

Tender No: HCSL/P&A/TEN/2025/041 dated 20.05.2025

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NOTICE INVITING TENDER

1. Sealed competitive tenders are invited on behalf of Hooghly Cochin Shipyard Limited (Hooghly CSL) from experienced vendors for the under-mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer Scope of Work, General Terms and Conditions and Special Terms attached.

Tender No. & date	HCSL/P&A/TEN/2025/041 dated 20.05.2025
Scope of Supply / Work	Canteen Services to Hooghly Cochin Shipyard Limited on daily basis (Detailed specification is enclosed separately)
Type of Tender	Two Bid
Cost of tender form	N/A
Earnest Money Deposit (EMD)	Rs.80,000/-
Pre-Bid Meeting date & time	03.06.2025 at 10:00 Hrs.
Last date & time of receipt of tender	10.06.2025 at 15:00 Hrs.
Date & time of opening of technical bid	10.06.2025 at 15:30 Hrs.
Tenure of contract	One Year (From the date of issue of the work order)
Officer-in-Charge	Name: Avik Majumder
	Designation: Senior Manager (IR&HR)
	Email: avik.majumder@hooghlycsl.com
	Phone No: +91-7003395446

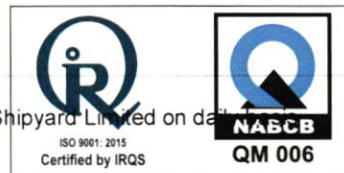
2. Tender references should be clearly indicated on top of the respective envelopes.
3. Sealed tenders in Two cover systems (Prequalification cum Technical and Price Bid) addressed to The Senior Manager (IR & HR) shall be **dropped in the Hooghly CSL tender box or couriered to Hooghly Cochin Shipyard Ltd (Hooghly CSL), Satyen Bose Road, Danesh Sk Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109** before the due date and time.

4. Minimum qualification criteria for participating in the tender will be as follows:

- i. Experience as main Contractor in the successful completion of at least **one (1) similar work** of nature and complexity comparable to the proposed contract within the last **5 years** under a single contract from the date of issue of tender document. The value of the work should not be less than **Rs. 30.00 lakhs**. (Satisfactory completion certificate from the Client for work done should be submitted along with the bid).

Or

Experience as main Contractor in the successful completion of at least **two (2) similar works** of nature and complexity comparable to the proposed contract within the last **5**



years under a single contract from the date of issue of tender document. The value of the work should not be less than **Rs. 20.00 lakhs**. (Satisfactory completion certificate from the Client for work done should be submitted along with the bid).

Or

Experience as main Contractor in the successful completion of at least **three (3) similar works** of nature and complexity comparable to the proposed contract within the last **5 years** under a single contract from the date of issue of tender document. The value of the work should not be less than **Rs. 15.00 lakhs**. (Satisfactory completion certificate from the Client for work done should be submitted along with the bid).

Similar Works means:

The intending bidder must have successfully completed of rate contract of minimum 1 year tenure period for providing similar type of canteen services of minimum 150 peoples to any Central / State Govt Organization / PSU / Public Listed Company / MNC's / Enterprises. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the financial year.

Bidder shall submit the valid proof like letter in Client's letter head/Copy of Work Order or Combined Completion Certificate for substantiating the same.

- ii. Bidder should have dedicated minimum 30 nos. of staffs involved in canteen operations in last one year.
- iii. Bidder should have dedicated registered / regional / local functional office in Kolkata / Howrah and address proof of office should be submitted along with technical bid.
- iv. The average Annual Turnover of the bidder should be more than **Rs. 20.00 lakhs** during the last three preceding years. (Audited Balance sheets certified by CA/CMA showing positive Net worth), Profit & Loss account of the firm for the preceding 03 years (2021-22, 2022-23, 2023-24) should be submitted along with the application for prequalification).
- v. The bidder should submit an undertaking that.
 - a) They shall not subcontract the work or part of work to any other agency if awarded the contract.
 - b) The firm has not been blacklisted by any Central Government Department / Ministries/PSU's/Banks, etc, should be enclosed.
- vi. The bidder should submit self-declaration and unconditional acceptance letter against the tender.
- vii. The bidder should enclose copy of EPF (if applicable), ESI (if applicable), PAN, GST registration certificate, Income tax returns for last three years. (A copy of the same shall be submitted along with the application for issue of tender document)
- viii. Offers from joint ventures/consortium will not be accepted.

5. The tender documents can be downloaded from website www.hooghlycsl.com, www.cochinshipyard.com or <http://www.eprocure.gov.in>. The tender documents are available on above-mentioned link.

6. All corrigenda, addenda, amendments, and clarifications to this tender will be hosted in the website www.hooghlycsl.com, www.cochinshipyard.com or <http://www.eprocure.gov.in> and not in the newspaper. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.



7. **Tender administration:** Tender procedure/administration/evaluation including correspondences will be done M/s. Hooghly Cochin Shipyard Limited, Howrah and awarding of the contract will be done by M/s. Hooghly Cochin Shipyard Limited, Howrah, West Bengal.

8. Officer - in - Charge of the above work:

Name: Avik Majumder
Designation: Senior Manager (IR & HR)
Email: avik.majumder@hooghlycsl.com
Phone No: +91-7003395446

Signature and Seal of the Bidder(s)

For Hooghly Cochin Shipyard Limited



অবিক মজুমদার
Avik Majumder
সিনিয়র ম্যানেজার - আইআর এবং এফআর
Sr. Manager - IR & HR
হুগলী কোচীন শিপয়ার্ড লিমিটেড
HOOGHLY COCHIN SHIPYARD LIMITED



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SCOPE OF WORK

The scope of work consists of providing Canteen Service to Hooghly Cochin Shipyard Limited on daily basis as per the details given below:

1. RUNNING THE CANTEEN:

- a) The successful tenderer (contractor) is required to run the Hooghly CSL Canteen belonging to the Hooghly Cochin Shipyard Limited, located at Nazirgunge, Howrah 711109, engaging his own canteen staff from the date of issuing of Work Order.
- b) The Contractor shall prepare and supply the items indicated in the price bid as per requirement of Hooghly CSL for approximately 85 persons which includes officers, employees and trainees.
- c) The Contractor shall not assign or transfer any of his rights under the agreement to other persons and the Contractor shall always be available in the canteen to manage the canteen affairs.
- d) The Contractor shall introduce token system for supply of food items to the Hooghly CSL staff /workers on all working days.
- e) As per operational requirement of the yard the canteen may be kept opened for night shift to serve the Snacks & Dinner in accordance of the direction of the Officer-in Charge. The billing amount for the night shift as per the actual number of employees.
- f) Duly certified and GST complied bill should be submitted to Senior Manager (IR & HR) within 7 days of each payment period. In case of any delay in processing of payment, the contractor shall follow up with concerned Dept. of Hooghly CSL for timely receipt of payment.

