



# Punjab State Power Corporation Limited

Regd. Office: PSEB Head Office, The Mall, Patiala-147001

O/o SR.XEN,,ZKC AMRITSAR,

Mobile No.96461-19441

Email ID: pspclttcasr@gmail.com

Corporate Identity No. U40109PB2010SGC033813 Website:www.pspcl.in

## SPECIFICATION AND GENERAL INSTRUCTIONS FOR PROVIDING MEALS AND CATERING SERVICE FOR THE TRAINEES

(APRIL 2022 to March 2023)

TELEGRAPHIC ADDRESS	SR.XEN,,ZKC AMRITSAR.
TELEPHONE NOS:	0183-2572896
E-MAIL	<a href="mailto:pspclttcasr@gmail.com">pspclttcasr@gmail.com</a>
No. of Trainees including faculty members	App. 70 No's per working Day
Start date and Time of sale of Tender Documents	16-03-2022 from 9:00 AM
Last date and time of selling of Tender Documents	13-04-2022 up to 10:00 AM
Last date and time of submission of Tender Documents	20-04-2022 up to 11.00 AM
Date and time of opening of tender	20-04-2022 up to 12.00 noon
Cost of Specification	Rs.1000 /- + 18%GST

*Swandeep Singh*  
SR.XEN,  
ZKC AMRITSAR.

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**Punjab State Power Corporation Limited**  
**Tender Notice Q-008/ZKC/ASR/4-22**

<b>APRIL 2022 to March 2023</b>		
1	Department Name	SR.XEN,,ZKC AMRITSAR.
2	Tender Enquiry No.	Q-008/ZKC/ASR/4-22
3	Tender Issuing Authority	SR.XEN,,ZKC AMRITSAR.
4	Place	AMRITSAR
5	Short Description	Providing meals and catering service for trainees ZKC AMRITSAR i.e. Bed tea, Breakfast, Mid Session morning & evening Tea at 11 AM & at 3.30 PM, Lunch and Dinner.
6	No. of Trainees & Faculty Member	Approx. 70 per working day
7	Tender Publication	Tender documents can be purchased at the office of SR.XEN,,ZKC AMRITSAR on any working day and time as per below given schedule.
8	Eligibility Criteria	As specified in the NIT
9	Start date and Time of sale of Tender Documents	16-03-2022 from 9:00 AM
10	Last date and time of selling of Tender Documents	13-04-2022 up to 10:00 AM
11	Last date and time of submission of Tender Documents	20-04-2022 up to 11.00 AM
12	Date and time of opening of tender	20-04-2022 up to 12.00 noon
13	Cost of Specification	Rs. 1000 /- + 18% GST
14	Payment mode	Demand draft
15	Payment in favour of	Principal/ TTI, PSPCL, Patiala
16	Contact person	SR.XEN, , PSPCL ,ZKC,AMRITSAR.
17	Contact e-mail Id	<a href="mailto:pspclttcasr@gmail.com">pspclttcasr@gmail.com</a>
18	Tender value	Rs.36Lac (Approximately)

**Conditions:-**

- 1) A set of tender documents/specification, general instructions and terms & conditions against above tender enquiry can be purchased from the office of SR.XEN,, ZKC, AMRITSAR.
- 2) All tenders must be accompanied by Earnest Money at the rates prescribed in the tender Documents, except in the case of tendered, which are specifically exempted there under.
- 3) The bidder must have experience of at least one year in the catering service; documentary Evidence of the experience shall be attached with the tender. Experience of catering Services in govt./PSU department shall be preferred.
- 4) Firms who are defaulters by 25% or more quantity for more than 9 months or any quantity for more than 15 months in making supplies against earlier POs placed on them and the Blacklisted/business dealings suspended firms will not be issued tender specifications.
- 5) Negotiations, if required, shall be held only with the lowest tenderer.
- 6) The offers should be kept valid for 120 (ONE HUNDRED TWENTY only) days from the date of opening of tenders.
- 7) Telegraphic or conditional quotations will not be accepted.
- 8) PSPCL reserves the right to increase/decrease/nullify/cancel/ammend the quantity of NIT at any time before/after issue of work order without assigning any reason.
- 9) The firms indicating NIL or concessional rate of GST in their tender will have to absorb GST up to the full rate applicable at the time of tendering.
- 10) The tender will be processed as per Evaluation criteria for the Bidders provide at Annexure IV of specifications. However , the payment will be made as per actual basis.

