

PERFORMANCE CHEMISERVE LTD. (PCL)

Registered Office: Opp. Golf Course, Shastri Nagar, Yerawada, Pune – 411006
Works at: PLOT E-31, MIDC INDUSTRIAL AREA, TALOJA DIST: RAIGAD.



TENDER DOCUMENTS

FOR PROVIDING HOUSEKEEPING SERVICES AT PERFORMANCE CHEMISERVE LTD. (PCL)

Registered Office: Opp. Golf Course, Shastri Nagar, Yerawada, Pune – 411006
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TENDER DOCUMENT FOR CAFETERIA SERVICES AT PCL E-31 PLANT

Tender Ref.: PCL/Cafeteria/2023-24

Date: 08.12.2023.

The bids are invited in Three sealed envelopes specified against each as detailed here under. Each sealed envelope & outer sealed big cover shall be super scribed with Tender Reference Number, Name of Work & content in it.

Stage I Bidding

Sealed Envelope –I General Terms and Conditions, Commercial Terms and Conditions, Special Conditions and Scope of work

Sealed Envelope – II – Earnest Money Deposit

Sealed Envelope – III- Commercial Price bid as per SOR.

Submission & opening of the Bid: The Bidders shall submit the duly filled in all the bid documents (Stage I) signing on each page & every component & send the documents through hand delivery **latest by 17.12.2023.**

Exceptions and deviations, which tenderer may desire to stipulate (Tenderers are advised to submit the Tender strictly on the conditions of the contract and specifications contained in the Tender documents and not to stipulate any deviations. However, if deviations become unavoidable, then they may be stipulated. PCL reserve the right to reject such deviations or evaluate the Tenderers containing deviations having financial implication, by adding the cost for such deviations as may be determined by PCL).

E-Auction:

After submission of Stage bid documents. The E Auction will be governed by the Business Rules for Auction as per enclosed pages in Stage I bidding.

Technically acceptable contractors against this tender shall be enlisted in our pre-qualified list of Contractors for Contract worker jobs to be carried out at our PCL E-31 Plant **the Contract would be finalized by Online Auction Procedure.**

The Tenderer who do not fulfill all or any of the conditions laid down in the tender document are liable to be ignored at the sole discretion of PCL. PCL also reserves the right to reject any/all the offers without assigning any reason thereof.

In case of any technical queries, you may contact our Job Controller Shri Ganesh Suryarao. Mob No: 8097227748. For commercial queries you may contact Mr. Khodidas Moghariya. Mob No: 8758810205

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Thanking you,

Yours faithfully,

For
PERFORMANCE CHEMISERVE LTD. (PCL)
Yogesh Bodhe
GM (Commercial)

SCOPE OF WORK FOR CAFETERIA SERVICES AT PCL E-31 PLANT

PERFORMANCE CHEMISERVE LTD. (hereinafter referred to as “PCL”) desires to appoint a contractor to provide Cafeteria Services at Plot E-31, Taloja, Panvel, Dist. Raigad.

1. The contractor will have to prepare food / snacks outside the company premises and serve it in the cafeteria as well as at the service points brought out in **Annexure- “A”**. The Contractor should be able to provide Kitchen facility within 20 km radius from PCL site Plot E-31, MIDC, Taloja.
2. Prepare Tea/Coffee, Sandwich, Fried Rice, Masala Rice, Omlet, Burjee, Rice in our Cafeteria in the place designated by the company and rates for the same should be freeze for the contract period.
3. The services shall include provision of all supplies, labour, supervision, and other incidentals necessary for the complete and satisfactory performance of catering services to the PCL, E-31 Plant.
4. The cafeteria contractor will ensure that a service provided by him is carried out by their employees having appropriate skills and competency. Moreover, he will also ensure that a properly trained supervisor is deployed to supervise the work of their employees. The supervisor will be accountable to our Cafeteria committee for day-to-day activities although the ultimate accountability rests with cafeteria contractor as the principal service provider. The contractor should provide Skilled, trained, and competent service persons for providing services in cafeteria.
5. The cafeteria contractor will ensure removal of garbage from the cafeteria daily and dispose it off out of PCL premises.
6. The contractor will have to run the cafeteria at fixed timings during three different Shifts and will be required to cater to employees both at employees' service points in factory and at canteen premises on time and as per schedule. Services at work spot required to be provided in time and any delay therein will make the contractor liable for penalty (As per Annexure “C”)
7. The contractor will have to serve **Snacks for about 150 people** and **100 Lunch & Dinner** approximately per day.
8. **The Average Consumption per day given above is only an approximate estimated quantity and the actual quantity may vary daily. Thus, PCL does not guarantee any quantity which would be consumed.**
9. The contractor will also require us to serve Special Lunch / Dinner, Snacks / Sweet for official purposes as on when required maybe for Visitors / VIPs /Employees etc. The intimation for the same will be given in advance. This service should be provided based on mutually agreed rates. The service will be required on special occasions like Training Programs, Meeting, and Functions at Factory premises.
10. PCL will provide electricity, water, furniture, fittings, utensils, cutlery and crockery within Cafeteria as well as for the service points and the contractor will be accountable for all items issued to him from time to time for rendering the services by him in company premises.
11. The utensils, cutlery, kitchenware's etc. for cooking and bringing the food/snacks from the Contractors kitchen to Plant/ cafeteria will be the responsibility of the contractor. Any Material brought by contractor

