

RASHTRIYA ISPAT NIGAM LIMITED,  
VISAKHAPATNAM STEEL PLANT  
(A Govt. of India Enterprise)

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Personnel & Administration Contracts Department,  
Sector-1, Ukkunagaram,  
Visakhapatnam - 530 032  
Ph.No: 0891-2887714 FAX No.: 0891-2707224

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**NOTICE INVITING TENDER (NIT)**

**OPEN TENDER NOTICE NO: VSP/P&AC/MED/1408/O/2014-15, Dt.10/10/2014**

Sealed tenders in the prescribed form are invited from **experienced agencies** for the following work:

Name of the work: Grant of license for operating cafeteria at VSGH in VSP.

Last date and time of receipt of tenders upto: **3.00 PM on 07/11/2014**

Date and time of opening of tenders : **3.00 PM on 07/11/2014**

Contact Person: Shri K Jagadish, AGM (P&A Contracts), Ph.No: 0891-2887714

The detailed NIT is available in [www.vizagsteel.com](http://www.vizagsteel.com) & [www.tenders.gov.in](http://www.tenders.gov.in) and Tender document can be downloaded from P&A Contracts web page of [www.vizagsteel.com](http://www.vizagsteel.com).

**The bidder should refer to RINL's website regularly for any corrigendum**

<b>RINL VIGILANCE → TOLL FREE NO: 1800 425 8878</b>
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DGM (P&A Contracts)

Signature of Tenderer

**FORM 'C'**  
**RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM STEEL PLANT**  
**PERSONNEL & ADMINISTRATION CONTRACTS DEPARTMENT**  
**VISAKHAPATNAM-530032**  
**PHONE NO: (MAX) 87714, TELEFAX NO: 0891-2707224**

**NAME OF THE WORK:** Grant of license for operating cafeteria at VSGH in VSP

**TENDER NO: 1408**

**PERIOD OF CONTRACT** : 2 years  
**DEFECT LIABILITY PERIOD** : Nil  
**ENGINEER** : Mgr(Med-Admn)

ISSUED TO SRI/ M/s. \_\_\_\_\_

*Note:* Tenderer has to fill the data wherever and whatever required in the tender schedule without fail and sign all the pages

No of pages of BOQ alone :

Total No. of pages :

(FOR OFFICE USE ONLY)

1. E.M.D. PARTICULARS	:			
2. Sl.No.	:	OUT OF	TENDERS	
3. COVERING LETTER	:	NO. OF PAGES:		
4. REBATE OFFERED	:			
5. RATE WRITTEN IN WORDS	:			
6. VALIDITY OF TENDER	:	4 MONTHS FROM THE DATE OF OPENING		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>SIGNATURE OF P&amp;AC DEPT. REPRESENTATIVE</b> </div> <div style="width: 45%;"> <b>SIGNATURE OF FINANCE DEPARTMENT REPRESENTATIVE</b> </div> </div>				

Signature of Tenderer

**RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM STEEL PLANT**  
**PERSONNEL & ADMINISTRATION (P&A) CONTRACTS DEPT.**  
**VISAKHAPATNAM -530032 (AP); TELEFAX: 2707224**

**OPEN TENDER NOTICE NO: VSP/P&AC/MED/1408/O/2014-15, Dt.10/10/2014**

- 1.0 Sealed tenders along with Earnest Money Deposit (EMD) are invited from **experienced agencies** for the following work:

**Tender No: 1408**    **Name of the work:** Grant of license for operating cafeteria at VSGH in VSP

Note: Agency should have experience in “running canteen for a minimum of two years for Govt / PSUs / corporate / other reputed organisations serving food items”

Tender Number	Cost of Tender Document (Non-refundable)		Eligibility/ experience requirements		Earnest Money Deposit (₹.)	Contract Period (years)
	By hand/ download (₹.)	By post (₹.)	Value of single similar work executed (Rs. In Lakhs)	Ave. Annual financial Turn Over (Rs.in Lakhs)		
<b>1408</b>	800	900	7.62	4.57	37,500	2

