

Admin.CO

Dear Sir,

Catering Services for Offices in Mumbai

CRFQ NO.:- 1000289224 and System no: 29413

Our offices at Ballard Estate (Corporate Office – CO) and Sewree in Mumbai provide canteen facilities to our Management Staff working in our premises. The current contracts for Catering Services at Management Canteens at CO and Sewree are about to expire. We wish to enter into a fresh contract which will be valid initially for a period of one year and it may be extended for a further period of one year on satisfactory performance of the party and on the same terms and conditions on mutual consent from both BPCL and the party.

Bharat Petroleum Corporation Limited has launched an e-procurement initiative (<https://bpclproc.in>) as per the directive given by MOP&NG / CVC wherein tender floating and tender opening shall be on-line. Please refer to the tender enquiry in the above site for detail Bill of materials and the terms of the conditions of the RFQ. Submission of bids shall happen on-line on the website.

The tender documents for the subject services include the following:

Section I : Prequalification
Section II : Technical Bid
Section III : Commercial Bid

You are requested to submit your most competitive offer on three part bid basis i.e. Pre-qualification, Technical bid & Commercial bid on the above mentioned e-procurement website. Tenders submitted through any other means apart from the e-procurement website shall be rejected.

The bids should be submitted on or before the **due date i.e. 04.10.2017, before 15:00 hrs.** Extension of due date, if any, will be at sole discretion of BPCL.

Your commercial bid should be valid for a period of **06 months** from the date of opening of tender.

You are also requested to go through the terms and conditions of the tender which include Scope of Work and Service expected from the contractor, employees to be retained and other service conditions, quality/brands of food and raw materials, crockery/cutlery required, etc. before quoting.

Technical bid should enclose confirmation of all the Terms and Conditions of the tender from your end. The Tenderer who do not fulfill all or any of the Conditions/pre-qualification criteria or bids incomplete in any respect are liable to be rejected.

BPCL reserves the right to reject any or all tenders without assigning any reason whatsoever and / or to carry out negotiations with the tenders in the manner considered suitable by BPCL.

Tenderer may have to attend the concerned office of BPCL for Negotiations / Clarifications required by them in respect of their quotations without any commitment on the part of BPCL. In case of negotiations, the Tenderer should send the confirmation of such negotiations so as to reach BPCL within 3 working days from the date of negotiations, failing which BPCL reserves the right to ignore the quotation.

The Technical Bid should include the scanned copy of Integrity Pact duly signed by your authorized signatory along with the witnesses. The Integrity Pact can be downloaded along with the tender documents. Given below are the conditions applicable to “Integrity Pact”, which is enclosed for your ready reference. The original Integrity Pact to be submitted to Manager Admin Procurement & Contracts (HRS) HQ, 1st Floor, Bharat Bhavan – I, 4 & 6 Currimbhoy Road, Ballard Estate, Mumbai - 400001 before the due date and time of the tender.

- Proforma of integrity Pact shall be returned by the bidder/s along with the Technical bid, duly accepted by the same signatory who is authorized to sign the bid documents. Bidder’s failure to return the IP duly signed and stamped along with the bid documents shall result in the bid not being considered for further evaluation.
- If the contract has been terminated according to the provisions of the Integrity Pact, BPCL shall be entitled to demand or recover from the party the Liquidated Damages amount by forfeiting the Security Deposit as per provisions of Integrity Pact.
- The bidders may raise disputes / complaints, if any, with the nominated Independent External Monitor, the details of which are given below :

**Name: Shri S.S.N. Moorthy,
Address: GFQ, 1st floor,
B Block, Summit Apts.,
Mettupalayam Road,
Coimbatore - 641043**

The payment will be made on a monthly basis on submission of an invoice with supporting documents to us, through National Electronic Fund Transfer (NEFT).

Taxes should be quoted separately. In case the rates of taxes, etc. are not mentioned, then your quote will be deemed as inclusive of all taxes. Also, all variation / imposition of taxes, duties, levies etc. during the pendency of the contract will be reimbursed as per documentary proof and acceptance of the same by BPCL.

Evaluation of the lowest bidder (L1) shall be overall lowest of all parties incl. of all taxes, duties etc. for each location.

The rates quoted shall be valid for a period of six months from the due date of opening of tender documents. Once the quotation is accepted, the rates quoted shall remain firm till entire works are completed in all respects.

You are required to submit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) at our office , address mentioned below, before the due date and time.

Manager Admin Procurement & Contracts (HRS) HQ
Bharat Petroleum Corporation Ltd.,
Admin Department,
Bharat Bhavan- I, 1st Floor,
4 & 6 Currimbhoy Road,
Ballard Estate,
Mumbai 400 001

EMD should be in the form of a demand draft favoring “Bharat Petroleum Corporation Ltd.” along with the tender. The details of the EMD have to be furnished in the EMD section in the E-tender. The EMD of the successful Tenderer will be retained till the commencement of work and then adjusted against Security Deposit. No interest will be payable on earnest money deposit.

EMD is liable to be forfeited in the event of:

- i. Vendors withdraw or alter their bid during the bid validity period.
- ii. Non-acceptance of LOI/order, if and when placed.
- iii. Non-payment of Performance Bank Guarantee amount against LOI/ Purchase Order within the stipulated period of 15 days from date of LOI/ the Purchase Order whichever is earlier.

EMD will be returned to unsuccessful bidder immediately after award of the contract. Successful bidder's EMD will be converted to Security Deposit and will be released after submission of Performance Bank Guarantee.

The prequalification section of the bids will be opened online on the **due date/time i.e. 04.10.2017 at 15:00 hours**. Extension of due date, if any, will be at sole discretion of BPCL. Technical bids of only parties satisfying all the pre-qualification criteria shall be opened. On completion of the technical evaluation, the Price bids of only those bidders whose bids are technically acceptable will be opened. The bidders shall be informed in advance the date/time of opening of the Price bids.

BPCL reserves the right to accept or reject any or all quotations without assigning any reasons.

For any clarifications, you may contact Ms. Divya Vutukuru, Manager Admin Procurement & Contracts (HRS) HQ on 022-2271 3153 or Mr. Subrata Saha, Ch. Manager Admin (HRS) CO on 022-22713171 on any working day between 10.00 am to 4.00 pm.