



**GVK Emergency Management and Research Institute**  
DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.

T +91 044 2888 8060  
www.emri.in

Invitation of bids for providing Beverages for the staff of GVK EMRI Chennai on rate contract one year.

**Tender Reference Number :** TNHSP/TN-EMRI/TN/05/SCM/2018-19 dated 20.02.2019.

**Owner:**

**GVK Emergency Management and Research Institute**  
DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.  
T +91 044 2888 8060

**OFFER NOTIFICATION:**

<b>Important Dates and information :</b>	
Department Name	GVK Emergency Management and Research Institute, Chennai
Tender Reference no.	TNHSP/TN-EMRI/TN/05/SCM/2018-19 dated 20.02.2019.
Name of work	Providing Beverages at GVK EMRI, Teynampet, Chennai.
Period for services	1 year
Bid type	Open Tender
Bid currency type	Indian Rupees
Joint Venture	Not applicable
<b>AMOUNT DETAILS:</b>	
Bid Document fees:	Rs.500 ( Five hundred Only )
Bid Document Fees payable to	GVK Emergency Management and Research Institute, Chennai
EMD	EMD 1% Amount of Quoted Value
EMD Payable to	GVK Emergency Management and Research Institute, Chennai.
<b>BID DETAILS:</b>	
Sale of Tender Document	From 20.02.2019 by 10.00am onwards
Last date for sale of Tender Document	06.03.2019 up to 06.00pm
Pre-Bid meeting	26.02.2019 at 02.00pm
Last date & time for submission for tender	07.03.2019 up to 11.00 am
Time & date for Opening of tender	07.03.2019 by 11.30am
Place of Opening of tender	GVK EMRI, Tamil Nadu
Remarks	Submission of Offer fee & EMD and other supporting documents should be sent in original through R.P.A.D / Speed post / Hand delivery / Courier, so as to reach the office of Offer inviting Authority GVK EMRI, DMS Campus, Anna Salai, Teynampet, Chennai – 600 006 by date mentioned above.
<b>OTHER DETAILS:</b>	
Bid inviting officers :	Mr.P.Vetrivel
Bid opening authority	Authorized Representative of GVK EMRI, Tamilnadu & TNHSP
Address:	GVK EMRI, DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.
Contact Details	044 – 2888 8068

## **PART A-NOTICE INVITING BID**

Client : GVK Emergency Management and Research Institute  
DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.

Office :GVK Emergency Management and Research Institute  
DMS Campus, Anna Salai, Teynampet, Chennai – 600 006..

1. GVK Emergency Management and Research Institute (GVK EMRI) is a not for profit organization working in Public Private Partnership (PPP) mode, providing free emergency Ambulance, police and Fire services throughout 14 states and 2 U.T through toll free “108”.

2. GVK EMRI invites bids from service providers for providing Beverages at the GVK EMRI office, Tamilnadu, Chennai.

### **3. MINIMUM PRE – QUALIFICATION CRITERIA:**

Pre – Qualification will be based on meeting all the minimum criteria for pre-qualification

(a) Average Annual Financial Turnover during the last three financial years i.e2015-2016, 2016-17& 2017-2018 should be at least **10** lakhs per annum for these services. Audited balance sheet has to be submitted.

(b) Similar experience of having successfully completed the services for minimum two years at Government organization/corporate offices/semi government organization. (Proof to be attached) The firm should submit clients Certificate duly signed by authorized person conforming the following:

1. That they have not abandoned any work of Union Government / State Government / PSU’s etc. during the last 5 years or that they have not been blacklisted, debarred, declared non performer or expelled by Union Government / State Government / PSU’s etc. during the last 5 years.

(c) The applicant should provide information regarding litigation / Arbitration cases for the last five years.

(d) Joint Venture companies shall not be allowed to participate in the offer.

