

METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LIMITED

Open Tender for

Preparation of Special Tea and serving the same to Head Quarters

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| Tender Document No. | : 09/30984/NA3/MTC/2020 |
| Tender Published on | : 23.09.2020 |
| Cost of Tender Document | : Rs.500/- in person (or) Rs.550/- by post (GST included and non-refundable). DD drawn in favour of MTC (Chennai) Ltd., |
| Sale of tender Document | : 23.09.2020 to 28.10.2020 from 10.00 am to 12.00 Noon |
| Last Date & Time for submission of Tender Document | : 28.10.2020 at 2.30 p.m. |
| Date and Time for Opening of Tender Document | : 28.10.2020 at 3.00 p.m. |
| Tender opening at | : Conference Hall, Corporate Office, Metropolitan Transport Corporation (Ch) Ltd., Pallavan House, Anna Salai, Chennai – 600002. |
| EMD amount | : Rs.10,000/- |

METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LTD, CHENNAI.2

TENDER NO: 09/30984/NA3/MTC/2020

SOLD TO:

GENERAL CONDITIONS

The tender consists of Qualifying Bid and Commercial Bid in the prescribed form.

The tenderer shall furnish two bids (a) Qualifying Bid and (b) Commercial Bid in two separate covers duly super scribed in the respective cover properly and lodge them in one outer cover supplied by the MTC.

The tenderer shall submit the complete tender documents along with Qualifying Bid consisting of all the pages of the tender forms and annexures duly signed and filled up completely.

Both the bids shall not be clubbed in one cover.

The prescribed format for Qualifying Bid is given in Annexure-I and the Commercial Bid in Annexure-II of the tender schedule.

The Qualifying Bid shall be Scrutinized to ascertain the eligible tenderers and then offer containing the Commercial Bid in respect of successful Qualifying Bidders shall be opened for further processing on the specific day which will be informed by MTC.

Failure to submit the bids in two covers shall result in rejection of the tender summarily. Tenders shall not be accepted after the closing date and time fixed for receipt of tenders.

The tenders for Qualifying Bids shall be opened by the Tender Opening Committee in the presence of tender participants or only one representation of the bidder with bidder's authorization letter will be allowed to attend the bid opening.

D.D. for EMD/undertaking for EMD and all other relevant documents shall be enclosed along with Qualifying Bid only.

Conditional offers made by the firms in the tender are liable to be rejected.

DEPUTY MANAGER (MATERIALS)

INSTRUCTIIONS TO TENDERERS

1.GENERAL CONDITIONS OF TENDER AND INSTRUCTIONS TO TENDERERS

- 1.1 Preparation of Special Tea by using good quality of milk and tea powder and serving the same in 150ml cup (paper cup without wax coating) to Head Quarters Officers and Employees.
- 1.2 The Contractor shall prepare Special Tea in a hygienic and tasty manner and supply and serve by 10.00 A.M. & 3.00 P.M. daily to Head Quarters Officers and Employees.
- 1.3 MTC will not provide milk, tea powder, sugar, cups, cooking gas and other necessary items for the preparation of Special Tea and transport facility, etc.
- 1.4 Water and Electricity will be supplied by MTC. The existing LPG connection shall be utilized on payment of cost of LPG directly.
- 1.5 The Contractor shall bear the cost of repairs if any during the tenure of the contract and shall surrender the unit in good working condition. Cooking through LPG alone is permitted.
- 1.6 MTC will provide place for preparation of Special Tea and serving the same within the campus.
- 1.7 It is the responsibility of the contractor for serving the Special Tea to Head Quarters Officers and Employees.
- 1.8 The contractor should also arrange for cleaning the place of preparation of special tea cleanly with his own staff. The cleaning material to be used is at the cost of contractor.
- 1.9 2% of the Security Deposit should be remitted by the contractor immediately on receipt of work order and shall enter into an agreement in the stamp paper of value not less than Rs. 50/-.
- 1.10 MTC reserves the right to accept or reject or cancel the contract at anytime without assigning any reason.

