

## **Bharat Heavy Electricals Limited, Bhopal**

### **(Human Resource Department-Catering Services)**

#### **General Instruction for Canteen Contractors**

1. BHEL, Bhopal invites EOI from reputed Contractors for providing Canteen Services to the employees in its Staff Canteen on pilot basis to cater day-to-day requirement of (a) preparing the snacks/tea/meals, (b) serving Meals in the Staff Canteen and also (c) distributing Sweets/Snack/Tea at different locations within the plant thrice a day.
2. Canteen Contractors are required to go through instructions carefully and complete all the formalities as required. In the event of furnishing false information/ incomplete information, the offers shall be rejected and no correspondence shall be entertained in this regard.
3. Canteen Contractors are required to prepare and serve (a) Meals (b) Snacks & (c) Tea, as per the Menu/Schedule provided by BHEL from time to time. The time scheduled shall be strictly maintained. Customer satisfaction being our utmost concern.
4. Canteen Contractors are required to submit their Terms and Conditions for running and maintaining the staff canteen at the time of submission of EOI for further processing at our end.
5. All the short listed potential bidders shall be asked to make presentation at BHEL, Bhopal before management and to submit budgetary offer subsequently.
6. Information are to be submitted in the prescribed proforma as per Annexure-1.
7. All the entries in the formats should be either clearly written in ink or typed and corrections, if any, is to be duly attested by the bidder. Bidders are also required to ensure that all the columns are duly filled in.
8. Bidders are required to submit /drop duly filled in formats before 14: 00 Hrs on 29<sup>th</sup> January, 2010 in the “**Works Contract Tender Box**” kept in the Tender Room, Ground Floor, Administrative Building, BHEL, Bhopal.