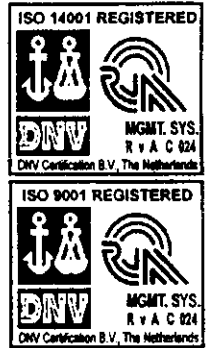


Punjab Alkalies & Chemicals Limited

Regd. Office : S.C.O. 125-127, Sector 17-B, Post Box No.152, Chandigarh - 160 017 (INDIA)

Phone : 0172-3072500-01, 2703645-46, Grams : 'ALKALIES' Fax : 0172-2704797

Website : www.punjabalkalies.com
CIN: L24119CH1975PLC003607



PACL: PUR: canteen

Date: 22.12.2016

Dear Sir,

Sub: Tender documents for Canteen Contract.

Kindly send us your most competitive offer so as to reach us on or before 05.01.2017 for award of the under mentioned Contract:

Description of Contract

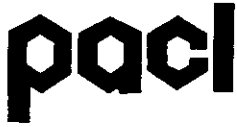
ANNUAL CONTRACT FOR RUNNING OF CANTEEN
AT OUR WORKS AT NAYA NANGAL.
(OTHER DETAILS AND TERMS AND CONDITIONS
AS PER ANNEXURES 'A' , 'B' & 'C' ATTACHED)

Please send your quotation in two for Punjab Alkalies & Chemicals Ltd
Separate sealed envelopes mentioning our
enquiry reference No. strictly on the top of the envelope.
One envelope should contain your technical
Specifications/expertise & the other financial
Bid/rates.


DM (PUR)

0172-4072538,9815615339

1. Quotations received after the due date may not be considered.
2. Exact rates of Service Tax should be clearly specified by you in the quotation, as no subsequent claims shall be entertained by us in respect of the same.
3. Any alteration, in the quotation should be absolutely legible and duly attested/signed. Over-writing or over typing of any information without signatures/attestation may disqualify your quotation.
4. Our enquiry reference must be indicated clearly on the top of the envelope.
5. Your quotation must be valid for one month.
6. The company may change the quantity or delete item(s).
7. Your offers should be duly supported by relevant supporting documents.



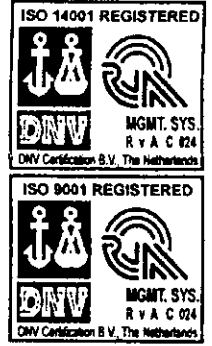
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PACL: PUR: CANTEEN

Dated: 22.12.2016

Sub: Tender for Running of Canteen at PACL Works at Naya Nangal

Sealed offers are invited from reputed parties having minimum one year experience of running canteen/commercial establishment dealing in jobs mentioned vide annexure 'A' to enter into an annual contract for running of Canteen at our factory premises at Naya Nangal as per terms and conditions stated below:

1. List of items to be supplied to employees along with the rates as per annexure 'A'.
2. Other terms & conditions of Contract will be as per annexure-'B' & 'C'.
3. Last date of submission of tender: 05.01.2017.
4. Earnest Money: Earnest Money of Rs.5000/- to be enclosed in separate envelope marked "Earnest Money for Canteen Contract" by mean of Demand Draft favouring M/s Punjab Alkalies & Chemicals Ltd, payable at Chandigarh.
5. Security: The successful renderer will have to deposit interest free security amount of Rs.20,000/-. Security amount shall be refunded after successful completion of the Contract.

Please submit your offer in two separate sealed envelopes indicating 'Technical Bid' as per annexure 'B' & 'C' and 'Financial Bid' as per annexure 'A'. In technical bid, please specify clearly about your present jobs/contracts, past experience of running an industrial/commercial establishment, your PF/ESI registration, Labour License, PAN No., Service Tax Registration etc. You should also indicate regarding compliance of conditions mentioned in annexure 'B' & 'C'.

Offers received late or without EMD are likely to be rejected. The right to accept/reject in part or full any or all offers without assigning any reason thereof is reserved.