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- 1.11 Special Tea token will be sold by the welfare section staff and the contractor has to supply the special tea after collecting the tokens and prepare a statement daily enclosing the tokens which will be checked and certified by the LWO/PRO for payment. The payment will be made on the actual number of special tea served by the contractor.
- 1.12 The firm/contractor should produce PAN Number/GST. Evidence to be enclosed along with the tender schedule otherwise tender is liable for rejection.
- 1.13 The contractor shall take insurance against any Fire/Accident to their preparation, serving, cleaning and all the staffs.
- 1.14 The contractor shall produce Corporation/Municipality License whenever required.
- 1.15 Cooking contractor should satisfy all the rules of RPFC, as well as the contract act. MTC is not responsible for any of his employees working at our premises. The contractor shall take care of all the rules and regulations of any of the Acts.
- 1.16 The person who are deputed for preparing, serving and cleaning should undergo medical check up and be certified as fit for catering work by a Registered Medical Practitioner duly countersigned by CMO of MTC. This certificate has to be produced at the time of execution of agreement, also undergo periodical medical check up and to produce certificate to this effect through CMO of MTC.
- 1.17 The rate quoted per Special Tea has to be inclusive of all the activities mentioned in the schedule. No other payments on any other account will be entertained. The payment to the contractor is subject to recovery of I.T. at sources.
- 1.18 During inspection by MTC Officials any irregularity/deviation in the preparation and serving of Special Tea and cleanliness of preparation area is noticed, penalty will be imposed by the management to the extent of damage/loss occurred.
- 1.19 The firm/contractor should produce License under Food Safety and Standards Act certificate issued by Govt. of Tamilnadu. Tamilnadu Food and Drug Administration Department (Food Safety Wing) – FSSAI evidence to be enclosed along with the Tender Schedule otherwise tender is liable for rejection.

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- 1.20 The contractor should keep the tea preparation area and its environment spic & span and maintain the cleanliness.
- 1.21 Staff of the contractor should not stay in tea preparation area during night at any cost or under any circumstances.
- 1.22 The work order should not be used for any other purpose such as for obtaining any loan from Bank/Other Institutions.
- 1.23 MTC reserves the right to cancel the contract period at any time without assigning any reason for violation of any of the above Terms and Conditions.
- 1.24 It is the responsibility of the contractor to maintain the Corporation's property used by them like building furniture etc. or else penalty will be levied for the damages caused to the Corporation's property.
- 1.25 The contractor shall not use any sub contractor for execution of work.
- 1.26 MTC reserves the right for withdrawal of any staff engaged by the contractor for any negligence/misconduct while on duty. If any alternate worker is required the contractor should immediately change them without any hindrance.
- 1.27 Compensation of all types liable to their work men should be borne by the Contractor.
- 1.28 The Contractor on his own risk and responsibility only can involve his representatives/employees for execution of the contract and MTC will not take any responsibility for the injury/loss of property to the employee of the contractor.

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2. VALIDITY OF TENDER:

- 2.1 The tender shall be firm and valid for 365 days from the date of opening of the tender.

3. EARNEST MONEY DEPOSIT (EMD):

- 3.1 The bidder, as part of its bid shall remit Earnest Money Deposit (EMD), of Rs. 10,000/- in the form of Demand Draft obtained from any Nationalised Bank, in favour of Metropolitan Transport Corporation (Chennai) Limited, Chennai - 600 002, payable at Chennai, as furnished in Annexure I.

- 3.2 Any bid not accompanied with the demand draft towards EMD, for the required amount, will be rejected, unless the tenderer has enclosed the documentary evidence for exemption along with bid as shown in clause 3.8.

(The bidder may please note that mere statement as 'MSME/SSI Unit' will not be enough).