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need to be entered at gate with proper challan.

12. The contractor will accept Digital/Cash Payment from the employees in lieu of money for the food/snacks provided to them.
13. Cost/price of items brought out in the Scope of work will remain fixed for the entire period of the Contract and there will not be subject to any escalation in cost/price.
14. Contractor will make provision of wholesome, hygienic, and palatable food confirming to Food safety standards in accordance with the menu approved in advance by the Cafeteria Committee.
15. The contractor will be responsible for good standard of housekeeping of complete Cafeteria premises and maintain best hygienic conditions in the cafeteria as well as in the cook house of the contractor outside Company premises while preparation and serving.
16. Contractor must ensure that Supervisors and waiters and other staff provided for rendering the services are bear the good moral character/antecedents and ensure customer's satisfaction to the fullest.
17. The supervisors deployed by the contractor to supervise the canteen services will be answerable to the cafeteria committee and accountable for all the records pertaining to the Cafeteria services.
18. The contractor will provide uniform/identity cards/Caps/Hand Gloves and comply with all other required statutory provisions applicable to its employees and ensure 100% compliance of all existing statutory requirements such as PF Bonus, ESIC etc. The contractor will also be responsible for maintaining all records as required by the company.
19. Contractors will be responsible for the removal and disposal of garbage/waste related to Cafeteria/ service points on regular basis.
20. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes, or any other items of intoxication are strictly prohibited in PCL premises, including Cafeteria. Any Breach of such restrictions by the Cafeteria Contractor will attract deterrent action against Contractor as per statutory norms.
21. The Contractor shall not use the cafeteria premises for any other activity except for which it has been provided for. Contractors staff shall have limited access to the cafeteria / Mess Rooms only and shall not enter the plant operations area. If found in the plant area, then that shall amount to breach of agreement and necessary action will be taken against the Contractor & its staff.
22. The PCL reserves the right to appoint officers/officials to inspect the quality of raw materials, food and other items prepared and sold in the canteen and hygienic condition at Contractors kitchen. Any defect pointed out by such officers/officials during their visit shall be properly attended to by the Contractor.
23. The workman and other persons to be engaged by the contractor for providing Cafeteria Services will be the employees of contractor. This shall not create, nor shall it be deemed to create any employee – employer relationship between PCL and such workman and the persons engaged by the contractor. Such an employee shall not claim any right to employment with PCL. It is the contractor's responsibility to make known the above fact to all his employees.
24. The contractor shall make payment of wages to its employees at the latest by the 7th of each month.
25. The contractor shall raise bills on the fifth day of each month for the services rendered in the previous month.
26. The contractor shall be responsible for all acts of its Personnel's and representatives, directly or indirectly rendering services in relation to or connected with job entrusted under this agreement and to comply with all applicable labour laws.
27. The contractor shall obtain and keep valid, at all times adequate employee state insurance cover for its,

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personnel , material and equipment's, against all loses and liabilities whether at common law or under any statute relating to workers Compensation or Employer's Liability in the jurisdiction in which the Services are performed, from any accident or injury to any person employed by it in connection with the Services and shall ensure that all its workers, staff, employees and representatives labour are similarly insured in respect of their employees including claim against third party liability