1. The tender document with all the details are available in the website of GVKEMRI ([www.emri.in](http://www.emri.in)) and can also be purchased in hard copy on payment is **Rs.500/- (Rupees Five hundred only)** (non-refundable) by way of a Demand Draft or cheque drawn in favour of “GVK EMRI TN” payable at Chennai from the office of GVK EMRI, Chennai During working hours. Bidders who download the document from website have to submit the Demand draft /at the time of tender submission. The same should be sent in original through R.P.A.D./speed post/Hand delivery / Courier so as to reach the office of Offer Inviting Authority, GVK EMRI, Teynampet, Chennai.
2. GVK EMRI reserves the right to accept or reject any/all offer without assigning any reason.
3. The Offer with a complete set of the Offer documents shall be enclosed in a sealed cover super scribed with name of work and addressed to **GVK Emergency Management and Research Institute**, Delayed bids and Ordinary post bids shall not be opened and considered.
4. Validity of Bids will be for 1 year from the date of opening of Tender.
5. Before quoting the rates, every bidder is expected to inspect the site of the proposed work and to have satisfied himself as to the nature of all works. A bidder shall be deemed to have full knowledge of all the relevant documents, samples, site, etc. whether he inspects them or not before submitting the bid.
6. Submission of bids by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work or services to be done and of local conditions and other factors bearing on the providing Beverages Services.
7. Persons offering are informed that no erasures or alterations by them in the text of the document sent herewith shall be allowed and any such erasures or alterations shall be disregarded. If there is any error in writing, no overwriting should be done, the wrong word or figure should be struck out and the correct one written above or neat it in unambiguous way. Each correction should be initialed.
8. Bids should be put in Two covers. The first cover will have pre-qualification documents, EMD & Technical data (envelope A), second cover will have price offer with duly signed by bidder in each pages should be sealed and super scribed with Tender number and last date (envelope B). Both the covers (envelope A& B) should be sealed the outer cover which will bear only address of the GVK EMRI stating name of the work.
9. The contractor will have to mention their rates inclusive of all for necessary consideration. The rates quoted should be per month.
10. Once the bid is accepted the bidder will have to execute an agreement bond entering into contract such successful bidder will take over the entire staffs’ arrangements within 15



days from the date of intimation to the effect of accepting of the Tender.

11. Client reserve the right to reject the Tender without giving any reasons, and to waive any deviations which do not constitute a material modification in the bids received. They also reserve the right to accept any Offer and not only the lowest without giving any reasons. No more than one Offer shall be submitted by a Beverages service provider or by a firm of Beverages service provider. No two or more concerns in which an individual is interested as a proprietor and/or partner shall Offer for the execution of the same works. If they do, all such bids shall be liable to be rejected. A bidder shall submit the bids which satisfies each and every condition laid down in this notice and bid documents, failing which, the bid shall be liable to be rejected.

In addition to the above, the bid shall also be liable to be rejected outright, if:

- (a) The Bidder proposes any alteration in the work specified or in the time allowed for carrying out the work or any condition or correction made in any terms and conditions.
  - (b) Any of the page or pages of the bid is/are removed or replaced.
  - (c) All corrections, additions or pasted slips are not initialed by the Bidder
12. GVKEMRI reserves the right to renegotiate with the L-1 vendor in case it is found that L1prices are not reasonable and higher than either previous prices or not as per prevalent market prices.
  13. The bidders are required to enclosed attested photocopies of following document, failing to which their bids may be summarily/over-rightly rejected and will not be considered any further:
    - a. Copy of PAN Card.
    - b. Audited Financial Statements for last three years
    - c. Tender fee receipt/Tender Fee (DD)
    - d. EMD as specified.
    - e. Copy of Income Tax Return filed for last three financial years.
    - f. Copy of Employees Provident Fund (EPF) & Employees State Insurance (ESI) Certificates.
    - g. Copy of Labor License / contract labour license.

For and on behalf of the Contractor

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_



## **PART - B TERMS & CONDITIONS**

Any workmen that you utilize to provide the services above, at our premises, will need to be covered under all statutory requirement such as ESI, PF like Also they will have to

- a) Maintain the records as required by the Contract Labor Act
- b) Maintain an attendance register in our premises to mark their attendance with in and out time to duty.
- c) The contract personnel will have to maintain proper discipline and maintain the decorum of our office.
- d) You will hold the liability for any loss or damage that has caused to either to your personnel or our personnel or property for the reason of lapse in your services. Such liability has to be compensated by you on mutually agreed terms.
- e) You are liable to provide the copy of statutory returns to our office for our records.
- f) This agreement will supersede with any other agreement made with you on signing the contract.
- g) You are requested to acknowledge be signing on the additional copy of this and returning back to us for our records.

Any workmen provide the above services at our facility should abide on the rules and regulations applicable inside our Office premises. It will also be your responsibility to maintain discipline when inside our Office premises.