2. CANTEEN PREMISES AND OTHERS

- a) The Contractor will be allotted the Canteen Building on nominal rent of Rs.1/- (Rupees One only) per month and furniture and Fixtures like dining tables, chairs, exhaust fans, ceiling Fans, Tube lights etc., modern kitchen/cooking equipment, wares and utensils in the kitchen without rental charges. However, the Contractor will be responsible of their safe custody and up keep of the items. The maintenance of the equipment / fixtures shall be carried out by the Contractor at his cost. Hooghly CSL will retain the ownership of the Canteen buildings, furniture, kitchen equipment and other fixtures etc. In case of any additional utensils or vessels required for the canteen as suggested by the Canteen Management Committee, same shall be made available on requirement basis.
- b) Electricity and drinking water per month shall be given free of cost subject to the availability. The non-supply of water and electricity will not relieve the contractor from the liability to run the canteen. The contractor should maintain a strict control on consumption of water and electricity and he will be answerable for any abnormal increase in the consumption.
- c) The service provider will be fully responsible for the repair/maintenance, cleanliness, fittings and fixtures installed in the space provided to him by Hooghly CSL for the purpose of preparing lunch, tea and coffee. Furniture provided to the service provider will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the service provider, at his cost.



3. COOKING GAS:

- a) Cooking gas only be used as fuel for cooking. In case of LPG, only commercial LPG cylinders shall be used in the canteen at the expense of the Contractor. He should not use fire wood for cooking.

4. HOOGHLY CSL CANTEN MANAGEMENT COMMITTEE:

- a) There will be a Hooghly CSL Canteen Management Committee that shall oversee/supervise the running of the Canteen. The Contractor shall adhere to the decision of the Hooghly CSL Canteen Management Committee and he will attend the meeting 'on call'.
- b) The Hooghly CSL Canteen Management Committee will meet once in every two months or as and when required and will also conduct periodic inspection with regard to the quality of food and general cleanliness in the canteen.
- c) Members of the Canteen Management Committee will have the right to inspect the hygienic condition of the canteen and the quality / quantity of items supplied in the Canteen. The directions of the Committee, if any, given in this respect should be complied with by the Contractor.
- d) The contractor shall keep a register to record the suggestions and complaints by the Canteen Management Committee of beneficiary employees.

5. MENU AND RATE:

- a) The Contractor shall supply all items as per menu in good quality and quantity and such manner as specified in price bid. The Coffee, Tea and snacks should be served at different worksites /offices in the workshop, dry dock, stores complex area, Hooghly CSL works section during the time as specified in menu and any other location inside Hooghly CSL premises as and when required. Tea and Coffee brought to the sites /offices etc., should also be served by the Contractor in a standard manner using suitable utensils.
- b) The canteen is intended for use of the Hooghly CSL employees, including contract/temporary workers engaged by the Hooghly CSL. Without prejudice to the requirements of the Hooghly CSL employees, the Contractor shall be free to supply the items to other Hooghly CSL customers like subcontractors, ship owners, suppliers etc. at the rates quoted for 'other than Hooghly CSL employees. Such rates shall be market rate to be decided mutually by the Agency & Hooghly CSL. The rates must be displayed conspicuously in the canteen. If the user capacity is exceeding the available facility, the contractor should provide a separate arrangement with concurrence of management.

6. PREPARATION OF MENU AND INSPECTION:

- a) The services of the Contractor will be monitored by one or more designated officials of the Company and all day-to-day activities and immediate instructions will be conveyed to the contractor through him/them.
- b) The menu shall be decided by the Hooghly CSL Management from time to time. The menu decided by the authorized Hooghly CSL Canteen Committee must be adhered to strictly. Non adherence to the Menu will attract penalty to be decided at the sole discretion of the company. (Refer Penalty Clause - Sl. No. 15).
- c) Proper display of rate chart (food) is mandatory at reception or cash counter area.



- d) The Company or the Company's designated official will have full right of inspection of eatables, beverages, food prepared by the contractor to ensure quality. Such items, which are rejected by the designated officials of the Company during inspection, should not be used for services in the Company canteen and to be disposed.
- e) Any substandard foodstuffs / eatables being served if found by Hooghly CSL shall be removed immediately from the Company premises at contractor's cost and alternate foodstuffs / eatables shall be arranged to be served immediately.
- f) No compensation shall be payable for items rejected for whatever reason. Further, the Contractor should ensure that there is no disruption to the Staff canteen services on this account.
- g) Serving substandard foodstuffs / eatables at Hooghly CSL shall be liable for legal actions including termination of contract.

7. LICENSE / CERTIFICATE FROM PHO / FOOD SAFETY OFFICE:

- a) The Contractor should strictly observe all the rules and regulations, Bye-laws and also directions issued from time to time by the Central and State Government, local and other authorities and obtain necessary license including Food safety and standards Act.2006, if any required, for running the canteen. Copy of the same should be furnished and displayed at the Canteen at the earliest of commencement of canteen operations.
- b) The Contractor shall also be liable to pay any fees, taxes, etc., levied by the local and other authorities. He/she should renew the license for running the canteen from the appropriate authorities of the Government of West Bengal (as applicable) on payment of the prescribed fees in the name of Hooghly CSL Canteen Management Committee and the valid license should be exhibited in the canteen premises during the entire contract period for inspection by the competent authority.

8. PRE MEDICAL EXAMINATION FOR CANTEEN WORKMEN:

- a) A Pre-employment medical examination should be done for all workers employed by contractor in Hooghly CSL Canteen. Periodic medical examination at least once in six months should be done for all canteen workers, which must include (a) routine blood examination (b) Rectum and bacteriological examination of faeces and urine and (c) other relevant tests like X-ray, chest etc., if considered necessary. A doctor in Government Hospital /Hooghly CSL Medical Centre should carry out the medical examination and certificate to be produced to the authorities if required. The Contractor shall not employ or permit to be employed or allow entry or the presence in the premises of any person suffering from any contagious disease or found medically unfit for employment in the canteen. Periodical "No Objection Certificate" from Medical Officer Hooghly CSL should be produced to the competent authority for compliance.

9. RULES, REGULATIONS AND STATUTORY OBLIGATIONS TO BE FOLLOWED BY THE CONTRACTOR:

- a) Rates quoted by the contractor shall be in conformity and compliance of all statutory obligations.
- b) Contractor shall abide the below mentioned regulations:
 - i. Contract Labour (Regulation & Abolition) Act, 1970 (Central Labour).
 - ii. Employee's State Insurance Act 1948 and rules made there under.



- iii. Minimum Wages Act, 1948 and payment Bonus Act, 1965, payment of wages Act, 1936 and rules made there under.
 - iv. EPF (Misc. Provisions) Act 1952 and rules made there under.
 - v. Any other Labour Legislation that may be applicable or may become applicable from Workman's compensation Act 1923.
 - vi. Industrial Safety Rules
- c) Contractor shall possess the following licenses / registrations
- i. License for operating Canteen services at Hooghly CSL, Nazirgunge Unit.
 - ii. License/registration certificates issued by the state labour department for providing labour for various services.
 - iii. Certification by FSSAI
 - iv. GSTN Registration