28. A competent supervisor of The Contractor shall be available or visit time to time at the work site at the time of actual work to understand the requirements of the Client from time to time and/or instructions. The Contractor's representatives and workers shall follow at all time the instructions given by the concerned department/authorities.
29. Compliance with Laws:
The Contractor shall comply with all the provisions, rules, notifications, orders issued by the Government or any Authority or as may be applicable from time to time including Food Safety And Standards Act 2006 , but not limited to, The Payment of Wages Act, 1936, The Minimum Wages Act, 1948, The Employer's Liability Act 1938, The Workmen Compensation Act, 1923, the Industrial Disputes Act, 1947, the Maternity Benefit Act, 1961, , The Contract Labour (Regulation & Abolition) Act, 1970, The Child Labour (Prohibition & Regulation) Act, 1986 etc or any modifications thereof as may be applicable at the appropriate time. The The Contractor shall be solely responsibility for the compliances under the statutes in this regard. The The Contractor shall be solely responsible for the penalty, if levied by any statutory agency for non-compliance with any of the statutes and/or provisions thereof shall be to the Contractor's account.
30. All statutory record keeping, and compliances shall be done by the Contractor and will always remain the responsibility of the Contractor. The Contractor shall also be required to maintain all records pertaining to labour laws and shall make them available as and when required by the PCL and/or statutory authorities. A register of personnel deployed by the Contractor recording each day/s attendance shall be maintained in accordance with the aforesaid statutory regulations and shall be made available for inspection as and when desired by the PCL and/ or statutory authorities.

SECURITY DEPOSIT

The contractor will have to provide a security deposit of 10% of the annual contract value in form of Demand Draft drawn on the name of **PERFORMANCE CHEMISERVE LTD.** or Bank Guarantee from any of the banks.

PAYMENT

1. The payment in respect of official hospitality bills of PCL submitted in duplicate by Contractor shall be released on receipt basis subject to fulfillment of obligations by Contractor imposed under various laws, rules, and regulations etc. applicable from time to time and after scrutiny of authorization for supply at prices offered by contractor any supply of food items.
2. In the event there is any query, objection, delay or dispute regarding any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the company for late payment.
3. The performance of cafeteria vendors will be evaluated quarterly by the cafeteria committee as per the given criteria. Based on the performance evaluation the cafeteria vendor will be rewarded or penalized (Annexure "C).
4. All payments and receipts would be rounded off i.e. paise 50 or above will be rounded off to nearest higher rupee and paisa less than 50 shall be ignored.
5. Bills should be submitted by the contractor by 05th of every month and will pay by PCL as per Purchase

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Order Terms & Condition.

DEPLOYMENT OF MEDICALLY FIT MANPOWER:

For the due execution of this Contract, the Contractor shall deploy workers/supervisors who are always physically and mentally fit and are not disabled/handicapped and do not suffer from any chronic or contagious disease. It shall be the responsibility of the contractor to ensure that his Workers/ Supervisors employed are medically fit. The Contractor shall give a written declaration about the fitness of the Workers/Supervisors employed at the time of applying for the Gate Pass. If any employee employed by the Contractor becomes or is declared medically unfit after the issuance of the Gate Pass, the PCL shall revoke the Gate Pass. Failure to comply with this stipulation shall entail penalty as may be decided by the management apart from refusing entry to such Workers/Supervisors of the contractor. The decision of the PCL's Medical Officer in this regard shall be final.

MEDICAL EXAMINATION:

1. Pre-employment checkup should be submitted in Form No. 7 – Certificate of fitness (under rule 18) Following test are requested to be carried out during pre-employment checkup.
2. General Physical Examination (which includes skin examination in detail)
3. Height /weight / vision (near / far /above)
4. Urine Routine
5. CBC with ESR
6. X ray chest (PA view)
7. Stool Routine
8. Periodical medical checkup should be submitted in Form No. 7 under rule 18(7)
9. This is to be done once in six months and all the above-mentioned tests are to be carried out every six months except X-ray chest (PA) which is to be done once in a year. The cost of the same will be borne by the contractor.
10. All entries pertaining to the periodical examination must be made and maintained in form 7 (Bounded register) prescribed under Rule 18(7)
11. Form No. 7 must be maintained in bounded register & should be submitted to the OCCUPATIONAL HEALTH CENTER for records every six months.

PENALTY

1. The PCL reserves the right to impose a penalty (to be decided by PCL authorities) on the contractor for any lapse in maintaining the quality and the services will fully or otherwise by contractor or its staff or for any adulteration. (As per Annexure 'C')
2. If the company is not satisfied with the quality of eatables served, services provided or behavior of the contractor or its employees, the contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which PCL will be liberty to take appropriate necessary steps as deemed fit.