- 2.0 **Cost of Tender document(s) shall be paid in the form of Demand Draft / Pay Order / Banker's Cheque, obtained from any Nationalized or Scheduled Bank in India, drawn in favour of RIN Ltd., payable at Visakhapatnam and shall be valid for a minimum period of one month from the date of opening of tender i.e., Envelope-1 (Pre-qualification documents). THE COST OF TENDER DOCUMENT(S) RECEIVED ALONGWITH TENDER DOCUMENT WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES UPON RECEIPT OF TENDER.**

- 3.0 The value of single similar work executed shall be during the **last 7(Seven) years** ending last day of month previous to tender notice date i.e., **30.09.2014** and turnover shall be the average Annual Finance Turnover during the last three years ending 31<sup>st</sup> March of the previous financial year i.e. **2013-14**. The tender document shall be accompanied with copies of (a) Work order, Bill of Quantities, Completion certificate\* with details of value of work executed, (b) for Turnover –audited balance sheets certified by practicing Chartered Accountant in case the annual Turnover is more than Rs 40.00 Lakhs (or) in case of Turnover being less than Rs.40.00 Lakhs either Turnover certificate in the prescribed format of VSP duly signed by a practising Chartered Accountant / Cost Accountant or TDS certificate(s) comprising of the gross bill values issued by the deductor(s) for the work done. (c) copy of registration letter issued by VSP in case of registered agencies and in case of non-registered agencies, either a copy of Notarized sole Proprietorship OR a copy of Partnership deed OR a copy of Memorandum of Association & Articles of Association, along with certificate of registration –whichever is applicable. VSP reserves the right to reject the offer in case the above documents are not enclosed along with the offer. The authorized representative of the tenderer shall sign on all the copies of the documents submitted along with the tender document.

**\* Tenderers shall submit a Work Completion Certificate indicating the total value of the work done inclusive of all deviations and escalations against the subject work and including all taxes & duties, but excluding Service Tax. In case of work executed outside VSP, and where the total amount included Service Tax, tenderers shall make efforts to get the value of service tax indicated separately in the Works Completion Certificate.**

- 4.0 The tenderers are requested to note that:

- 4.1 The offer shall be made in **02(two) envelopes**:

**First envelope** (to be super scribed as Envelope-1 with name of the work, tender no.) should contain the cost of the tender document in case the tender is down loaded from the web site (Tender can be purchased from the office of DGM(P&AC) by paying tender cost in the form of DD/PO/BC as cited at para-2 above in which case tender cost need not be enclosed while submitting the tender), Earnest Money Deposit(EMD) separately in the form of DD/PO/BC etc (refer to instruction to tenderer) and pre-qualification documents[Criteria eligibility/experience and other documents etc.) as cited at para- 1.0 to 3.0 above, duly signed / attested by the authorized representative of the company. **Second envelope** (to be super scribed as Envelope-2 with name of the work, tender no.) should contain price bid in its prescribed format along with the tender document.

- 4.2 The first cover shall be opened initially and only on satisfying the eligibility criteria, adequacy of cost of tender document (incase of downloaded tender) EMD etc., placed in it, the second envelope containing the price bid shall be opened. **In case the price bid(s) is/are not opened immediately after opening of Envelope-1**, then the date and time of opening of the price bid along with names of successful tenderers in pre-qualification will be subsequently displayed in the notice board of P&A Contracts only and no individual communication to tenderers will be made.

- 4.3 The documents submitted in the first envelope by the tenderers in respect of pre-qualification criteria are final and VSP reserves the right for further correspondence / clarifications / submissions in this regard.