10. QUALITY AND STANDARDS OF INGREDIENTS

- a) The ingredients used for the preparation of the various food items by the Contractor shall be of good brand (certified by FSSAI) products and be of good quality. The supply of food, etc., should also be in hygienic conditions. The quality standard of the item will be verified by Hooghly CSL.
- b) Quality chicken and Fish and normal size of Egg shall be procured for the preparation of non-vegetarian items.
- c) Fresh and high quality of green vegetables and fruits shall be procured for preparation of food items / eatables in the Staff canteen. Vegetables used should be fresh and good quality. Items like Aji-no-moto, Baking Soda, banned Colouring items etc. should not be used. Non-fresh vegetables / fruits shall not be used.
- d) Only mustard oil/ soya bean oil / rice bran oil / sun flower oil is permitted for cooking
- e) Reputed brand (certified by FSSAI) milk like Amul / Mother Dairy shall be procured for preparation of milk food items.
- f) Oil once used shall not be re-used.
- g) In case the Contractor uses curry powder of commodities like chilly, turmeric, coriander etc., all these packed items must be of ISI quality standard (certified by FSSAI).
- h) Hooghly CSL Management Committee or any other Company's designated official has the right to check the quality and reject and send out any ingredients which are sub-standard.
- i) Any complaint with regard to quality of food / ingredients mentioned above and insects found in any food items, soft objects like rope, soft plastic, cloth etc. found in food and Stones/pebbles found in food items shall attract penalty.
- j) The contractor shall be bound to comply with all the provisions of the prevention of Food and Adulteration Act as applicable and such other Central and local laws and rules and regulations existing therein or enacted or may be introduced subsequently.



- k) Hooghly CSL reserves the right to get the food items to be served, tested from Government lab at any time. If the test fails further a show cause notice shall be served to the contractor seeking explanation for serving bad quality of food items and penalty shall be imposed in each occasion. In case of any such instance, Hooghly CSL reserves the right to cancel the contract at a short notice of 07 days.

11. WORKING TIME

- a) The canteen shall function on all working days of Hooghly CSL from 08.00AM to 05.00PM. Further the canteen will function on any other holiday or beyond the schedule working hours on requirement of Hooghly CSL. If contractor fails to serve the food as per direction of the Officer In-Charge, the contractor shall compensate for the extra cost for providing food at Hooghly CSL.
- b) The food should be invariably ready for supply during the shift intervals so as to enable the employees have their food in time and report back to work without delay.

12. CLEANLINESS

- a) The Contractor shall keep the premises of the canteen, canteen hall, kitchen, all the furniture, utensils, fixtures, roof/wall, ceiling fans, exhaust fans, windows and ventilations including net and its glass, and any other fittings in clean, healthy and hygienic and sanitary conditions to the satisfaction of the Hooghly CSL Canteen Management Committee.
- b) The service includes Cooking, Serving, and Cleaning. Immediate cleaning of tables after eating of each person, keeping the jugs filled with water and providing water glasses is an essential part of the service.
- c) He/she must also ensure that floor of canteen hall, kitchen, wash basins and other areas of the canteen are cleaned after each meal using perfumed disinfectant.
- d) Mopping should be done after each meal.
- e) Entire canteen area, including kitchen area shall be washed on alternate days in a week (Tuesday, Thursday and Saturday). Surrounding areas have to be swept once in a week, especially on Saturdays.
- f) All inside/outside drainages connected with Canteen in the canteen compound premises shall be cleaned using disinfectant/phenol by the Contractor.
- g) It is required that a full-time cleaner shall be engaged for continuous cleaning inside the canteen to ensure cleanliness.
- h) The service provider shall also be responsible for the safe and hygienic disposal of the canteen wastage. The garbage of the canteen shall also be disposed of by the service provider on daily basis in the designated area only.
- i) The service provider shall maintain the above said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen. No disposable plastic items shall be used for serving food and drink items.
- j) The Contractor shall ensure that all plates, vessels, tumblers etc. are washed in boiling water after use every time and as often as is necessary. Washing of utensils etc. including dishwashing shall not be permitted at any place other than the space provided for this purpose in the Kitchen



- k) The Contractor will keep all his brass and copper vessels in a perfectly tinned condition. The cost of tinning, repairs to copper, brass, stainless steel vessels and utensils, ovens, furniture, etc. and fittings will have to be met by Contractor during the period of the contract after such items are entrusted to the Contractor.
- l) Food waste items from the Canteen should be regularly taken out from Hooghly CSL premises and same may be disposed in suitable approved locations. The declaration showing the agency name in this regard should be submitted to Hooghly CSL Canteen Management Committee.
- m) The contractor shall use dustbins for the refuse and the Kitchen waste. The contractor shall arrange for removal of the garbage, the kitchen waste or any other type of refuse or waste material every day at his own expenses and under his own arrangements. If kitchen waste /garbage is found dumped at prohibited placed, minimum fine of Rs. 500/- shall be levied on each occasion by Hooghly CSL.
- n) Noncompliance to above clauses will lead to penalty.

13. SANITATION

- a) The Contractor will make necessary sanitation arrangement in the canteen building and premises to the utmost satisfaction of the Hooghly CSL canteen committee. It is the responsibility of the Contractor to remove all the garbage from the Canteen. He/she shall not place the waste, anywhere other than in the bin provided for the purpose. For any violation in this regard, the contractor will be liable to meet the expenses that may have to be incurred.
- b) Carbolic soaps should be provided at wash basins and phenols at Toilets used by canteen workers. Rest room of canteen workers must be clean and tidy. Proper liquid soap dispenser should be placed in hand wash area and ensure the availability of liquid soap without fail.

14. FIRE & SAFETY

- a) Hooghly CSL will provide all the firefighting equipment and it is the responsibility of the Contractor that his people will also be familiarized with the fire extinguisher. The Contractor should instruct his Workers to follow all safety rules.
- b) In case of any safety incident due to lack of safety precautions, the contractor will be solely responsible for the loss of property and employee safety.

15. PENAL PROVISIONS

- a) Even after serving the notice by Hooghly CSL to make good any shortcomings observed by the Officer-In charge, if it is found that the quality or quantity of various items of food articles is lower than/inferior to that of the prescribed standard, Hooghly CSL shall have the powers to impose a penalty of not more than Rs.500/- (Rupees five hundred only) for each case of default. For violation of any terms of contract, Hooghly CSL shall have the powers to impose a penalty of Rs.5000/- (Rupee five thousand only) on contractor. This will however not limit the right of Hooghly CSL to terminate the contract for non-performance.
- b) In case of substandard service or any cause of dissatisfaction of the Canteen Management Committee due to the canteen services as offered by the vendor appropriate penalty may be levied. Hooghly CSL reserves the right to get the food items to be served, tested from Government lab at any time. If the test fails further a show cause notice shall be served to



the contractor seeking explanation for serving bad quality of food items and a penalty of Rs. 5,000/- shall be imposed in each occasion.

- c) If kitchen waste /garbage is found dumped at prohibited placed, minimum fine of Rs. 500/- shall be levied on each occasion by Hooghly CSL.
- d) If any of the conditions mentioned in Clause 12 – Cleanliness is found to be non-complied, Rs 500/- will be levied on each occasion by Hooghly CSL.
- e) If during inspection/complaint regarding quality of food and Contractor's service is found not to be satisfactory, Hooghly CSL, have the right to claim by way of penalty an amount of Rs.500/- on 1st default, @ Rs.1000/- on 2nd default and thereafter @ Rs.5000/- for every such occasion during the month in fulfilment of contractual obligations.
- f) Unsatisfactory services / Deficiency in services include, but is not limited to the following:
- Late coming.
 - Coming in shoddy, dirty uniform.
 - Reporting drunk/ill/unkempt.
 - Leave without 1-day prior information.
 - Fudging/Tampering attendance register/biometric machine.
 - Rude, impolite behaviour.
 - Inappropriate behaviour to women.
 - Lazy, uncooperative in rendering duty.
 - Damage to property of Hooghly CSL
 - Any act so as to cause damage to prestige reputation of Hooghly CSL
 - Smoking/pan/bidi during working hours.
 - Attending personal phone calls during working hours.
 - Violence of any kind, infighting, groupism with fellow staff
 - Insubordination
 - Financial irregularity/impropriety
 - Bringing/allowing unauthorized person into Hooghly CSL premises.
 - Coming without badge/ I card to be issued by the Agency.