TERMINATION OF CONTRACT

1. The contract can be terminated by either party i.e. PCL or the contractor, by giving three months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, PCL reserves the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract. PCL decision in such a situation shall be final and shall be accepted by the contractor without any objection or resistance.

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2. On termination of the contract, the contractor will hand over all the equipment's/furniture/article etc. supplied by PCL in good working condition back to PCL except normal wear and tear.
3. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of canteen services, PCL reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

JURISDICTION

Dispute, if any, arising out of the contract, shall be settled by mutual discussion, alternatively by legal recourse under the jurisdiction of courts at Panvel only.

FORCE MAJEURE CONDITION: The term force Majeure as employed herein shall mean acts of GOD, War, Revolt, Terrorist Act, Accident, Fire, Flood and Acts and regulations of respective governments of the two.

GENERAL CONDITIONS OF CONTRACT

- 1.1 The Contractor should have executed similar nature of work during the last 3-5 years.
- 1.2 The Company (PCL) will permit the contractor to use Canteen / Cafeteria Building having inbuilt Chulhas, furniture, Deep Freezer, Water-Cooler, Crockery, Cutlery, Trolleys, Deep Hot Case, Fly Catcher, Tea Containers etc. on returnable basis in good and proper condition. A list of all such articles shall be prepared in duplicate and will be duly signed by the party or authorized representative of the party at the time of handing over / taking over. Inventory given at the time of handing over / taking over will be verified by the Management. It shall be the responsibility of the Canteen Contractor to keep the above articles in good condition and to maintain the hygiene of the canteen premises.
- 1.3 PLC will provide water and electricity to the Contractor. However, consumption of electricity must be restricted to the electrical appliances and electrical fittings provided by PCL.
- 1.4 The contractor must engage enough staff, who shall be in his role for all purposes and during the validity of this agreement.
- 1.5 The contractor should ensure that all workmen are free from diseases and maintain required neatness and cleanliness and behave properly with employees of PCL while working in the canteen during factory working hours. The contractor shall exercise proper control over them and prevent them from acting in any way which would be detrimental or prejudicial to industrial peace and its day to day smooth functioning.
- 1.6 The Contractor shall pay wages, for unskilled and for semi-skilled staff as applicable under Govt. Minimum Wages Act to its employees in the cafeteria. The Company shall not be responsible for payment to the staff employed by the contractor. Contractor has to meet and ensure all statutory compliance and liabilities.
- 1.7 The Contractor shall comply with the provisions of the Factories Act, Contract Labour (Regulation & Abolition) Act, Employees' Compensation Act, Employees Provident Fund & Misc. Provisions Act, Payment of Wages Act and any other law applicable for the employment of contract workmen as amended from time to time. The Contractor shall fully indemnify the Company for any default or nonobservance by the Contractor or any of their representatives of any of the provisions of the above-mentioned enactments and the rules framed there under.
- 1.8 The PCL Management will reserve full rights for termination of this contract for unsatisfactory services, breach of contract conditions etc. without assigning any reasons and without any notice to the Contractor and without payment of any compensation thereof. However, in other cases either

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party shall have to issue three months' advance notice for termination of the contract.

- 1.9 The Contractor shall fulfill all legal and statutory obligations towards his staff / employees and to ensure payment of all applicable Taxes and in no case, PCL shall have any liability towards the same.
- 1.10 The Contractor shall sell the items directly to PCL employees as per the contract on the agreed prices through his own arrangement. The Company in whatsoever manner will not be responsible for the collection of price of the items from the employees.
- 1.11 The Contractor shall ensure good quality of the foodstuff supplied by him. In case the supply is of inferior quality, PCL shall have the right to impose penalty (As per Annexure "C") for each day of such incident. The Contractor shall also immediately replace the inferior quality of food items (such snacks and meals etc.) at his own cost. The Contractor is required to maintain stock of variety of branded biscuits, Namkens, Cold-drinks, Water bottles. All the items should be available in the cafeteria all the time failing which a penalty will be imposed (As per Annexure "C").

ARRANGEMENT TO BE DONE

1.1 Items to be provided / sold in the Departments / Offices simultaneously at different places in the Factory 1st & General shifts, 2nd shift & Night Shift by Cycle / Trolleys, as per shift basis as per timings communicated by the Management during the period of contract for which adequate manpower must be deployed by him.