Signature of Tenderer

- 4.4 Scope of work, Bill of Quantities (BOQ), Terms & Conditions given in the tender documents (placed in the website) is final. On verification, at any time, whether the tenderer is successful or not, if any of the documents submitted by the tenderer including the documents downloaded from our website / issued are found tampered/ altered/ incomplete, they are liable for actions like rejection of the tender, cancellation & termination of the contract, debarring etc., as per the rules of the company.
- 4.5 The tenderer shall download the "TENDER SCHEDULE" available on the website in totality and submit the same duly signed on each page. **Any time prior to the deadline for submission of bids, P&A Contracts department may, for any reason, modify the tender terms and conditions by way of an amendment, such amendment will be notified on RINL's website at regular intervals.**
- 4.6 Tenders submitted against the NIT / Tender shall not be returned in case the tender opening date is extended/ postponed. Tenderers desirous to modify their offer / terms may submit their revised / supplementary offer(s) within the extended TOD, by clearly stating the extent of updation done to their original offer and the order of prevalence of revised offer vis-à-vis original offer. The employer reserves the right to open the **original offer along with revised offer(s)**
- 4.7 Tenderers shall submit VAT Registration Certificate under APVAT Act if available, and if not available tenderers shall give an undertaking to produce the same if successful in the tender, and shall produce Registration Certificate under APVAT Act, wherever applicable, before signing the Work Order / Letter of Acceptance and submit a copy of the same.
- 5.0. The tender documents and other details can be downloaded from our web site: [www.vizagsteel.com](http://www.vizagsteel.com) and the same are to be submitted to the Dy. General Manager (P&AC), Visakhapatnam Steel Plant duly signed on each page by the tenderer **on or before 03.00 PM on 07.11.2014**
- 6.0. Non-transferable tender document can also be obtained from the office of Dy. General Manager (P&AC), VSP on written request on bidder's letter head on payment of tender cost in the form of DD/PO/BC during working hours 10 AM to 4.30 PM **on or before 04.30PM on 05.11.2014**
- 7.0. Tenders will be received in the office of Dy. General Manager (P&AC), **up to 03.00 PM on 07.11.2014 and Envelope-1 will be opened immediately there after.**
- 8.0. VSP after opening of tender/bid document may seek in writing, documents/clarifications which are necessary for evaluation of tender/bid document from the Tenderers/bidders or issuing authority for confirmation of eligibility/prequalification stipulated in the NIT.
- 9.0 If it comes to the notice of VSP at any stage right from request for registration / tender document that any of the certificates / documents submitted by applicant for registration or **by bidders are found to be false /fake/doctored, the party will be debarred from participation in all VSP tenders for a period of 05(FIVE) years including termination of contract, if awarded. E.M.D/Security Deposit etc., if any will be forfeited. The contracting agency in such cases shall make good to VSP any loss or damage resulting from such termination. Contracts in operation any where in VSP will also be terminated with attendant fall outs like forfeiture of E.M.D./Security Deposit, if any, and recovery of risk and cost charges etc., Decision of V.S.P Management will be final and binding**
- 10.0 The date of opening of the pre-qualification cover (envelope-1) shall be the date of tender opening in respect of both the single bid and two-bid (techno-commercial and price-bid).
- 11.0 **Successful tenderer should be in a position to produce, after opening of the price bids, the Original Certificates in support of the attested copies of relevant documents submitted along with tender document. Failure to produce the original certificates at this stage in support of the attested copies of PF Regn./Electrical License/Experience/qualifications/any other documents etc. submitted earlier would result in disqualification and forfeiture of EMD and also liable for debarring from participation in VSP tenders for two years.**
- 12.0 Tender documents will be issued to tenderers based on their request and on payment of tender cost or same can be downloaded from our web site by submitting the cost of tender along with their offer. However, RINL will not be responsible for any delay/loss/any website related problems in downloading the tender documents etc., RINL reserve the right to (a) Issue or Refuse tender documents without assigning any reason. (b) Split and award the work to more than one agency, (c) reject any or all the tenders or to accept any tender wholly or in part or drop the proposal of receiving tenders at any time without assigning any reason there of and without being liable to refund the cost of tender documents thereupon.

**Successful tenderer should be in a position to produce, after opening of the price bids, the Original Certificates in support of the attested copies of relevant documents submitted along with tender document. Failure to produce the original certificates at this stage in support of the attested copies of PF Regn./Electrical License/Experience/qualifications/any other documents etc. submitted earlier would result in disqualification and forfeiture of EMD and also liable for debarring from participation in VSP tenders for two years**

Deputy General Manager (P&AC)

Signature of Tenderer

## FORM – A

Ref. Tender No. **1408****Name of the Work:** Grant of license for operating cafeteria at VSGH in VSP

To  
 Deputy General Manager (P&AC)  
 P&A Contracts Department  
 Visakhapatnam Steel Plant  
 Visakhapatnam-530 032.