SR.XEN,,  
ZKC AMRITSAR.



**Terms & Conditions**

(Part &amp; Parcel of Schedule)

(Tender enquiry No. Q-008/ZKC/ASR/4-22)

**APRIL 2022 to March 2023****1) SUBMISSION OF TENDERS:**

Notwithstanding anything contained to the contrary in the specifications or tenders or in subsequent exchange of correspondence, these conditions of contract shall be binding on the contractor and any change or variation, expressed or implied, however, made in the said conditions shall not be valid or operated unless expressly approved by the competent authority. The bidder shall be deemed to have fully informed himself and to have special knowledge of the provisions of the conditions of contract here in contained.

The following instructions must be carefully observed by all bidders. Quotation/tenders not strictly in accordance with these instructions will liable to be rejected. Failure to comply with any of these instructions or to offer explanation for non-compliance is likely to render effective comparison of the tender as a whole impossible and may lead to rejection of an otherwise apparently lowest offer.

i) The tenders must be complete in all respects.

ii) Tenders should be submitted to the office of SR.XEN, ZKC AMRITSAR.

iii) Manual Quotations/Tenders only be accepted.

**iv) Three Part Bids:** The tenders shall be submitted in three parts i.e. Part-I, Part-II and Part-III as follows:-

a) **Part-I Earnest Money & Cost of Tender:** The bidder shall be required to submit separate DDs for earnest money of 72000 /- (Rs SEVENTY TWO THOUSAND RUPEES ONLY ) and cost of tender documents of Demand Draft of Rs. 1180 /-(1000+18% GST) in favor of " PRINCIPAL TTI PSPCL PATIALA ", payable at Patiala and the same should be submitted at the office of SR.XEN,, ZKC AMRITSAR The DDs shall be submitted in separate envelopes super-scribing "EMD" and "Cost of specification" respectively failing which bids of the firms will not be opened.

b) **Part-II Technical/Commercial:** The second part will consist of experience certificate.

c) **Part-III Price Bid:** This part will consist of the rate quoted on price quoting Performa of the tender documents no cutting/overwriting will be allowed on price quoting Performa of this tender document. The price bid will be filled neatly and no cutting /overwriting will be allowed.

- 2) The rate quoted must be FOR destination at ZKC , AMRITSAR as per items wise on Annexure-III with full specification of articles otherwise, your quotation will liable to be rejected.
- 3) **Earnest money:** Tenderer shall be required to submit 2% amount of tender value earnest money in the form of DD in of favour of Principal/TTI,PSPCL Patiala. Payable at Patiala. In case of tender not accepted, the earnest money shall be refunded within 30 days of the award of order/contract to the successful tender.
- 4) **Security Deposit:** The earnest money of successful tendered deposited at the time of tender will be treated as part of the security deposit & **additional amount if required @2% of the order value amount shall be deposited by the tenderer within 30 days from issue of work order.**



5) The bidder must have experience of at least one year in the Catering Service. Documentary evidence of the experience shall be attached with the Tender. Experience of Catering Service in Govt./PSU Department shall be preferred.