1.2 The following is the service schedule.

1.2.1 SERVICE AT WORK SPOT / DEPARTMENTS / LOCATIONS:

The contractor is required to serve, Tea/Coffee, Snacks, Lunch/Dinner at various work spot at different timings specified by the company from time to time, which is as follows & on need basis as advised by Management. **ANNEXURE- "A"**

Shift	Particulars	Timing	Remarks
General	Snacks & First Tea	09.00 – 10.30 Hrs.	Canteen will be closed at 10.40 Hrs.
General	Lunch	12.45 – 13.30 Hrs.	Canteen will be closed at 13.50 Hrs.
General	Second Tea	14.30 – 15.00 Hrs.	Canteen will be closed at 15.30 Hrs.
First	Snacks & First Tea	06.45 – 07.15 Hrs.	Canteen will be closed at 07.20 Hrs.
First	Lunch	11.45 – 12.30 Hrs.	
First	Second Tea	14.30 – 15.00 Hrs.	Canteen will be closed at 15.30 Hrs.
Second	First Tea	15.00 – 15.30 Hrs.	Canteen will be closed at 15.30 Hrs.
Second	Snacks & Second Tea	17.15 – 18.30 Hrs.	Canteen will be closed at 21.30 Hrs.
Second	Dinner	20.15 – 21.15 Hrs.	Canteen will be closed at 21.30 Hrs.
Third	First Tea	23.00 - 23.30 Hrs.	Canteen will be closed at 23.40 Hrs.
Third	Night Snacks	01.30 – 02.00 Hrs.	
Third	Breakfast & Second Tea	06.00 – 07.00 Hrs.	

System for service of Tea/Coffee, Snacks will have to be designed in such a way that employees working in each shift get the items twice during their working hours as per the above schedule.

1.2.2 The PCL Management reserves the right to change / amend the timings, work spot / department / shops as per the requirement. To ensure the timely supply of Lunch / Dinner, Snacks etc. at work spot and in Canteens, the Contractor will engage enough manpower. In case of any delay in supply of snacks / lunch / dinner at work spot the contractor will be liable for penalty (As per Annexure "C")

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- 1.2.3 The standard weight / qty. of each item required to be provided by the prospective contractors is indicated in **ANNEXURE 'B'**.
- 1.2.4 The Contractor can also sell **additional items** with the approval of Management and rates of the same should be **incorporated in the Purchase Order** and required to be displayed properly in Cafeteria.
- 1.2.5 PCL shall not Guarantee for volume of business.
- 1.2.6 Standard / Packaged / Packed items such as Bakery items, fast food, Cold drinks, Bread, Butter, Sweets, etc. may be provided on request to the Department. The price of such items shall not exceed MRP. Every Standard / Packaged item should be recorded while entering the PCL premises at the Security Gate and some should be verified by the Admin. Department. Proper record should be maintained by Contractor. Copy of challan to be submitted to Admin Department.
- 1.2.7 The contractor shall ensure that high quality ingredients are always procured for preparation of eatables. The company's authorized official has the right to check the quality and reject and send out any ingredient that may be found to be sub-standard.

MAKE OF MAJOR INGREDIENT TO BE USED BY THE CANTEEN CONTRACTOR FOR PREPARATION OF FOOD STUFF IN CANTEEN(S)

Sr. No.	Ingredients	Quality/Brand Names
1	Refined Sunflower oil	Fortune, Sun drop, Godrej, Postman, Gemini, Sun Rich, Sunday, Sunflower, and similar brand.
2	Rice	Parimal, Wada Collam, Pulav Rice, Delhi Rice, Basmati, etc.
3	Dal	Good quality Urad / Chana / Moog / Masoor / Rajma
4	Atta	Ashirwad / Shakti Bhog / RJ Golds / Atta of Lokwan / Bansi / MP Sure Etc.
5	Bread	Modern / Britannia / WIBS or branded
6	Papad	Lijjat / Ganesh, etc.
7	Salt	Iodized salt such as TATA / Captain Cook
8	Pickle	ISI Mark brands.
9	Milk	Amul, Gokul, Warana, Chitale.
10	Sealed Water	Bislery / Kinley / Aquafina.
11	Butter	Amul /Mother Dairy.
12	Spices	ISI Mark brands.
13	Biscuits	Britannia, Parle, Sunfeast, Marie or any std. branded

PREPARATION OF MENU AND INSPECTION

- a) The menu shall be decided by the company from time to time.
- b) The services of the contractor will be monitored by the Admin. Dept. of the company and all day-to-day activities and immediate instructions will be conveyed to the contractor / authorized supervisor through him / them.
- c) The company's authorized 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 duly authorized official of the company during the inspection should not be used for services in the company canteen.