Sirs,

With reference to the Notice Inviting Tender, I/We have gone through the tender documents issued to us. I/We hereby declare that, I/We have visited, inspected and examined the site and its surroundings and satisfied ourselves before submitting this tender; obtained information about the nature of work, facilities that may be required and obtained necessary information about Working Conditions, risk contingencies etc., which may influence this tender. We hereby offer to execute & maintain the work during the defect liability period in conformity with the tender conditions at the respective rates quoted by us.

I/We have deposited the EMD, which amount is not to bear any interest and I/We do hereby agree that this sum shall be forfeited by me/us if I/We revoke/withdraw/cancel my/our tender or if I/We vary any terms in our tender during the validity period of the tender without your written consent and/or if in the event of Visakhapatnam Steel Plant accepting my/our tender and I/We fail to deposit the required security money, execute the Agreement and/start the work within reasonable time (to be determined by the Engineer) after written acceptance of my/our Tender.

- Status of the firm (mark)

Proprietary /Partnership/  
 others (Specify) \_\_\_\_\_

\* Authority to Sign:

- a) Proprietor
- b) Managing Partner
- c) Power of attorney holder

Name of Partners:

- 1)
- 2)
- 3)

Following Details are to be furnished by the tenderer compulsorily (neat&legible) while submitting the tender schedule

Income Tax PAN No.

Status/Reason for not  
having PAN No.

## OFFICIAL ADDRESS

Phone No:

Cell No :

Fax No.:

e-mail address:

Party Code:

Yours faithfully,

(Signature of Contractor)

Name:.....

Signature of Tenderer

## INSTRUCTIONS TO TENDERERS

- 1.a) Tenders shall be submitted in the office of the Deputy General Manager (P&AC), Visakhapatnam Steel Plant, Visakhapatnam – 530 032.
- b) Tenders shall be submitted in the prescribed form issued by VSP. The Tender documents issued are not transferable. Tender documents issued/downloaded shall be submitted wholly without detaching any part.
- c) The Tenderer shall agree to VSP's terms and conditions, specifications/scope of work, etc., and quote their **"Total Amount only"** accordingly.
- d) Tender shall be for the entire scope of work mentioned in the tender documents.
- e) Tenderer **"Shall quote only the Total Amount in figures and in words"**. Over writing is not permitted and corrections are to be essentially initialed. Amount quoted in words shall govern in case of variance between figures and words.
- f) The **"Total Amount quoted in figures and words shall be tallied"** before submission of the tender and all mistakes corrected and initialed. Quotation shall preferably be type written or written in neat and legible handwriting. All the pages of tender documents shall be signed by the tenderer.
- g) **Respective Tenderers participating in the tenders due for opening on the scheduled day, can witness the opening of tenders/price bid on production of valid identity card / gate pass, or alternately, shall give a duly signed authorization to their designated representatives who are nominated if they wish to witness the tender / price bid opening. However, if the tenderer/designated representative participates for other than his tender his gate pass will be cancelled for a period of 01 (ONE) year.**
- h) If by any reason the tender opening is postponed to any other date, the details will be displayed in the notice board of P&A Contracts Department. Tenderers shall see the notice board regularly and keep themselves informed in this matter.
- i) Before quoting, the tenderer shall necessarily contact the "Engineer" and fully understand the job, scope of work, unit of measurement, mode of measurement, scope of supply of materials by VSP if any, working conditions, shutdown arrangements, Labour deployment requirements, risk contingencies and such other factors which may affect their tender.
- j) Tenders shall be kept open for acceptance for a period 4 (Four) MONTHS from the date of opening of tender i.e., Envelope-1.
- k) After opening of tender, the tenderers may be called for negotiations and the details like date, time etc. will be displayed on the notice board of P&A Contracts Department. The tenderers shall see the notice board regularly and keep themselves informed in this matter and promptly attend negotiations without fail.
- l) Purchase Preference will be given to PSU's where applicable as per DPE guidelines.
- m) The local Small Scale Industries as approved by VSP and registered with **Works Contracts Department** of Visakhapatnam Steel Plant in the category of Industrial Paint Manufactures for supply and application of industrial Paints to various structurals, equipment pipelines etc., are eligible for purchase preference as per the policy of VSP in force from time to time. The local small-scale industries, those who are technically and commercially acceptable shall be considered for extension of Purchase Preference, if the offer is within 15% above L-1 price and upon their matching with L-1 price.
- n) The date of opening of pre-qualification envelope-1 shall be the date of tender opening in respect of both the SINGLE BID AND TWO- BID (Techno-commercial and Price bid) tenders.