- 3.3 EMD will be forfeited, if the bidder withdrew its bid after opening of the bids.
- 3.4 EMD remitted will be refunded to the unsuccessful bidders by cheque, only after finalisation of the tender.
- 3.5 EMD will be forfeited, if the successful bidder fails to sign the contract agreement and to furnish the security deposit, within the stipulated period.
- 3.6 No interest will be paid on EMD
- 3.7 EMD will be refunded to the successful bidder(s) after signing the contract Agreement and remitting the prescribed security deposit.

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- 3.8 Those bidders, registered as MSME/SSI units, by Government of Tamilnadu, Government of India, Government Department, Undertakings, Corporations owned by Government of Tamilnadu are eligible for exemption from remittance of EMD. Those bidders, who claim exemption from remittance of EMD, shall furnish an undertaking on non-judicial stamp paper of value not less than Rs.50/- (Rupees fifty only) to the effect that the bidder agrees to pay an amount equal to the value of EMD, in the event of breach of the terms and conditions of its bid documents.

4. SECURITY DEPOSIT:

- 4.1 The successful bidder shall remit a 'Security Deposit' in the form of a Demand Draft in favour of Metropolitan Transport Corporation (Chennai) Limited, Chennai - 600 002, 'Payable at Chennai' obtained from any Nationalised Bank, for an amount equal to 2% of the total contract price to be ordered or for an amount of 2% of the contract value, valid for the entire contract period. It will be refunded to the firm subject to the completion of purchase/work order satisfactorily in all respects by the firm.
- 4.2 No interest will be paid on Security Deposit.
- 4.3 Those firms / Units eligible for exemption from remittance of EMD, will also be eligible for exemption from remittance of Security Deposit subject to the production of documentary evidence. However, the successful bidder, in case claim exemption for security deposit payment, shall furnish an undertaking in Non-judicial stamp paper of value not less than Rs.50/- (Rupees fifty only), agreeing to pay MTC, an amount equivalent to 2% of the contract price in the event of non-fulfillment or breach of contract.

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4.4 If the successful bidder fails to remit the Security Deposit or the undertaking if applicable as said above, otherwise the bidder's EMD shall be forfeited and the award of contract to such a bidder will be withdrawn.

5. PAYMENT TERMS:

The payment for supplies made will be within 45 days from the date of acceptance by LWO.

6. PENALTY CLAUSE:

In the event of abandoning the work by the successful tenderer during the contract period, the additional expenditure that would be incurred in completing the work will be collected from the tenderer, in addition to forfeiture of the EMD Amount and Security Deposit Amount.

7. TENDER OPENING:

The Qualifying bid offer will be opened on 28.10.2020 at 15.00 Hrs in the Head Office of Metropolitan Transport Corporation (Chennai) Limited, Pallavan House, Anna Salai, Chennai-600 002. by the Tender Opening Committee of Metropolitan Transport Corporation (Chennai) Limited in the presence of participating tenderers. If a tenderer is unable to be present at the time of opening of tenders, one representative on behalf of such tenderer will be allowed to be present at the time of opening of tenders provided such representative is duly authorised by the tenderer in an official letter - head with Company Seal and accepted by the Tender Committee.

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8. EXECUTION OF AGREEMENT:

The successful tenderers shall enter into an agreement with Metropolitan Transport Corporation (Chennai) Limited for executing the work.

9. INSTITUTING LEGAL PROCEEDINGS IN THE COURT:

Any legal proceedings arising between the parties have to be instituted in the Court of Law situated in Chennai city only and not elsewhere. No other Court shall have jurisdiction to entertain the dispute arising out of this deed. The Managing Director, Metropolitan Transport Corporation (Chennai) Limited, "Pallavan House", Anna Salai, Chennai - 600 002 reserves the right to reject any or all the tenders without assigning any reason therefore.