- 6) GST registration no. of the firm shall also be supplied along with the experience certificate without GST registration no. of the firm tender are liable to be rejected.
- 7) The meal/catering service to be provide as per schedule. The brand of material/items to be used in cooking and catering will be of best quality i.e.- Refined (Ginny/ fortune/ Gagan/ Sunflower),Milk with full fat (Verka/Amul/Reliance), Paneer (Verka/Reliance/Amul), Curd (Verka/Vita/ Nestle), Butter (Verka/Amul) Ice cream (Verka/ Vadilal/Kwality/ Amul/ Cremica/Basant/Creambell), Jam (Kissan/ Tops/Cremica), Juice (Tropicana /Real), Biscuits (Manaco/ Britannia/ Cremica/ Parle/ Priya gold), Corn flakes(Mohun's/Cremica/Kelloggs), Tea-Leaf (Brook-bond/Tata ), Basmati Rice (india Gate/Dawat/Charminar/Shakti Bhog/Markfed/Hafed/Lal Qila), Atta (Shakti Bhog/ Rajdhani/ Aashirwad)
- 8) Payment will be made in every month as per actual availing the catering service by the trainees.
- 9) The PSPCL shall have full right to terminate the contract without assigning any reason by issuing 24 hrs. prior notice.
- 10) The rates are inclusive of all taxes, service charges service tax GST etc.
- 11) Your offer should be valid up to a period of 120 days from the date of opening of the tenders.
- 12) PSPCL shall inspect the material before or during the preparation of food.
- 13) Any clause not commented upon in the quotation shall be treated as accepted without any reservation.
- 14) The purchaser reserves the right to cancel, amend or alter the quantity of this NIT at any time before the issue of order.
- 15) All legal proceedings in connection with this Purchase Order/Contract shall be subject to the territorial jurisdiction of the local courts at AMRITSAR only.
- 16) The work is to be carried out as per PSPCL Works Regulation-1997 (as amended up to date), which forms the part and parcel of this specification. A copy of this Works Regulation can be seen in this office during working hours.
- 17) Sr.Executive Engineer ZKC, AMRITSAR shall be the consignee for the work.
- 18) All legal proceeding in connection with this work order /Contract shall be subject to the territorial jurisdiction of the local courts at Amritsar only.

SR.XEN,,  
ZKC AMRITSAR.



**Annexure-II**  
**Specification of meals & Schedule of requirement and Major Terms & Conditions**  
**E-Tender Enquiry No. Tender Notice Q-008/ZKC/ASR/4-22**

**APRIL 2022 to March 2023**

1	<b>Description</b>	<p>Providing meals and catering service for trainees at TTI, AMRITSAR i.e. Bed tea, Breakfast, Mid Session morning &amp; evening Tea with Snacks at 11am and 3.30 pm, Lunch and Dinner (Rate of each item to be quoted separately).</p> <p><b><u>Bed Tea:</u></b> 6.30 a.m. with biscuit</p> <p>(i)</p> <p><b><u>Breakfast (8.00 am to 9.00 am)</u></b> 1) Stuffed Parantha with curd/Butter, Achar &amp; tea, 2) Bread Jam/ Bread Toast/ Bread Omelet /Boiled Egg., (Anyone) 3) Fruit Juice/Milk with Corn Flacks/Fruit (Anyone).</p> <p>(ii)</p> <p><b><u>Mid Session Morning Tea (11.00 am) and Evening Tea 3.30 pm</u></b> To be served with snacks</p> <p>(iii)</p> <p><b><u>Lunch/Dinner (Lunch 1.00pm to 2.00pm and Dinner 8.00 pm to 9.00 pm)</u></b></p> <p><b><u>Lunch:</u></b> 1) Dal/Rajmah/White Channa/Black Channa (Anyone). 2) Seasonal vegetable 3) Rice (Basmati) 4) Raita/Curd, 5) Chapatti (Tawa/Tandoori) 6) Green Salad 7) Sweet Dish – Ice-cream/Rasgulla/Halwa/Gulab Jamun/ Fruit Custard/Kheer/ Rasmalai/ Jalebi etc.(any one) 8) Matter Paneer/Shahi Paneer/Karahi Paneer (anyone) twice a week, with as above items at sr.no. 1 to 7 except item at sr. no. 2</p> <p>(iv)</p> <p><b><u>Dinner:</u></b> 1) Veg-Soup(Tomato/Mix vegetable etc.) 2) Dal/Rajmah/White Channa/Black Channa (Anyone). 3) Seasonal vegetable 4) Rice (Basmati) 5) Raita/Curd, 6) Chapatti (Tawa/Tandoori) 7) Green Salad 8) Sweet Dish – Ice-cream/Rasgulla/Halwa/Gulab Jamun/ Fruit Custard/ Kheer/ Rasmalai/ Jalebi etc. (any one) 9) Matter Paneer/Shahi Paneer/Karahi Paneer (anyone) twice a week, with as above items at sr. no. 1 to 8 except item at sr. no. 3</p> <p>(v)</p>
2	<b>No. of trainees</b>	70 Nos.(Approx.) per working day
3	<b>Schedule of programme</b>	Training Programmes are expected to be started in April 2022 (Exact date of start of programme & No. of programme will be informed in the Work Order)
4	<b>Saturday &amp; Sunday during the schedule</b>	As per actual (For those participants who will be stayed at ZKC hostel at power colony, AMRITSAR)