FACILITIES PROVIDED TO CONTRACTOR

The Canteen contractor is provided with the following infrastructure for running the Canteen(s) on the premises of PCL, E-31, Talaja.

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- a) Canteen Buildings
- b) Furniture
- c) Utensils & Cutlery.

HEALTH & HYGIENE

All workmen of the contractor employed for handling the food items should be subjected to periodical medical examination as and when the company deems it necessary and as required under the Factories Rules. The charges for such medical examination of the contractor's workmen shall be borne by the Contractor.

The Contractor will be responsible for the cleanliness of crockery, cutlery, cooking utensils, furniture, fixtures etc. including that of kitchen & canteen hall as well as mess rooms (service points).

A very high standard of hygiene must be maintained in all respects. Day-to-day disposal of waste material and refuse shall be maintained.

The company reserves the right to take samples of edibles / raw materials from the canteen / kitchen for the purpose of inspection & investigation and get the same tested in laboratory with a view to maintain the requisite standard of quality. However, such samples will be drawn either by authorized representatives of PCL or by any Government / Local Self Government authorities, as per procedure laid down in Prevention of Food Adulteration Act and allied Act.

PRE-QUALIFICATION CRITERIA FOR CAFETERIA CONTRACTOR

1. Well equipped Kitchen facility should be available within 20 km radius from PCL site Plot E-31, MIDC, Talaja.
2. Ability to provide food facility for around 500 employees in a day for three shifts.
3. 2 to 5 years' experience in similar facility/Field.
4. Able to deploy sufficient, trained, and competent manpower as per job requirement.
5. Food and Drug Administration and Food Safety License. (FDA)
6. List of Clients of the contractor.
7. Compliances of statutory requirement like registration under ESIC, PF and other related Statutory Acts, Rules and Regulations prevailing for the purpose of implementation of the contract.
8. Annual Turnover of Rs. 60 Lacs including group companies.

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ANNEXURE 'B' QUANTITY OF ITEMS

Sr. No.	Particulars	Quantity
1.	Tea / Coffee	100 ML
2.	LUNCH / DINNER (REGULAR)	1 No.
	Rice	200 gms
	Chappati 3 Nos. or Puri 5 Nos.	-
	Fresh Seasonal Vegetable	100 gms
	Dry Cereals / Pulses Usal	100 gms
	Dal	100 gms
	Dahi	100 gms
	Papad (Roasted or Fry)	1 no.
3.	SPECIAL LUNCH (TWICE IN A WEEK)	1 No.
	Pulav or Veg. Biryani or Jeera Rice	200 gms
	Chappati 3 Nos. or Puri 5 Nos.	-
	Fresh Seasonal Vegetable	100 gms
	Dry Cereals / Pulses Usal	100 gms
	Dal fry	100 gms
	Dahi	100 gms
	Papad (Roasted or Fry)	1 No.
	Indian Sweet – Shreekhand, Gulab – Jamun, Boondi Laddu, Semiya – Kheer, Gajar or Dudhi Halwa, Balushai, etc.	50 gms
4.	SNACKS	
	Medu Wad – Sambhar & Chutney (2 quantity)	100 gms.
	Punjabi Samosa with Iml Chutney (2 quantity)	100 gms.
	Idli – Sambhar & Chutney (2 quantity)	100 gms.
	Batata Wada with Lasun Chutney (2 quantity)	100 gms.
	Kanda Bhajjia with Fry Mirchi	100 gms.
	Onion Uttappa with Coconut Chutney	100 gms.
	Kanda Batata Poha with Lemon Wedge	100 gms.
	Missal Pav with Lemon & Chopped Onion	100 gms.
	Dahi Wada	100 gms.
	Sheera	100 gms.
	Uppamma	100 gms.
	Vegetable Cutlet with Iml Chutney (2 quantity)	100 gms.
5.	GOLD DRINK	
	Soda	300 ml
	Lime / Kokam Sharbat	200 ml
6.	UPAWAS DISH	
	Sabudana Khichandi	100 gms
	Sabudana Wada	100 gms
	Potato Wafers	50 gms
	Banana	1 No.