16. CANTEEN WORKMEN

- a) The contractor shall employ minimum 05 number of canteen workers in the following category:

Category of Work	No of Employee	Remarks
Cook	1	The Employee of Contractor should have experience in handling of canteen service. Prior to engagement Bio data of the employee should be sent to the Officer In-Charge for approval.
Canteen Supervisor	1	
Helper/Cleaner	1	
Supplier / Food Distributor	2	

- b) The contractor is required to abide by all relevant Acts of Govt. like Minimum Wages Act, Contract Labour Act (Contract Labour (Regulation & Abolition Act, 1970) and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time, for his employees and shall be fully responsible for any violation thereof.
- c) All of the workers shall be under the control of contractor and he shall discharge all obligations as employer in respect to the workers employed in the canteen. He shall not engage any worker below the age of 18.



- n) Being the employer of canteen workers, the Contractor shall be responsible to remove their staff from the canteen premises on expiry of this agreement or termination thereof whichever is earlier.
- o) Replacement/substitute to arranged in advance in case of any canteen employee is proceeding on leave.

17. MISCELLANEOUS

- a) The Contractor shall provide a weighing balance and weights required to enable the authorities to check the weight of any articles during inspection.
- b) The canteen shall be kept open for the Convenor/Manager (IR & HR) or Management Committee members for inspection at any time without notice.
- c) The Canteen Contractor should be available in the canteen on all working days or any day required by the convenor canteen committee.
- d) The contractor shall not display any advertisement board.
- e) The canteen premises handed over to contractor shall not be utilized for any other or different purposes than set out, and any other form of commercial or trading use of the premises shall constitute a breach of this contract besides rendering the contractor liable to pay additional charges for the unauthorized commercial use as may be determined by Hooghly CSL Canteen Management Committee.
- f) The Hooghly CSL Canteen Management Committee shall have overall control over running the canteen and the Contractor shall follow all instructions of the committee.
- g) The responsibility for procuring the provisions, foodstuffs, fuels, etc. and all other items required for running the canteen shall be entirely that of the Contractor. The canteen is intended primarily to cater to the officers and employees of the Hooghly CSL but the Hooghly CSL will have no objection in the Contractor catering others viz contractors/workmen/clients/ship crew/security guards etc of Hooghly CSL. also, on his own responsibility without inconvenience to officers and employees of Hooghly CSL.
- h) It shall be the Contractor's responsibility to collect all dues from its customers as mentioned above and the Hooghly CSL shall have no responsibility in whatsoever manner in this regard.
- i) The Contractor has to return /hand-over all the items such as furniture and fixtures, kitchen/cooking equipment, wares and utensils in the kitchen cook-wares, utensils and other items in good condition in the Canteen at the time of expiry of tenure of his contract period, in good working condition. If any damage/loss is noticed at the time of handing over of these items and other equipment, the Contractor has to compensate/replace those items to the Hooghly CSL.
- j) The Contractor will be responsible for good quality hygienic meals, snacks, Tea etc., and its proper service.
- k) The Contractor will be responsible for the conduct and behaviour of those working under him. In case any complaint is received attributable to misconduct/mis-behaviour of contractor's staff, Hooghly CSL may direct the contractor; to have any person removed who is considered to be undesirable or otherwise.



- d) The Contractor shall maintain cordial relationship with Hooghly CSL employees and customers and should not give any room for complaints in the behaviour of his/her employees. The contractor shall ensure orderly /disciplined behaviour of workers employed by him in canteen premises / Hooghly CSL premises.
- e) The contractor shall discharge all obligations in respect to his workmen as enumerated in labour enactments like Factories Act, Industrial Disputes Act, EPF Act, ESI Act, Payment of Bonus Act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act, Employee Compensation Act etc. and shall be solely responsible for compliance of all the provisions in such enactments.
- f) The persons engaged for work in the canteen, whether casual or otherwise shall have no lien or claim whatsoever on the Hooghly CSL. The Contractor shall be liable to the Hooghly CSL for loss caused to it arising in any manner as a result of any act or omission of those engaged for work in the canteen. So also, the Hooghly CSL shall not be involved in any dispute or claims that may arise between the Contractor and those engaged by him/her to work in the canteen and to those who are the customers in the canteen.
- g) The contractor should submit wage payment sheet, statutory compliance challans relevant to ESI/EPF along with monthly subsidy bill.
- h) The Contractor at his own expense should make necessary arrangements for Medical Examination of the canteen workers, employed by him at the beginning of his term of contract and also whenever found necessary by the competent authority and the certificate should be exhibited in the canteen premises for inspection by the competent authority. He/she should obtain the certificate within 15 days after awarding the contract. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.
- i) The contractor shall ensure that the canteen staff wear uniform, cap covering head & hair, hand gloves etc. as approved by canteen authorities while on duty. The contractor shall provide at his cost two sets of uniform (White/grey Chef suit and pants) and one pair anti slippery shoes to all canteen workers per year within 30 days after awarding the canteen and the workers should wear uniforms during their duty time/working period.
- j) The liability/ responsibility in case of any accidents causing injury/death to canteen worker or any of his staff shall be of the service provider. Hooghly CSL shall not be responsible in any means in such cases.
- k) The staff of the firm will comply with all the security regulations in the office premises. The staff will serve the Tea, Coffee, Snacks and other eatables in neat and clean utensils and the staff will wear proper neat and clean dress/ uniform as approved by Hooghly CSL, including clean gloves. For International meetings the neatness/ gloves, etc. is essential.
- l) It shall be the sole responsibility of the service provider to obtain and keep ready the necessary license/ permissions from various Govt. bodies and or Municipal Corporation for running catering services and produce the same before the concerned authority as and when asked for to do so. An undertaking in this regard has to be given by the service provider.
- m) He/she shall employ necessary workers for the functioning of the canteen only with the prior permission/approval of the Hooghly CSL and shall obtain police clearance certificate for their good conduct /behaviour. ESI/EPF documents need to be submitted. The Contractor should get entry/exit pass for those workers and other persons required for the canteen functioning.