Note: The brands of material/ items to be used in cooking and catering will be of best Quality as per the relevant standards of Health Department etc.

The meal/catering service to be provide as per schedule. The brand of material/items to be used in cooking and catering will be of best quality i.e.- Refined (Ginny/ fortune/ Gagan/ Sunflower), Milk with full fat (Verka/Amul/Reliance), Paneer (Verka/Reliance/Amul), Curd (Verka/Vita/ Nestle/Cremica/Basant), Butter (Verka/Amul) Ice cream (Verka/ Vadilal/Kwality/ Amul/ Creambell/Cremica/Basant), Jam (Kissan/ Tops/Cremica), Juice(Tropicana /Real), Biscuits (Manaco/ Britannia/ Cremica/ Parle/ Priya gold), Corn flakes(Mohun's/Cremica/Kelloggs), Tea-Leaf (Brook-bond/Tata ) Basmati Rice (India Gate/Dawat/Charminar/Shakti Bhog/Markfed/Hafed/Lal Qila), Atta (Shakti Bhog/Rajdhani/ Aashirwad)

**MAJOR TERMS AND CONDITIONS OF THE WORK ORDER ARE AS UNDER:**

- 1.1. Contractor will provide meal i.e Break fast,Lunch.Dinner in packed thali at the ZKC, AMRITSAR and as per details of the work and terms & conditions.
- 1.2 The contractor will provide the Catering on all inclusive rates.  
All the items will be served at "ZKC, AMRITSAR.
- 1.3 **The rates are inclusive of all taxes/GST, service tax/charges etc. if any**
- 1.4 The timing of serving are subject to change with one day advance notice.
- 1.5 The items of food & beverages to be provided/served by the contractor will be as per our Enquiry documents.
- 1.6 The brands of material/ items to be used in cooking and catering will be of best quality as per the relevant standards of Health Dep't. etc., if any accident/miss-happening occurred due to non- hygienic meals, the responsibility will be of the contractor.
- 1.7 The contractor shall be paid for the persons actually availing the catering facilities on a particular day/meal. The contractor shall not be paid catering charges in respect of participants who are absent from any meal on a particular day provided notice is given at the beginning of the same day (i.e. breakfast time in the register to be maintained with the Manager (Hostel)/ Catering supervisor.
- 1.8 The items of catering services will be as per details of our said Enquiry document. The PSPCL reserves the right to alter/ modify the menu by giving 1 (one) day intimation to the contractor.
- 1.9 The PSPCL shall have full right and shall be at liberty to refuse or deny the servicing of any items in the food or beverages.
- 1.10 The PSPCL shall have full right to terminate the contract without assigning any reason by issuing 24 hrs. Prior notice.
- 1.11 In case the contractor or any of his employee fails to fulfill his obligation for any day or any number of days to the satisfaction of the PSPCL, for any reason whatsoever, he shall pay to the PSPCL by the way of liquidated damages @ Rs. 50/- per participant per day.
- 1.12 The contractor shall engage the services of sufficient number of able, trained, efficient, neat, healthy, honest, well behaved and skilled persons for cooking and serving of meal/food. The attendants/ waiters/cooks should be properly trained and should wear smart and neat uniform, with their name badges.