### **.Payment terms:**

- Payments will be made within 30 days of the submission of bills.
- Contractor is to pay the salaries of Beverages supplying staffs on or before 8th of every month. Salaries to the staff are to be paid by the Contractor in conformation with the extant contract labor rules, in presence of the Company representative.

### **Part –C for Providing Refreshment Beverages at our Office**

#### **Scope of work:**

- To provide beverages made with fresh pasteurized packed milk from Aavin, Arokia or heritage.
- The quality of beverages and the ingredients should be good and non hazardous. Milk (with proper refrigeration) older than one day cannot be used, even if refrigerated properly.



- Manpower for operating and providing the services will be at your cost, control and responsibility. This service shall be provided on 24 X 7 basis.
- The floor area provided for pantry should be maintained clean and hygienic and devoid of any inflammable article and no Open Fire is not permitted inside the premises.
- Coupons will be provided by GVK EMRI.
- At the end of each day the number of coupons collected will be registered in a book and to be signed by the authorized personnel from GVK EMRI and you will have to raise your bill based on the register.
- All the machineries, equipments, cups, ingredients etc will be at your cost and ownership with prior approval from GVK EMRI.
- Provision of water and electricity for providing the services under this contract shall be the responsibility of GVK EMRI.
- You will also have to provide snacks like Biscuit or any other quality snacks of packed items in small size pack based on our requirement, that will be intimated to you at least 2 days in advance.
- The Snacks provided should be of uniform rate but the type of snacks can be changed periodically on our confirmation
- All your employees shall possess valid ID cards on their person for our verification along with proper uniform and employee details and contact numbers shall be made available to the security officials.
- The persons engaged by you shall possess requisite skills to handle all documents / registers pertaining to the services provided here.



**Agreement between the GVK EMRI and the Agency for providing Beverages services to the GVK Emergency Management and research Institute**

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This agreement made at Tamilnadu on this.....day of .....,2019 between the Concerned Officer of GVK EMRI attached with the GVK EMRI-Chennai at Tamilnadu having its office at DMS Campus, Anna Salai, Teynampet, Chennai 600006, here-in-after referred to as Concerned Officer of GVK EMRI, which expression shall unless repugnant to the context or meaning thereof being deemed to be and include its successor) of the first part and M/s. .... a concern / firm / company for providing Beverages services at GVK EMRI office, Chennai, Tamilnadu having its registered office at ..... (Here-in-after referred to as Concerned Agency which expression shall unless repugnant to the context or meaning thereof being deemed to be and include its successor and assigns) of the Second Part.

Whereas the Concerned Officer of GVK EMRI desires to engage concerned agency so as to provide the desired services to M/s..... Company in Liquidation located at ....., herein after referred to as the “said premises” having 500 no’s more or less of beverages.

And Whereas the Agency, who is experienced in providing services to Institutional Units and other establishments and to provide such services, has offered to provide the services as mentioned above under the terms and conditions of offer documents to the Concerned Officer of GVK EMRI and the Concerned Officer of GVK EMRI has agreed to avail the said services being provided by the Agency.

Signature  
Concerned Officer of GVK EMRI

Signature of the  
Owner/Representative  
Beverages Agency

Seal of the GVK EMRI

Seal of the Agency

1. Witness

2. Witness



## PART – C (Price Bid)

### MONTHLY CHARGES TOWARDS PROVIDING BEVERAGES SERVICES AT GVK EMRI OFFICE, Chennai, Tamilnadu

S.No	Description	Qty	Basic Price	GST	Cost (Inclusive of GST)
1	Beverages	100 ml			
2	Snacks ( Biscuits )	50 gms			
3	Water Can	20 Litre Bubble top			

**Beverages should include the following and the rate for any beverage should be common:**

S.No	Beverages on Offer
1	Fresh milk filter coffee
2	Freshly brewed tea
3	Fresh Milk
4	Black Coffee
5	Lemon Tea

**Scheme: Cup consumption: more than 500 cups / day or 15000cups / month in Min Qty**

**Snacks should be of items like:**

- Biscuit packets small size with minimum 50 gms / 6 biscuits of Good Day, Milk Biscuit, 50-50 biscuits, Marie Gold, Cream biscuits or equivalent brand.
- Other Snacks should be under prior approval from us like Chips, Mixture etc to a net weight of 50 gms

Any other snacks or beverages provided over and above this will also be billed on monthly basis based on mutual agreement and the rate should be equivalent to market prevailing rates

TDS will be deducted as applicable

You will have to provide copy of your PAN card for this purpose.