- l) If the Hooghly CSL Canteen Management Committee does not approve the quality of the food stuffs, the service or conduct or behaviour of Contractor and/or those working under him, or the breach of any of the terms of this contract, Hooghly CSL will issue notice to the Contractor to take immediate remedial action and the Contractor is bound to show improvement or rectify the defect noticed within the time period stipulated.
- m) The Contractor shall not prepare and sell any items of food articles other than those covered by the terms of this contract except with the written permission of the Hooghly CSL Canteen Management Committee.
- n) The service provider shall not stock any inflammable or otherwise dangerous material other than cooking gas, goods, narcotics, or drugs in any part of this allotted space which are fire and health hazard to the property or personnel of Hooghly CSL.
- o) No alcoholic beverages, tobacco products and other intoxicating materials of any description shall be handled, stored or served in the canteen under any circumstances. Violation of the same shall lead to further actions including termination of Contract.
- p) The decision of Hooghly CSL in all disputes concerning the interpretation of the Terms and Conditions of contract shall be final and binding on the Contractor. It shall be Contractor's sole responsibility to protect his employee against accident from any cause and shall indemnify and protect the Hooghly CSL - against any claims for damage for bodily injury to person or property resulting from any such accidents.
- q) Hooghly CSL will not guarantee the off-take of any minimum or maximum quantity of meals or other eatables etc., but the Contractor is bound to supply all the legitimate requirements of the employees by way of meals, coffee, tea and snacks inside and outside the premises as and when found necessary by the office.
- r) The supply of food material in the canteen should not be interrupted due to harthal, bandh, labour strike and strike by transport workers and the Contractor shall make necessary alternative arrangement for the full-fledged operation of canteen during such situations.
- s) The contract can be terminated by serving one months' notice on either side. The premises, all utensils, furniture and appliances entrusted to shall be returned on the date of such termination of the Agreement intact and in good condition. The contractor shall be liable to make good any loss or damage to such property on the date of such termination or within such reasonable time as may be determined by the Committee.
- t) Security Performance Guarantee amount will be forfeited in case the Contractor terminates the functioning of the Canteen before 2 months period.
- u) Hooghly CSL reserves the right to alter or delete any of the terms of contract after serving one month's notice to the contractor.
- v) Any shortage of fresh water should be informed at the earliest. But shortage of water/non availability of water will not relieve the contractor from the liability to run the canteen. Periodic water test shall be conducted by duly authorized agency for ensuring purity of drinking water supplied and used in Canteen.
- w) The rate includes trained manpower for cooking, serving, washing of utensils, sanitization, housekeeping & maintenance of the entire canteen area & canteen equipment and one supervisor.
- x) Breakfasts/Dinners may be provided as per Hooghly CSL requirement. Raw materials, cooking medium, fruits, biscuits, and other eatables should be as desired.



- y) The bidders can visit and inspect the site and assess operation of canteen before applying the tender.
- z) The contractor shall not be entitled to use the accommodation allotted by the authority for any other purpose or business other than canteen.
- aa) Termination for default: The Hooghly CSL, without prejudice to any other contractual rights and remedies available to it may by written notice of default sent to the Contractor, terminate the contract in whole or in part, if the Contractor fails to perform any or all of the services or fails to perform any other obligation(s) of the contract.
- bb) Termination for insolvency: If the contractor becomes bankrupt or otherwise insolvent, the Hooghly CSL reserves the right to terminate the contract at any time, by serving written notice to the Contractor without any compensation, whatsoever, to the Contractor, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and /or will accrue thereafter to the Hooghly CSL.
- cc) Resolution of disputes:
 - i. If dispute or difference of any kind shall arise between the Hooghly CSL and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
 - ii. If the parties fail to resolve their dispute or difference by such mutual consultations, within twenty-one days of its occurrence, then, either the Hooghly CSL or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided. The applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Hooghly CSL and Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the Sole Arbitration, appointed to be the arbitrator by Chief Executing Officer, Hooghly CSL. The award of the Arbitrator will be final and binding on the parties to the Contract.
- dd) Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued, i.e., Kolkata.
- ee) Jurisdiction: The courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this contract between the parties.
- ff) Applicable Law: The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

Date:

Signature & Seal of the contractor



PRICE BID FORMAT

Tender no: HCSL/P&A/TEN/2025/041 dated 20.05.2025

Name of work: **HIRING CANTEEN SERVICES FOR HOOGLY CSL, NAZIRGUNGE.**

Sl. No	Menu Item Name	Appr Qty / day (A)	Unit Rate (Rs)* (B)	No of days to be served in a month (C)	Contract Period (months) (D)	Cost for the contract period E=A*B*C*D
a	LUNCH					
a.1	Veg-Thali Lunch (650gms) Rice + Dal + 1 Bhaja (any vegetable fry) + 1 Mixed / Seasonal Vegetable Curry * + 2 Roti or equivalent + Salad + Curd + Pickle + Papad + 1 Sweet dish * Special dish such as Paneer / Malai Kofta/ Mushroom curry etc. to be served twice in a week.	85		24	12	
b	SNACKS					
b.1	Tea (150ml)	85		24	12	
b.2	Coffee (150ml)	85		24	12	
b.3	Poha with dry fruits & Vegetables (100g)	85		4	12	
b.4	Puri and Chana Masala (04 Pcs)	85		4	12	
b.5	Idli / Medhu Vadai (with chutney / sambar) - 2 pcs (50g)	85		4	12	
b.6	Roti with Sabji (50g) (03 Pcs)	85		4	12	
b.7	Bread & Butter/Jam (02 Pcs)	85		4	12	
b.8	Masala Vadai / Mysore Bonda (with chutney/sambar) - 02 Pcs (50g)	85		4	12	
TOTAL CONTRACT AMOUNT (EXCLUDING GST), INR						
(in words)						

Note 1:

* Unit price quoted shall include service charges

Note 2: L1 to be calculated based on the above amount (excluding GST) quoted by the contractor.

Date:

Signature & Seal of the contractor



OTHER ITEMS**a) Special Menu:**

The special menu should be served on payable basis at the rate fixed and mutually decided by Hooghly CSL Canteen Committee and the Contractor (L1 firm) prior to placement of work order

Sl. No.	Special Item Name	Unit	Qty	Unit Rate (INR)
1	Chicken Curry	Grams	150	
2	Mutton Curry	Grams	150	
3	Fish Curry	Grams	150	
4	Fish Fry	Piece	1	
5	Fish Cutlet	Piece	1	
6	Egg Curry	Piece	2	
7	Omlette with Onions, Green Chilly etc. (Single Egg)	Piece	1	

b) Regular Meal:

Regular Meal for Employees of yard Contractors, Vendors working within Hooghly CSL.

Sl. No.	Regular Veg-Thali Lunch	Unit Rate (Rupees)
1	Rice/ Roti + Dal + 1 Bhaja (any vegetable fry) + 1 Mixed/Seasonal Vegetable Curry + Salad + + Pickle (650GMS)	

Note:

The rate of the above other items shall not be taken for calculation of total Contract amount.

Date:

Signature & Seal of the contractor



VENDOR DETAILS

(to be submitted along with the TECHNICAL BID)

1	Name of the Bidder / Firm	
2	Registered Office Address of Company / Firm in Kolkata / Howrah:	
3	Telephone No./Fax No./ Mobile No:	
4	E-mail address	
5	Names of the contact person & designation	(i) (ii) (iii)
6	Type of Entity-Pro praetorship/Partnership firm / Company / NSIC / MSME Category etc. (Please attach registration certificate of Firm / Partnership agreement / proprietorship documents)	
7	Cost Of Tender Details (DD No. Name of Bank)	
8	EMD Details (DD No. Name of Bank)	
9	PAN Card Number	
	(Self-attested copy of PAN card has to be submitted)	
10	GST Registration Number	
	(Self-attested copy has to be submitted)	
11	EPF Registration No. (Self-attested copy to be submitted).	
	Note: In case firm does not have EPF registration reasons thereof to be indicated in remarks column.	
12	ESI Registration No. (Self-attested copy to be submitted).	
	Note: In case firm does not have ESI registration reasons thereof to be indicated in remarks column.	
13	Copy of License applicable (Self attested copy to be submitted)	
14	Whether the Agency has been Blacklisted / debarred or given tender holiday or contract terminated before expiry of the contract period by any ' govt. autonomous bodies / organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc.	Yes/No (Please tick as applicable) If yes, please furnish details on a separate sheet

Certified that the above information is true to the best of our belief and information.