SCOPE OF SUPPLY		ANNEXURE-A	RATES
	ITEM DESCRIPTION	UNIT	
1	Tea	per cup 100 gms	
2	A. Milk boiled with tea leaves & sugar standard Verka milk or equivalent/ local milk of good quality	per kg	
	B. -do-	per cup 100 gms	
3	A. Milk boiled with sugar (Standard Verka milk or equivalent/ local milk of good quality.	per kg	
	B. -do-	per cup 100 gms	
4	A. Lassi Sweet (Atleast 200 gms of curd)	per No./ Glass	
	B. Lassi Namkeen	-do-	
5	(a) Cold drinks like Coka Cola, Limca, Lehar, Pepsi, Maaza, Marinda, Thums Up etc.	per 200 ml bottle	
	(b) -do-	300 ML	
6	(a) Mathi/Mators	per kg	
	(b) Mathi (40 gms)	per pc.	
7	Samosa (70 gms)	per piece	
8	Bread Pakora double (stuffed with potatoes)	per piece	
9	(a) Rasgulla/Gulab Jamun (35 gms)	per piece	
	(b) Rasgulla/Gulab Jamun	per kg	
10	(a) Barfi Khoya (prepared from local milk)	per kg	
	(b) Barfi piece (approx. 45 gms weight)	per piece	
11	(a) Basin	per kg	
	(b) Basin (40 gms)	per piece	
12	(a) Balushahi	per kg	
	(b) Balushahi (40 gms)	per piece	
13	Prantha with stuffed potato (125 gms)	per piece	
14	Prantha (Plain)- 100 gms	per piece	
15	A. Lunch consisting of one vegetable (125 gms), one dal plus 5 chappaties, mixed pickle and sallad (weight of chappati should be 50 gms approx.)	per No.	
	B. Extra chappati	per No.	
16	Curd (250 gms)	per plate	
17	(a) Rice (One half plate) with dal/sabzi (permal rice)	per plate	
	(b) Rice full plate with dal/Sabzi (Permal rice)	per plate	
	(c) extra Dal/sabzi		
18	(a) Puri with white channa (150 gms weight cooked & prepared). 2 puries each of weight 40 gms.with seasonal salad and mixed pickle and one to two spoons of curd as per requirement.	per plate	
	(b) Extra puri with white channa	per No.	
19	Biscuits (Sweet/Namkeem)-make Priyagold, Britannia, sunfeast and cremica or equivalent.	per pkt.	
20	Jalebi	per kg	
21	Semian/Pakora	per kg	
22	Badana	per kg	
23	Mixed Pakora	per kg	
24	Gajar Paa	per kg	
25	Veg.Burger	per pc.	
26	Veg.Hot-dog	per pc.	
27	You will also provide the following Verka products		
	1 Raseela		
	2 Kaju Pinni		
	3 Lassi		
	4 Kheer		
	5 Sweetened flavoured milk		
28	MAGGI -PREPARED	PER PKT	

**OTHERS TERMS & CONDITIONS OF CONTRACT/
WORK ORDER FOR RUNNING CANTEEN**

1. The Company shall provide you accommodation for running the canteen, furniture, lights, fans, water cooler, bottle cooler/deep freezer and desert coolers etc. You shall return the same to the Company in good condition on expiry/termination of the Contract / Work order. The maintenance and repair if any required will be done by Punjab Alkalies & Chemicals Ltd (PACL). However, you will ensure their safety and regular cleaning.
2. PACL shall provide to you utensils such as (1) Pressed Steel Thalties-100 and Glasses – 100 Nos and (2) Big (Brass) patilas-3 Nos. The same shall be the PACL's property like furniture and other items provided in the canteen. The remaining utensils for the preparation / service of items in the canteen will be arranged by you. You shall be responsible to maintain the utensils in good condition and will be responsible for any damage caused to the same as a result of negligence.
3. You (the Contractor) will have to provide at least 9 servants daily out of which the wages of 4 servants will be subsidized by PACL on minimum wages rate as applicable from time to time. The Contractor will be using the said 4 servants for serving tea to employees at work places/departments inside the PACL's factory. Tea Trolleys and Tea containers shall be provided by PACL.
4. PACL will also issue 15 gas cylinders (19 kg. each) per month through its Stores Department to the Contractor. However, in case any additional gas cylinder is required the Contractor will make the payment for same.
5. You shall use Verka toned milk in canteen which will be arranged by PACL directly from Verka Milk Plant, Hoshiarpur. Milk will be provided to you at the rate of Rs. 38.80 per ltr. In the event of non-supply of Verka milk due to any unavoidable circumstances, you shall arrange milk of good quality from the local vendors entirely at your own risk and cost. This concessional rate milk will not be used for khoya burfi.
6. Besides arrangements for breakfast, lunch tea, snacks etc. you shall also make adequate arrangements for minimum 8/9 Nos. (approx) dinners everyday for serving to employees working in the factory in 'B' shift and /or overstaying in 'C' shift. These dinners will be served by you to employees of the Company against payment, out of which the cost of 4 Nos. dinners will be subsidized by PACL.
7. The services of the meals etc. will be hygienic and in conformity with the relevant rules/ regulations notified from time to time by Punjab Government. The meals & snacks should be good quality and prepared as per menu. Tea & snacks should be served timely at the marked spots in the factory. Eatables should always be kept covered.