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TENDER NO. 09/30984/NA3/MTC/2020

Sold to:

ANNEXURE - I

QUALIFYING BID

(To be sent a separate sealed cover superscribed)

I. INFORMATION ABOUT CONTRACTOR

- | | | | |
|----|-----|---|--------------------------------|
| 1) | (a) | Name of the firm | -- |
| | (b) | Address of the Registered Office | -- |
| | (c) | Telephone No./Mobile No. | -- |
| | (d) | E. Mail Address | -- |
| | (e) | Fax No. | -- |
| 2) | (a) | Work Address | -- |
| | (b) | Telephone No./ Mobile No. | -- |
| | (c) | E. Mail Address | -- |
| | (e) | Fax No | -- |
| 3) | | Capital employed in Rupees | -- |
| 4) | | Bills to be submitted at the end of every month. Payment will be made after 45 days from the date of submission of Bill. | a) Accepted b) Not Accepted |
| 5) | | No. of employees | -- |
| 6) | | Certificate issued by the Registered Medical Practitioner as fit for catering work for Persons who are deputed for cooking, serving and cleaning | a) Enclosed b) Not enclosed |
| 7) | | Employees are provided ESI facility : (if yes evidence to be enclosed) | a) Yes b)No |

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- 8) P.F. Facility provided to employees : a) Yes b)No
(if yes, evidence to be enclosed)
- 9) Insurance facility provided for : a) Yes b)No
employees for Fire/any accident
(If yes evidence to the enclosed)
- 10) a) PAN Number :
b) Copy enclosed a) Yes b)No
- 11) Sales turnover during previous three --
financial year in rupees
- 12) Latest audited and published Annual Report and Balance Sheet a) Yes b)No
are enclosed
- 13) Contractors constitution a) Proprietor
b) Partnership
c) Private Ltd
d) Public Ltd
e) Undertaking
f) Co-operative
- 14) GST IN/ No.
Copy to be enclosed a) Yes b)No
- a.) Remitted Tax for previous financial year
- II. 1) Status of the Catering Contractor -- a) Small Scale
b) Medium Scale
c) Large Scale
- 2) Latest / Valid Corporation / -- a) Available
Municipality Licence or any other b) Not Available
certificate issued by
Govt. to undertake catering work
(If available copy to be enclosed)

SIGNATURE OF THE TENDERER

- 3) (a) Whether the firm has the License under -- a) Yes b)No
 Food Safety and Standards Act 2006,
 certificate issued by Govt. of TamilNadu
 Tamilnadu food and drug administration
 Department (food safety wing) (**fssai**)
- (b) if yes document proof to be enclosed -- a) Yes b)No
 with current validity
- 4) Whether you have taken any catering work -- a) Yes b)No
 in Govt. Organisation / Pvt. Sector.
 if yes, evidence should be enclosed
- 5) Possible to Execute the Work Order -- a) Yes b)No
 immediately
- 6) (a) Preparation capacity number of
 preparation of Special Tea per Day --
- (b) Maximum number of Special Tea
 can be supplied to Head Quarters
 Officers and Employees daily

7) EMD Details

| | |
|---------------------------|--|
| EMD Amount | |
| D.D. No. & Date | |
| Name of the Bank / Branch | |

8) Open Tender Rate Validity : ONE YEAR

SEAL

DATE

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METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LTD, CHENNAI.2

ANNEXURE - II

COMMERCIAL BID

TENDER NO. 01/30976/NA3/MTC/2020

PRICE SHOULD BE QUOTED ONLY ON THIS SCHEDULE

| SL. NO. | DESCRIPTION | COOKING CENTRE | APPROX. QTY / MONTH (IN NOS) | BASIC RATE PER MEAL | |
|---------|---|----------------|------------------------------|---------------------|----------|
| | | | | In numeric | In words |
| 1. | Preparation of Special Tea by using good quality of Milk and Tea powder and serving the same in 150ml cup (paper cup without wax coating) to Head Quarters Officers and Employees (Morning & Evening) | Head Quarters | 20,000 / Month | | |
| 2. | HSN CODE | | | | |
| | DISCOUNT | | | | |
| | GST | | | | |
| | PAYMENT TERMS | | | 45 Days Credit | |

NOTE: OFFERS MADE IN OTHER FORMATS/FIRMS LETTER HEAD WILL NOT BE ACCEPTED

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