Date:

 Authorised signatory:
 Designation:


GENERAL TERMS AND CONDITIONS

1. Offer shall be submitted in the prescribed form to M/s Hooghly Cochin Shipyard Ltd (Hooghly CSL), Nazirgunge Works, Satyen Bose Road, P. O. Danesh Sk. Lane, Howrah - 711 109, West Bengal at the designated tender box and has to be addressed to The Senior Manager (IR & HR).
2. Bidders can contact Officer-in-charge of the work which is indicated in the Tender Notice for any clarification before submitting the offer. If clarifications/details are not obtained before the offer is submitted, no claim on this account will be admitted.
3. All applicable taxes, duties, transportation, delivery at Hooghly CSL Nazirgunge, Works etc. should be included in the rate quoted, unless specified otherwise. Hooghly CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
4. Bidders to note that no advance payment will be made by Hooghly CSL against work order issued.
5. The Contractor shall execute an agreement in West Bengal stamp paper worth Rs.200/- and the cost of the stamp paper shall be borne by him/her.
6. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
7. On the expiry of the period of Contract, the contractor shall become an unauthorized occupant of the said public premises under section 4 of the Public Premises. (Eviction of unauthorized occupants) Act-1971 and the contractor shall be liable to be proceeded under the provisions of the said Act besides the jurisdiction of the Hooghly CSL.
8. MSME/NSIC BENEFITS:
 - a) The following benefits are extended for all the firms who are registered with district industries center and come under the category of micro and small enterprises holding a valid Entrepreneurs Memorandum (EM) part ii certificate or Udyog Aadhaar Certificate. However, in order to avail the benefits as per public procurement policy for MSME's order, 2012, all MSE bidders are required to declare their Udyog Aadhar Memorandum (UAM) number in Central Public Procurement Portal (CPPP) compulsorily.
 - i. Tender Forms Shall Be Issued Free of Cost.
 - ii. Payment of earnest money deposit (EMD) is exempted.
 - iii. The list of items published as part of MSME order dated 23rd March 2012 {currently 358 items} shall be procured exclusively from MSE firms only.
 - b) For all firms who are registered with national small industries corporation (NSIC) and come under micro and small enterprises holding a valid NSIC certificate, the below benefit is also extended in addition to above.
 - c) Waiver of security deposit (SD) for the performance of the contract (5% of the order value by the way of bank guarantee till the supplies are completed), up to financial limit as mentioned in NSIC certificate. However, to ensure performance of the item during the guarantee period a performance bank guarantee (PBG) (5% of order value by the way of bank guarantee) to be submitted by the firm as applicable.
 - d) This tender shall be based on MSME order dated 23rd march 2012, pertaining to public procurement policy.



- e) When supply/service as per tender is divisible in nature, MSE's within price band of L1+15 percent shall be allowed to supply a portion up to 20% of requirement by bringing down their price to L1 price where L1 is non MSE's. If multiple vendors satisfy the above condition, requirement shall be divided equally. In this scenario, preference shall be given to SC/ ST vendors to such an extent that they are allowed to supply minimum 4% out of the 20% in line with the aforementioned MSME order. SC/ ST vendors shall submit a valid certificate from district industries center/ NSIC, for qualifying in the above criteria.
- f) In the case of tender item non-split able or non-divisible, MSE's quoting price band L1 + 15% (in the ascending order) may be awarded full/ complete supply of total tendered value to MSE's, considering spirit of policy for enhancing the government procurement from MSE's.
9. Bidders shall quote total amount in figures and in words. Corrections and additions if any must be attested/ duly signed by the bidder. In the case of error in multiplication/addition in amount calculated, the rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.
10. Bidder has to submit the price bid as mentioned in the format (Annexure-2) only other wise bid will be rejected. L1 Bidder will be evaluated based on the combined cost of all the SOQ including GST.
11. All personnel are required to function as per Hooghly CSL, Nazirgunge Unit located at Howrah as per Company Holiday List norms.
12. Any Worker issues with the above personals engaged to be settled by the contractor. Hooghly CSL will not have any responsibility w.r.t. any Worker or other issues between contractor and person engaged.
13. All personnel should have good communication skills and ability to communicate in Bengali and Hindi. Knowledge of English language would be is desirable.
14. Deviations if any in the offer submitted from that of the tender enquiry in any form should be clearly furnished in a separate document titled as "List of. Deviations".
15. Validity of offer has to be for a period of 3 (Three) months from the date of techno commercial opening. In the event, on Hooghly CSL request, validity of the tender shall be extended.
16. **SECURITY DEPOSIT:** A recovery of 5% will be made as interest free deposit from the contractor's bill towards Security Deposit and will be returned one (1) month after expiry of the contract. No interest shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor. fails to meet the contractual obligations. Contractor can provide SD in our Bank Guarantee format as per annexure-13.
17. **FORCE MAJEURE CONDITION:** Should failure in performance of the contract or part thereof arise from war insurrection, restrain imposed by Government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, act of God or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time, Hooghly CSL may allow such additional time as is mutually agreed to be justified by the circumstances of the case. The occurrence/cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence/cessation.



18. PRE-BID MEETING:

- a) Any essential requirement not included in the Price Schedules but required for successful operation as per Scope of Work shall be indicated by the bidders and submitted before the pre-bid meeting by the date specified in the schedule.
- b) Only the queries, raised on or before the specified time frame, will be eligible for discussion during the course of the Pre bid discussion.
- c) The bidder or its authorized representative is invited to attend pre-bid meeting to be held on the date, time and location specified in the schedule.
- d) Non-attendance at the pre-bid meeting will not be a cause for disqualification of bidders but at the same time shall not entitle them to raise any query at a later date.
- e) The purpose of the meeting will be to clarify the exact scope of work and any issues regarding the bidding documents and the technical specifications for its clarification, if raised at that stage by the bidders. Hooghly CSL shall not be under any obligation to entertain/respond to suggestions made or to incorporate modifications sought for by the prospective bidders.
- f) Bidders shall not be permitted to indicate any additional requirements in the bid for any reason whatsoever after the Client has considered such amendments.
- g) Hooghly CSL shall make related modifications/ amendments in the bidding documents as may be considered necessary exclusively through issue of an amendment.

19. VALIDITY OF CONTRACT:

- a) The contract shall be valid and will be in force for a period of one year (in the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months) from the date of acceptance of the offer. If the services are found to be satisfactory, the contract may be renewed for a maximum period of one more year, at the discretion of Hooghly CSL on the same terms and conditions.
- b) The contract is liable to be terminated after giving one months' notice in writing with reasons from either side in the normal course.
- c) In case of unsatisfactory performance, the contract may be terminated at any time at the discretion of Hooghly CSL.
- d) Agreement shall be executed by the service provider immediately upon acceptance of the tender and receipt of orders from Hooghly CSL.