9. You shall ensure that the precincts of the accommodation are kept clean in good sanitary condition. You shall also make suitable arrangements for the proper and prompt disposal of broken crockery and empty tins, garbage etc. However, sweeping once in a day will be done by Company's Sweepers free of charge.
10. You shall maintain adequate crockery and cutlery etc. for at least 50 persons.
11. You shall make arrangements for serving the tea during the shift hours at the time and spots decided by PACL to the staff and workmen of Company inside the plant.
12. You shall not sub-contract whole or any part of this contract to any one without PACL's Prior written permission.
13. The staff and workers engaged by you shall have to be screened by the HRD Deptt. of PACL.
14. The staff and workers engaged by you shall be allowed to enter the Company's premises only on production of entry permits issued by PACL. PACL reserves the rights to withdraw such entry permits at any time without any notice to you from any of your personnel thereby forbidding them further entry into the Company's premises.
15. No living accommodation (temporary or permanent) for your staff or workers shall be provided by PACL.
16. You and your employees shall observe prescribed safety practices and all safety measures to avoid accidents.
17. You shall provide your own first aid to the supervisor and staff working with you.
18. You shall observe and abide by the regulations in force in factory and take all precautions to avoid any fire hazards.
19. If any of your employees is considered undesirable by PACL, you will remove such employees forthwith.
20. The Contract will be for a period of one year but may be extended at the discretion of the Company subject to your satisfactory performance. The Contract can be terminated by either side by giving 2 (two) months notice in writing in advance.
21. Any member of the Canteen Committee of PACL shall have the right to inspect/ check the raw material and /or he prepared food with regard to its quality and quantity with or without any complaint having been received and in the event of your failure to supply food/snacks and cold drinks etc. you shall be liable for penalty as decided by the Canteen Committee after giving an opportunity to you to explain the reasons and circumstances for the lapse on your part. The Committee can recommend a minimum fine of Rs.500.00 in each case. In case a discrepancy pointed out by the Canteen Committee or its members individually is not rectified by you and the same is continuing, the Committee can recommend higher fine on you as it may deem fit.
22. The Contractor shall issue identity cards as prescribed under Industrial Employment standing Orders Act to each of his employees at his cost.

