats.
  - iv) Any other item / material required for management of Canteen.
3. JUVNL will provide Almirah, Refrigerator, Water purifier, Furniture's. The list of all items including furniture's & fixtures will be provided to the agency at the time of awarding the contract. In addition JUVNL may also provide utensils ,grinder, gas burner etc. Available on fixed rental monthly basis if the same is available with JUVNL.
4. The charges for electricity consumed for lights, fans and other electrical appliances in the Canteen premises will be borne by JUVNL but proper steps shall be taken by Contractor to ensure that the fans, lights and other electrical appliances are used with due economy and are switched off when not required or are used only to minimum extent necessary so as to avoid wasteful mis-consumption of electricity. JUVNL reserves the right/option to levy penalty on the contractor in case of wastage of electricity”.

## **CATERING SERVICES**

5. Contractor will provide sufficient staff for reception & catering service. At least two cook cum receptionist & ten helpers cum waiter should be available in working hrs. 10:00 AM to 6:00 PM.

Unfurnished accommodation for cook & helper only will be provided by JUVNL on fixed monthly rental basis only.

6. Dining Service shall be available on all working days of a week at the Canteen.
7. The Contractor shall serve the requirements of Break fast, Lunch / Dinner, Tea, Snacks etc. as required during the day. However, there is no commitment for minimum or maximum number of meals/tea snacks etc. required to be served. It shall depend upon actual requirement.
8. Lunch/Dinner to be served in the Canteen shall be as per fixed menu and rates for each item.
9. Agmark ingredients should be provided wherever applicable.
10. The quality of food stuff, snacks, tea etc. to be served by the Contractor shall be wholesome and of good Standard/Brand. For this purpose, he will purchase the approved quality of material in sufficient quantity, seasonal green vegetables and milk shall be procured afresh every day. The Contractor shall also keep powdered milk to meet the requirements in absence of regular milk.
11. In case of dispute regarding the services, quality or the quantity of the food-stuff, snacks, tea etc. The decision of the G.M (P & G.A) or his authorized representative on behalf of JUVNL will be final and binding.
12. The Contractor shall use only permissible food colours and edible oils approved by JUVNL / Law enforcing authority.
13. The Contractor shall allow the food inspector to inspect the food items as per the provision of Food Adulteration Act. The Contractor shall abide by all applicable laws of the land. The preparation of food stuff & service shall also be subject to inspection without notice by authorized officers of JUVNL.

14. Kitchen Appliances, Utensils, Crockery & Cutlery as well as kitchen & servant room will be kept hygienically clean. A regular kitchen cleaning will be done for pest control in all week-ends.
15. Room service & table service will have to be arranged by the contractor as per requirements & applicable best practices.
16. Cleaning of kitchen area, dining areas & servant room once with phenyle in morning and with plain water in evening shall be ensured as well Regular / Continuous service shall be ensured by deployment of adequate persons.
17. All the participants in the EOI are also required to submit in brief a proposal on how they intend to execute the work at JUVNL Hqr. For assessment along with suggestions for framing part of the bid document of financial assessment.
18. Only Participant of the EOI shall be allowed to participate in the competitive bidding process to be followed here after.

**(A.K. Singh)**  
**Estate Officer**



# JHARKHAND URJA VIKAS NIGAM LIMITED

## TENDER PROFORMA - PART – ‘B’ (Price Part)

NIT No. :

Due Date of Tender:

Name & Full Address of the Tenderer-

Description of Work:

**Amount in Rs. (both figures & works on lum-sum basis per month)**

Providing 12 manpower for 10:00 AM to 5:00 PM for Catering, Services sufficient quantity of standard quality & supply of food items on Nigam’s canteen on fixed rate & other allied works as mentioned in the tender Documents i.e. General Information / Guidelines, specification of work & Terms & Conditions as in clause 40 (a to g) of the “specification of work”.

**Total:**

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**Signature of the Tenderer with Full Name**

**Designation**

**Seal**