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RATES FOR LUNCH, TEA, BREAKFAST & EXTRA ITEMS

SR. NO.	EXTRA ITEMS	RATE (RS.)
1.	Full Lunch	
2.	Tea	
3.	Breakfast / Snacks	
4.	Half Lunch (2 Chapati, 1 Bhaji, Rice, Dal & Banana)	
5.	Single Egg Omlet	
6.	Double Egg Omlet	
7.	Single Egg Burji	
8.	Double Egg Burji	
9.	Bread / Pav Single	
10.	Veg. Fried Rice	
11.	Egg Fried Rice	
12.	Extra Chapti (1 no.)	
13.	Extra Rice	
14.	Extra Dal	
15.	Dal Rice	
16.	Extra Bhaji	
17.	Cornflake with Milk	
18.	Sweet Lassi	
19.	Extra Banana (1 no.)	
20.	Milk Glass	
21.	Extra Dhai Wati	
22.	Veg. Sandwich	
23.	Toasted Sandwich	
24.	Bread Butter (2 pcs.)	
25.	Extra Shrikhand (packed)	As per MRP
26.	Extra Sweet (1 pcs.)	
27.	Butter Milk	

PERFORMANCE CHEMISERVE LTD. (PCL)

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PRICE BID FORMAT

Sr. No.	Items Description	Unit of Measurement	Rate
1	Tea/Coffee	100 ML	
2	Snacks (1 Plat)	100 gms	
3	Lunch / Dinner	Qty. as above	
4	Service Charges	Service Point Manpower Cost for All three shifts which includes Utensils Cleaning, Plant Service, Cafeteria Services, Admin. Bldg. Services, Housekeeping	

Sr. No.	Service Points
1	Admin. Bldg.
2	OHC & FIRE
3	Ammonia Control Room Mess Room
4	Water Control Room
5	Workshop
6	Security Bldg.

Note:

1. The rates quoted by you shall exclude service charges.
2. Service Charges are to be mentioned separately with details.
3. A special lunch shall be provided twice a week.
4. You will submit your rate for two items.
 - a. Tea/Coffee
 - b. lunch/dinner lump-sum per plate considering above mention items.
 - c. Snacks/Upavas Dish
 - d. Service Charges

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ANNEXURE 'C'

PENALTIES

Sr. No.	Description of Penalty	Penalty Amount	Mechanism
1.	The performance of cafeteria vendors will be evaluated quarterly by the cafeteria committee as per the given criteria. Based on the performance evaluation the cafeteria vendor will be rewarded or penalized.	Zero Complaints in a quarter will be rewarded with Rs. 1000/- Per Quarter.	Quarterly Survey report on 1-5 scale. Minimum Score should be 3. No. of Grievances received in a formal form.
2.	In case of any delay in supply of snacks / lunch / dinner at work spot the contractor will be liable for penalty	Penalty Rs. 100/- per Incidence	In case of delay in supply of food items as per mess room timing. Delayed orders will not be considered for this clause. The delayed orders to be reported immediately in the given format and the same must be certified mutually.
3.	The Contractor shall ensure good quality of the foodstuff supplied by him. In case the supply is of inferior quality the contractor shall be liable for penalty for each day of such incident. The Contractor shall also immediately replace the inferior quality of food items (such snacks and meals etc.) at his own cost.	Penalty Rs. 100/- per Incidence	Quality is defined in Tender document under point no. 4.0. Quarterly Survey report on 1-5 scale. Minimum Score should be 3. No of Grievances received in a formal form.
4.	The Contractor is required to maintain stock of a variety of branded biscuits, Namkeen's, Cold-drinks, Water bottles. All the items should be available in the cafeteria all the time failing which a penalty will be imposed.	Penalty Rs. 200/- per Incidence	Contractor to maintain at least minimum of two weeks stocks in cafeteria for variety of branded biscuits, Namkeen's, Cold-drinks, Water bottles. Weekly review will be conducted by the Admin. The weekly report of required vs actual will be the main basis.
5.	The Contractor will be responsible for the cleanliness of crockery, cutlery, cooking utensils, furniture, fixtures etc. including that of kitchen & canteen hall as well as mess rooms (service points) failing which a penalty will be imposed.	Penalty Rs. 100/- per Incidence	Cleanliness of crockery, cutlery, cooking utensils, furniture, fixtures, etc. will be ensured as per Cafeteria Procedure checklist.