23. The Contractor shall comply with the provisions relating to payment of retrenchment compensation, notice pay and other liabilities as per the provisions of the Industrial Dispute Act. 1947. Any payment to employees arising out of any claim or dispute under the said Act, Payment of Bonus Act, 1965 or any other labour Laws/Acts in force from time to time, will be the responsibility/ liability of the Contractor.
24. Paid leave facility at the rate of one day for every twenty days worked by the contract labour shall be provided by the Contractor to his workers, as required under Factories Act, 1948.
25. The contractor shall be fully responsible for the work/conduct, supervision and control of all his own personnel and the Company shall in no way, be responsible for supervision control etc. of these personnel. Since the Contractor shall have full and exclusive supervision and control over contract awarded to him and the people engaged for this purpose, the Contractor shall be responsible for their work, behavior and labour unrest and the company shall have no responsibility whatsoever on this account. The persons employed by the Contractor shall be the employees of the Contractor for all intents and purposes. They shall not, in any case, be treated as employees of PACL.
26. PACL shall issue entry permit for each employee engaged by you to enable them to enter the Company's premises. However, you shall furnish a passport size photograph of each employee engaged by you to enable the company to issue the said permit. As soon as the work under the Contract is over, the contractor will have to return all entry permits to the Company.
27. Statutory provisions as laid down under the Factories Act, 1948 and Punjab Factory Rules 1952 as applicable from time to time shall have to be fully complied with by you. You shall allow weekly rest to your workmen and issue them Attendance Cards in the prescribed Form No. 25 under the said Act.
28. It shall be your responsibility to pay the minimum wages to your workmen as fixed and revised by the Punjab Govt. from time to time under The Minimum Wages Act. You shall have to maintain the Wages Register etc. as per its provisions and Rules framed thereunder. Such wages register and other documents shall always be open for inspection by Officers of the Company whenever required. You shall also maintain a Master Roll/Wages Register in the prescribed format / proforma and shall obtain signatures/thumb impression of your workmen in token of their having received the payments from you in person made in presence of one representative of HRD Deptt.
29. It shall be your responsibility to give Medical Treatment to injured workmen who have met with an accident arising out of & during the course of your employment. In case of your failure to do so and the Company had to provide the same, the Company shall be entitled to recover the expenditure made by it on this account from your bills or from your other dues pending with the Company, if any.
30. It shall be required to get necessary licence or 'No Objection Certificate' as the case may be from the State Labour Deptt/Labour-cum-Conciliation Officer, who is the Registering Authority under The Contract Labour (Regulation & Abolition) Act, 1970 and the Rules framed there under and shall submit a copy of the same to HRD Deptt. immediately.

31. In case of accident arising out of and in the course of employment, you shall be responsible to pay compensation as per provisions of the Workmen's Compensation Act 1923. In any case in which by virtue of the provisions of Section 12, Sub-section (1) of the said Act or any other law, for the time being in force, if PACL is obliged to pay compensation to workman employed by you in execution of your contract work, PACL will be entitled to recover the same from your bills or other pending dues, if any, the amount of compensation so paid. Whether under this contract or otherwise, PACL shall not be bound to contest any claim made against it under section (12) Sub-section (1) of the said Act, or any other law for the time being in force.
32. The Contractor shall abide by all the statutory rules regarding Provident Fund as per Employees Provident Funds and Misc. Provisions Act, 1952 and the Rules/Schemes framed thereunder and issue a monthly statement to PACL with Certificate that the statement furnished is true and correct and no eligible employee has been excluded from the list. You shall also get the relevant records inspected from the concerned Provident Fund Authority and shown the same to HRD Department.
- The Contractor shall abide by all the Statutory Rules regarding covering of their workmen under ESI Act as applicable from time to time.
33. The Contractor and his workers entering PACL premises for executing any work are required to comply with all safety rules.
34. Rates shall be firm and final for a period of twelve (12) calendar months from the date of commencement of the operation of the contract or for the period, stated in the work order.
35. The Company will have the right to recover the damages/losses and/or, at its discretion, terminate the contract in part or full and get it executed through some other agency at the contractor's risk and costs, in the event of non performance, non fulfillment of the contractual terms or breach of contract, namely but not limited to :-
- a. If contractor fails or neglects to execute the work and/or;
 - b. The progress of the work is not satisfactory and/or;
 - c. Non-fulfillment of any of the terms and conditions of contract, and/or;
 - d. The Contractor does not provide the adequate manpower for the services stipulated under the contract, the company will have the right to employ people from any alternate source and recover the extra cost incurred from any bill of the contractor. Company reserves the right to terminate the contract without assigning any reasons or without payment or compensation. The decision of the company, in this regard, shall be final and binding on the contractor.
36. The Contractor is not appointed as an exclusive Contractor for this job and the Company reserves the right to appoint one or more Contractors for running the canteen.
37. As this being a contract, Income tax as applicable or at a rate certified by the appropriate authority on production of documentary evidence or at a rate prescribed by the Income Tax Authority from time to time, will be deducted

from Contractor's each bill as per Section 194 C of the Income Tax Act and a Certificate in this regard, will be issued by the Company.