Signature of Tenderer

## **2) EARNEST MONEY DEPOSIT (EMD)**

- a) **In case of Earnest Money Deposit being less than or equal to Rs.5 Lakhs**, Earnest Money Deposit shall be in the form of Demand Draft / Pay Order / Banker's Cheque obtained from any Nationalized or scheduled commercial bank in India, drawn in favour of Rashtriya Ispat Nigam Ltd., Visakhapatnam Steel Plant, payable at Visakhapatnam and shall be valid for a minimum period of one month from the Envelope-1 (Pre-qualification documents) opening date. **No other mode of payment will be accepted. However, in case EMD exceeds Rs.5 Lakhs, tenderers have the option to submit the same in the form of Bank Guarantee (In the format as enclosed to the GCC) from any Scheduled Commercial Bank, encashable at Visakhapatnam. Bank Guarantees shall be valid for a minimum period of 04(Four) months from the date of opening of Envelope-1 (Pre-qualification documents). The above shall supercede the instructions regarding "form of EMD" elsewhere in the tender document.**
- b) Public Sector Enterprises of State / Central Government Undertakings are exempted from submission of Earnest Money Deposit (EMD) provided they submit a letter requesting for exemption from submission of EMD along with their offer.
- c) **Micro & Small Enterprises (MSEs) listed with National Small Industries Corporation Limited (NSIC) only are exempted from submission of Cost of Tender Document (CTD), Earnest Money Deposit (EMD) and Security Deposit (SD), irrespective of whether the service is to be carried out within or outside their premises, subject to submission of the following documents along with their tender:**
  - (i) **Proof of enlistment with NSIC and with particulars of relevant trade/item.**
  - (ii) **Registration details of the particular trade/item for which this tender is relevant, by way of submission of "Acknowledgement of Entrepreneur Memorandum (EM) Part-II" from the Industries Department, along with their tender. The Micro and Small Enterprises not registered for the particular trade/item for which this tender is relevant would not be eligible for exemption. SSI REGISTRATION CERTIFICATE IS NOT VALID AND NO CONCESSION OR BENEFITS SHALL BE EXTENDED IF EM PART-II IS NOT SUBMITTED, and**
  - (iii) **As regards Security Deposit (SD) exemption, the Micro & Small Enterprises (MSEs) shall however be required to submit a "PERFORMANCE GUARANTEE BOND" in the prescribed proforma, equivalent to the value of Security Deposit. It may be noted that waiver of Security Deposit (SD) is permitted only up to the monetary limit for which the unit is registered.**
- d) EMDs of unsuccessful tenderers will be refunded after reasonable time without interest.

## **3) MODE OF SUBMISSION OF TENDER**

- a) Tender shall be submitted in two separate sealed covers. In case of single bid tender, the first cover shall contain the D.D. / Pay Order / Banker's Cheque for Earnest Money Deposit / Cost of Tender Document / EMD exemption documents for PSUs & SSI units, other pre-qualification documents etc. and the second cover shall contain the tender and Price Bid.
- b) In case of two bid system, the first cover shall contain the techno-commercial bid part of tender, along with the other bank instruments / documents indicated in para 3(a) above, and the second cover shall contain only the price bid part of tender.
- c) The two sealed covers as mentioned above shall be stapled / tied together and submitted. The first cover will be opened first and only if the submitted documents / instruments are found to be as per NIT requirement, will the second cover containing the price bid be opened.
- d) The two envelopes shall be placed in an outer cover superscribed with the Name of the work, Tender Notice No., Due date, Time of submission and Tender Opening date.

Signature of Tenderer