20. GOODS AND SERVICE TAX:

Goods and Service tax or any other tax levied by State/Central Govt., if applicable shall be paid by the contractor.

21. RENT:

A nominal rent of Rs.1/- per month shall be recovered from the subsidy payable to contractor.

22. BID EVALUATION CRITERIA AND SELECTION PROCESS:



- a) The Tender Committee of Hooghly CSL shall evaluate the Technical Bids based on the fulfillment of Eligibility Criteria; in this regard shall be binding and final. The tenderers will then be informed about the date of opening of their Financial Bids, if required.
- b) The financial bids of those bidders, whose technical bids have been approved, and the rates quoted by the bidders will be read out.
- c) L1 to be calculated based on the TOTAL CONTRACT AMOUNT (EXCLUDING GST) as mentioned in PRICE BID FORMAT.
- d) The committee after evaluation of these financial bids shall give its final recommendations on the successful bidder.

23. JURISDICTION:

- a) The legal jurisdiction of this contract shall be courts at KOLKATA CITY only.

Date:

Signature & Seal of the contractor



A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line and a small dot.

SPECIAL TERMS AND CONDITIONS**1. VALIDITY:**

- a) The offer should be valid for a minimum period of **three months** of date of Technical Bid opening.

2. EMD (EARNEST MONEY DEPOSIT)

- a) Tenderers shall deposit an amount of Rs. 80,000/- (Eighty thousand only) as Earnest Money Deposit (EMD) along with the tender.
- b) The EMD can be remitted in the form of Demand Draft (DD) / Banker's Cheque / Fixed Deposit Receipt (FDR)/ Bank Guarantee drawn in favour of 'Hooghly Cochin Shipyard Ltd. payable at Kolkata and shall be valid for a period of 6 (Six) months from the due date of opening of Techno-commercial Bids from any Nationalized/ Scheduled Bank or paid online through e-gateway of:

HOOGHLY COCHIN SHIPYARD LIMITED
STATE BANK OF INDIA
BRANCH: COCHIN SHIPYARD
ACCOUNT NO: 37354232301
IFSC CODE: SBIN0003229

- c) EMD furnished by all contractors except the lowest tenderer will be released after issuing work order and submission of SD and its acceptance by the contractor to whom the work is awarded.
- d) EMD of the successful tenderer will be refunded after remittance of the security deposit and execution of the agreement.
- e) EMD deposited with the Client will be forfeited,
- i. if a bidder withdraws or modifies his bid during the period of validity specified or
 - ii. if the successful bidder fails within the time limit to sign the agreement document or fails to furnish the required security deposit.
 - iii. If the bidder requests for enhancement in the quoted rates or bringing in new conditions after tender or opening unnecessarily delayed acceptance of the order / commencement of work / submission of Security Deposit.
- f) The relevant documents pertaining to the EMD should be enclosed in a separate sealed cover, super scribing the Tender Notice No. with Date in Cover-1. TENDERS RECEIVED WITHOUT EMD WILL NOT BE CONSIDERED AT ALL FOR FURTHER EVALUATION.

3. SERVICE DURATION:

- a) The service shall be provided as per the instructions from Hooghly CSL Canteen Management Committee / Officer-In-charge for a period of ONE year and to be started within 30 days after issuing Work Order.
- b) Hooghly CSL reserves the right to extend the validity of contract for a further a period of 01 Year on the same rate & conditions.



A handwritten signature in blue ink, appearing to be 'D.' or similar, located at the bottom right of the page.

4. PAYMENT TERMS:

- a) 100% payment monthly basis of Bill value with applicable taxes will be released against Original Invoice subject to the full satisfaction and acceptance of work by Officer -in-charge. Original tax invoice should contain GST number of both parties and submit in triplicate.
- b) On the first day of every month the contractor will be raise and submit the original invoice for the preceding month based on the actual attendance of personnel. The contractor has to submit documentary evidence of fulfilment of all the applicable statutory obligations for the deputed personnel including salary register for processing the invoice. Service charges will also be paid on pro data rate basis.
- c) Contractor shall indicate details such as PAN, GST. required for processing payment. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. Hooghly CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
- d) Payment will be released once in a month and tentatively within 30 days from the date of submission of an error free bill duly certified by the authorized Hooghly CSL Officer in charge.

5. PLACE OF WORK:

**Hooghly Cochin Shipyard Ltd,
Nazirgunge Unit, P O Danesh Sk. Lane,
Satyen Bose Road, Howrah – 711109,
West Bengal, India.**

6. OCCUPATIONAL HEALTH, SAFETY & ENVIORNMENTAL REQUIREMENTS:

- a) Service Provider is deemed to comply with the occupational health, safety and environmental policy of the company.

7. SAFETY RULES:

- a) Service Provider will be responsible for the safety of personal engaged and shall adopt all safety measures to comply with safety regulations in force in Hooghly CSL.

8. INSTRUCTION TO BIDDER FOR SUBMISSION OF BID:

- a) Bid has to be submitted in two bid system one is Technical Bid other is Price bid.
- b) In Technical bid following Prequalification criteria Documents has to be submitted. (Cover- A).
 - i. Stamped and signed copy of all pages of tender document and corrigenda (if any) with all supporting documents those are mentioned in Annexure-1.
 - ii. Vender details as per Annexure-4.
 - iii. Check list as per Annexure-6.
 - iv. Signed copy of unpriced Price bid (Annexure-2) (Price bid without price & with percentage of taxes & duties and details like quoted/Nil/Included need to be mentioned for each line item).



- v. Under taking as per Annexures- 10 & 11.
 - vi. Self-Declaration as per Annexure-12.
 - vii. NEFT mandate Form Annexure-8.
 - viii. List Of Deviations List Annexure-9.
 - ix. Cost of Tender and EMD to submitted along with Tender documents otherwise Bid shall be rejected.
- c) In Price Bid as per Price bid format (Annexure-2) should be signed and stamped kept in separate cover and submitted strictly as per tender schedule (Cover- B).

Date:

Authorised signatory:
Designation:



CHECK LIST

SI No	Description	Yes/No	Remarks
1	The firm should be in the business of Services of canteen for a minimum of 03 years (to be supported by necessary documents and submitted along with technical bid) as on the date of publishing this tender.		
2	Vendor details to be submitted as per Annexure 3 .		
3	All Manpower's should have experience in handling of canteen service and should be covered under ESI/EPF.		
4	The firm should have dedicated functional office in Kolkata / Howrah (not operating from home cum office) and address proof of office should be submitted along with the technical bid.		
5	The firm should have an average minimum annual turnover of Rs. 20 lakhs during the last three financial years (FY – 2023-24/2022-23/2021-22). (to be supported by necessary documents and to be submitted along with technical bid). The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating positive net worth details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for these criteria.		
6	a. The firm should submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract. b. Self-Certificate that the firm has not been blacklisted by any Central Government Department / Ministries/PSU's/Banks, etc. should be enclosed, as per Annexure 9 & 10 .		

Date:

Authorised signatory:
Designation:

(Mandate for receiving payments through RTGS/NEFT Hooghly Cochin Shipyard Ltd)

- (Please enclose a cancelled un-signed cheque leaf to enable us to verify the details mentioned above)

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.