38. The Contractor shall ensure that no child labour is engaged for any work in the PACL's canteen.

39. In compliance of Clause (g) in Sub Section (2) of Section 3 and Section and Section 9-A of The Punjab Labour Welfare Fund Act, 1965, the contractor shall make contribution to the welfare fund created under the said Act, Rs.2.00 as employer share and Rs.1.00 as employee share per employee per month and deposit both the employer and employees shares on six monthly basis before 15th October for the period April to September and before 15th April for the period October to March every year by way of Demand Draft drawn in favour of "Welfare Commissioner, Punjab, Chandigarh", under intimation to HRD Deptt. (Works). However, the contribution to be paid by his employees can be deducted by him from their wages every month.

40. In case of any difference or dispute regarding the Contract / Work Order or the functioning of the canteen, the same shall be referred to the Canteen Committee. However, an appeal against any decision of the Canteen Committee may be referred to the Head of Works of PACL, Naya Nangal and his decision in the matter shall be final, conclusive and binding. If still the dispute is not resolved, then the matter shall be referred to the Sole Arbitration of the Managing Director of Punjab Alkalies & Chemical Ltd or any other officer appointed by him on his behalf, in accordance with the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modifications or substitute thereof. The award given by the Arbitrator shall be final, conclusive and binding upon the parties to this Contract / Work Order. The arbitration proceedings shall be held at Chandigarh.

Notwithstanding any pending reference to arbitration, both parties shall proceed with the execution of their commitments under the Work Order /Contract until the arbitration award is known, unless the question of such continuance is a subject matter of such proceedings.

41. Subject to the above provisions, the Courts at Chandigarh alone will have jurisdiction in relation to any claim arising out of this purchase order / work order.

42. These are some major liabilities which are only indicative and do not absolve you from any liability that may arise under various labour laws in force from time as laid down by the statutory Authorities.

43. Ration used should be of standard quality like :-

a)	Refined oil	Ginni-Gaurav and Sohna Markfed
b)	Ghee	Sunheri Teer, Gagan Vanaspati and Sohna Markfed.
c)	Tea	TATA, Taza or equivalent to standard brand
d)	Spices etc.	MDH or equivalent
e)	Salt	TATA or equivalent
f)	Knives	Stainless steel

44. Uniform/caps should be provided to the servants. Uniform/clothes of the servants should be clean.
45. Contractor should be available at canteen on regular basis. Outsiders/drivers should not be entertained in the canteen.
46. You shall ensure that the following items be available in the canteen regularly/alternately besides the all other items given in menu.

1	Rasgulla	Monday
2	Gulab Jamun/Jalebi	Wednesday
3	Burfi	Friday
4	Semian/Badana	Tuesday
5	Hot Dog/Burger in evening	Tuesday
6	Mixed Pakora in evening	Tuesday
7	Rice in lunch	Twice in a week i.e. on Tuesday & Friday
8	Samosa in Evening	Twice in a week i.e. on Monday and Friday
9	Verka items, Biscuits Cold Drinks etc.	Everyday
10	Besides above, other items like samosa, basin, mathi and lunch etc. as per the menu of the canteen will be provided as per past practice	

QUESTIONNAIRE

(To be filled up by the Contractor)

1. Name of the Contractor
(Address/Contact Nos.)

2. Brief regarding your present
set-up.

3. Since when in Business &
turnover of last three years

4. Are the employees given any
training for handling of
Industrial canteen before they
put on the jobs.

5. What will be the system of
Supervision for running of
Industrial Canteen.

6. In case your services are engaged, how much time is required to take up the work.

7. Please give details in respect of establishment regarding

- i) P.F. No.
- ii) E.S.I. No.
- iii) I.T.PAN No.
- iv) Service tax Registration
- v) Any other information

8. Please attach list of the organisations where have provided services for running of Industrial Canteen.

9. Number of employees provided to each organisation with whom have such contract.

10. Any other strong point to be highlighted.