- 1.13. The contractor must engage appropriate number of trained cook/cooks for providing authentic North Indian dishes. The contractor shall provide proper uniform to his staff at his own cost. The contractor will be responsible for good conduct and performance on their part and the contractor shall be deemed for all legal and contractual purposes as/ to be their employer of the said persons and such persons will not have any claim for any employment in the PSPCL now or any future date.
- 1.14 The contractor shall be responsible for meticulous compliance of provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and submission of various returns under the relevant rules framed under the above Act.
- 1.15 The contractor shall arrange all the raw materials including control items including cooking gas/fuel etc at his own cost.
- 1.16 The contractor will start the services in the month of APRIL 2022.
- 1.17 The contractor shall bear all the taxes, rates, charges, levies or claims whatsoever as may be



- imposed by Central/State Govt./Local Body or Authority.
- 1.18 The contract for catering service will be started from APRIL 2022, unless the provision at 1.10 above is invoked. If during the prevalence of the contract, any Govt. Notification prohibits employment of Contract Labour for catering services, the contract shall come to an end forthwith and no compensation shall be paid to the contractor.
- 1.19 The contractor shall be liable to comply with all the rules and regulation in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable in future.
- 1.20 The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc., now in force or hereafter imposed, increased and/or revised from time to time by Central or State Govt. or by any other authority with respect to or covered by wages, salaries or other compensation paid or payable to persons employed by the contractor.
- 1.21 The contractor shall fully comply with the applicable rates, rules and regulations relating to P.F. Act including the payment of P.F. Contribution, payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, Employees State Insurance Act, Contract Labour (Regulation & Abolition) Act and Central Rules, 1971, Essential Commodities Act, Migrant Labour Act, Child Labour (Prohibition & Regulation) Act & amendments thereof and/or such other Acts or Laws or Regulations passed by Central, State, Municipal and Local Govt. Agency or Authority including T.D.S. as per Income Tax Act applicable from time to time.
- 1.22 The contractor shall be responsible for all the claims/compensation of any kind, if any of his employees/Labour. The contractor or his employees/Labour of the contractor shall not make any claim whatsoever against PSPCL. The contractor's workmen will not have any right whatsoever to get absorbed in the PSPCL.
- 1.23 The contractor shall provide weekly-off and holidays to his workmen as per Labour laws but it will be his responsibility to ensure uninterrupted service to the PSPCL for all days.
- 1.24 The PSPCL still have full right to cancel/amend to increase/decrease the training schedule