(.....)

Signature of Employee

Bank Certificate

We certify that _____ has an Account
No. _____ with us and we confirm that the details given
above are correct as per our records.

Date:

Place:

(.....)

Authorized official of Bank



**COMPLIANCE STATEMENT - SPECIAL INSTRUCTIONS FOR TENDERERS AND
TECHNICAL SPECIFICATION**

Tender Name: Providing Canteen service to Hooghly Cochin Shipyard Limited on daily basis for a period of ONE year for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah
(Detailed specification is enclosed separately)

TENDER NO: HCSL/P&A/TEN/2025/041

DATE: 20.05.2025

We hereby confirm and truly declare that our Offer / Bid No.dated
.....is in full compliance with the documents issued against the Tender No. -----
dated -----, except for the deviations listed below:

LIST OF DEVIATIONS (Hooghly CSL) reserves the right to reject offers with deviations)

Sl. No.	Description / Tender Reference	Reasons for Deviation

Date:

Authorised signatory:

Designation:

Company Seal



UNDERTAKING No 1
(ON THE LETTER HEAD OF THE COMPANY)

I, Shri..... in my capacity as Managing Partner / Chairman and Managing Director / Proprietor of M/s.....do hereby give an undertaking that we shall not sub-contract the work or part of work to any other agency if awarded the contract by Hooghly CSL, Howrah.

Signature of authorised personnel:

Name of the authorised signatory:

Designation:

Name of the firm:

Address:

Contact no:

Email:



UNDERTAKING No 2
(ON THE LETTER HEAD OF THE COMPANY)

I, Shri..... in my capacity as Managing Partner / Chairman and Managing Director / Proprietor of M/s.....do hereby give an undertaking that we have not been blacklisted by any Central Government Department / Ministries/PSU's/Banks.

Signature of authorised personnel:

Name of the authorised signatory:

Designation:

Name of the firm:

Address:

Contact no:

Email:



SELF DECLARATION
(ON THE LETTER HEAD OF THE COMPANY)

I, Shri..... in my capacity as Managing Partner / Chairman and Managing Director / Proprietor of M/s.....do hereby give a declaration that we shall unconditionally accepted the clauses mentioned in the Tender No. HCSL/P&A/TEN/2025/041 dated 20.05.2025.

Signature of authorised personnel:

Name of the authorised signatory:

Designation:

Name of the firm:

Address:

Contact no:

Email:



FORM OF BANK GUARANTEE TOWARDS EMD
(ON STAMP PAPER OF VALUE OF RS 200/-)

This deed of GUARANTEE made on day of Two thousand Eighteen between Hooghly CSL on the one part and (Name and address of the bank) of the other part is as follows: -

In consideration of the Hooghly CSL having allowed M/s (Hereinafter referred to as 'the Contractor') to submit Tender No. to them without Earnest Money according to the conditions of such Tender Notification,

We (here enter the name of 'the Bank') a Company incorporated under the Act and having its registered office at (hereinafter referred to as 'the bank') undertake to pay to Hooghly CSL on demand at Kolkata the sum of money payable as Earnest Money in respect of the Tender No made by the Contractor in case the Contractor withdraws the tender before the date of firmness stipulated or when the tender is accepted by or on behalf of the Hooghly CSL the Contractor makes default in furnishing the Security Deposit or in entering into an agreement as required by the Hooghly CSL or otherwise commits any breach of the terms and conditions of the tender.

We, Bank Guarantee to pay the amount due and payable under this guarantee without any demur merely on demand from the Hooghly CSL. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The liability of the surety shall be restricted to Rs (Rs only).

This guarantee shall not be avoided, released or affected by any variation in the terms of the tender, acceptance or the contract between the Contractor and the Hooghly CSL or any neglect indulgence or forbearance by the Hooghly CSL.

This guarantee shall remain in full force and effect during the period that would be taken for the finalization of the tender and till the Hooghly CSL certifies that the terms and conditions of the said tender have been fully and properly carried out by the said contractor and accordingly discharges this guarantee or for Six Months from the date of issue of this guarantee whichever is earlier. A notice of the claim under this guarantee may be served on the Bank within Six Months after the said period in which case the same shall be enforceable against the Bank notwithstanding the fact that the same is enforced after the expiry of the said period.

The decision of the CEO, Hooghly CSL as to whether the occasion or the ground has arisen for the demand of the surety from Bank shall be final. The Hooghly CSL shall be at liberty to act as though the Bank were the principal debtor.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Hooghly CSL in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.

In witness whereof we have hereunto set our hand and seal this day of Two thousand and

Place:

Date:



FORMAT FOR CONTRACT AGREEMENT
PROFORMA OF CONTRACT AGREEMENT
(on West Bengal state stamp paper)

THIS AGREEMENT MADE ON 2025 BETWEEN THE CEO, HOOGHLY COCHIN SHIPYARD LIMITED, KOLKATA, INDIA ON BEHALF OF HOOGHLY COCHIN SHIPYARD LIMITED (hereinafter called the "Engineer-in charge") which expression shall, unless excluded by or repugnant to the context, be deemed to include their successors in office on one part of and (hereinafter called "CONTRACTOR") on the other part. WHEREAS THE ENGINEER-IN-CHARGE is desirous that certain work should be done viz. "Providing Canteen service to Hooghly Cochin Shipyard Limited on daily basis for a period of ONE year for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah" and had accepted the tender by the Contractor for the construction, completion & guarantee of such work, NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words & expression shall have the same meaning as respectively assigned to them in the General & Special conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form part and be read and construed as part of this agreement viz.
 - a) The said tender.
 - b) The conditions of contract (General & Special).
 - c) The tender schedule.
 - d) All letters from contractor
 - e) All letters by Hooghly CSL.
 - f) Hooghly CSL Work Order
3. In consideration of the payment to be made by the Senior Manager (IR & HR), Hooghly CSL to the contractor (hereinafter called the contractor) hereby covenants with Senior Manager (IR & HR) to construct, complete and guarantee the work in conformity in all respects, with the provisions of contract.
4. Senior Manager (IR & HR) hereby covenants to pay the contractor the contract price, in consideration of the construction, completion & guarantee of the work at the time and in the manner prescribed by the contract.
5. In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hand & seals) the day and year first above written.
6. The common seal of the Senior Manager (IR & HR), Hooghly Cochin Shipyard Limited, Kolkata, India, has signed.

For _____

In the presence of:

- 1.
- 2.

For HOOGHLY COCHIN SHIPYARD LIMITED



VENDOR / CONTRACTOR STATUTORY COMPLIANCE FORM

Name of the Contractor	
Work Order Number	
Tenure of Work (period to be mentioned)	
Number of Workmen employed	
ESI Registration Number	
EPF Registration Number	
ESI Challan Number with date (Month wise) (to attach additional sheet if required)	
EPF Challan Number with date (Month Wise) (to attach additional sheet if required)	

I/We hereby declare that statutory compliance with regard to ESI and EPF compliance has been complied with for all workmen / employees deployed by us at HOOGHLY COCHIN SHIPYARD LIMITED during the above-mentioned period under the above-mentioned Work Order.

Date:

Signature of authorised personnel:

Designation:

Company Seal