SR.XEN,  
ZKC AMRITSAR



## Annexure-III

## Breakup of prices

S No.	Description	Rate per meal in Rs.
1	Providing meals and catering service for trainees at ZKC, AMRITSAR i.e. Bed tea, Breakfast, Mid Session morning & evening Tea with Snacks at 11am and 3.30 pm, Lunch and Dinner (Rate of each item to be quoted separately).	
	<b>Bed Tea:</b>	
(i)	6.30 a.m. with biscuit	.....
	<b>Breakfast (8.00 am to 9.00 am)</b>	.....
(ii)	1) Stuffed Parantha with curd/Butter, Achar & tea, 2) Bread Jam/ Bread Toast/ Bread Omelet /Boiled Egg., (Anyone) 3) Fruit Juice/Milk with Corn Flacks/Fruit (Anyone).	.....
	<b>Mid Session Morning Tea (11.00 am) and Evening Tea 3.30 pm</b>	
	<del>To be served with snacks</del>	
(iii)	<b>Lunch/Dinner (Lunch 1.00pm to 2.00pm and Dinner 8.00 pm to 9.00 pm)</b>	
	<b>Lunch:</b>	
iv)	1) Dal/Rajmah/White Channa/Black Channa (Anyone). 2) Seasonal vegetable 3) Rice (Basmati) 4) Raita/Curd, 5) Chapatti (Tawa/Tandoori) 6) Green Salad 7) Sweet Dish – Ice-cream/Rasgulla/Halwa/Gulab Jamun/ Fruit Custard/Kheer/ Rasmalai/ Jalebi etc. (any one) 8) Matter Paneer/Shahi Paneer/Karahi Paneer (anyone) - twice a week, with as above items at sr.no.1 to 7 except item at sr.no.2	.....
	<b>Dinner:</b>	
(v)	1) Veg-Soup(Tomato/Mix vegetable etc.) 2) Dal/Rajmah/White Channa/Black Channa (Anyone). 3) Seasonal vegetable 4) Rice (Basmati) 5) Raita/Curd, 6) Chapatti (Tawa/Tandoori) 7) Green Salad 8) Sweet Dish – Ice-cream/Rasgulla/Halwa/Gulab Jamun/ Fruit Custard/ Kheer/ Rasmalai/ Jalebi etc. (any one) 9) Matter Paneer/Shahi Paneer/Karahi Paneer (anyone)- twice a week ,with as above items at sr.no.1 to 8 except item at sr.no.3	.....
	<b>Total</b>	



Statement of Technical /Commercial Deviations (If any)

Sr, No.	Technical/Commercial Deviations Claus No.	Brief Description of Deviations
1.		



### CHECK LIST

Sr. No.	Particulars	
1.	Demand Draft for Cost of Tender Specifications (Rs.1000/+18% GST )	Submit the Demand Draft in original to SR.XEN,,ZKC AMRITSAR. IN ENVELOPE NO.1
2.	Demand Draft for Earnest Money Deposit (EMD, Rs72000/- (Rs. SEVENTY TWO THOUSAND RUPEES ONLY )	----- do -----
3.	EXPERIENCE CERTIFICATE, WITH GST NO. & FSSAI FOOD CERTIFICATE	Submit along with the Tender.
4.	Schedule of prices as per Annexure-III	Fill the same in the Tender documents in Annexure -III & submit separately in envelope to the SR.XEN,,ZKC AMRITSAR. sub-scribing on the envelop price bid (part-III)
5.	Statement of Technical /Commercial Deviation as per Annexure- IV	Submit the same along with the Tender
6.	Evaluation Criteria for the Bidder Annexure - IV	Upload duly signed copy

### CHECK LIST

Sr. No.	Particulars	
1.	Demand Draft for Cost of Tender Specifications (Rs.1000/-)	Submit the Demand Draft in original to SR.XEN,,ZKC AMRITSAR. IN ENVOLPE NO.1
2.	Demand Draft for Earnest Money Deposit (EMD, Rs72000/- (Rs. SEVENTY TWO THOUSAND RUPEES ONLY )	----- do -----
3.	EXPERIENCE CERTIFICATE, WITH GST NO. & FSSAI FOOD CERTIFICATE	Submit along with the Tender.
4.	Schedule of prices as per Annexure-III	Fill the same in the Tender documents in Annexure -III & submit separately in envelope to the SR.XEN,,ZKC AMRITSAR. sub-scribing on the envelop price bid (part-III)
5.	Statement of Technical /Commercial Deviation as per Annexure- IV	Submit the same along with the Tender
6.	Evaluation Criteria for the Bidder Annexure - IV	Upload duly signed copy