

Annexure – “A”

Part – A (Submission of EMD) through Manual Mode.

Earnest Money Deposit (EMD):

EMD amount of **Rs.10,000/-** (Rupees ten thousand only) can be paid online or can be submitted in the form of Demand Draft / Banker’s Cheque/ Online payment.

Online Payment of EMD amount can be made as mentioned below:

- Open the following link:
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=9359>
- Read the terms & conditions, tick the acceptance box and click on Proceed.
- In ‘Select State’ dropdown, select All India and click on the Go button.
- In ‘Select Payment Category’, select EMD/ Tender Fee.
- Enter details of payment, details of Bank Account for refund and click on Submit to make the online payment of the required EMD amount of Rs 10,000/-.

Please ensure that online payment of EMD amount is made well ahead of the EMD Submission Date & Time mentioned in the Tender.

Payment of EMD amount through DD / Banker’s Cheque :

- EMD in the form of Account Payee Demand Draft (DD) / Banker’s Cheque for **Rs. 10,000/-** (Rupees thirty six thousand only) drawn in favor of BEML Ltd, Bangalore payable at Bangalore.
- The above said Demand Draft DD / Banker’s Cheques/ EMD Exemption Certificate/ Online payment shall be submitted in Sealed envelope duly superscribing Ref: CM/Lunch and Snacks/2021 dated 30.03.2021 **Closing date 09/04/2021 Time 14:00 Hrs** at the top of the envelope. The words **“PRE-QUALIFICATION BID”** shall also to be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left hand bottom corner of the envelope.

Please attach the details duly filled-up for refund of EMD amount in the following format along with the DD / Banker’s Cheque for EMD:

BANK NAME	
BRANCH NAME	
CITY	
IFSC CODE	
ACCOUNT NO	
BENEFICIARY NAME	

: 2:

The above sealed envelope has to reach the address as mentioned below on or before the closing date & time of the tender.

General Manager (Corporate Materials)
BEML LIMITED., Room No.1
BEML SOUDHA, 23/1, 4th Main,
S.R. Nagar,
Bangalore – 560 027
KARNATAKA, India

Alternatively it can also be dropped in the Tender Box which is kept in Room No.1, Ground Floor, BEML Soudha, SR Nagar, Bangalore.

- c) Bidders exempted from Earnest Money Deposit (EMD) shall submit exemption certificate from competent authority.

Note: Bidder shall ensure that their EMD (DD)/EMD Exemption Certificate/ Online payment is dispatched well in advance so that it reaches this office before the time and date stipulated. Requests will NOT be entertained for late receipts.

General Instructions with regard to EMD:

- a) Quotation submitted online without submission of EMD/EMD Exemption Certificate/ Online payment in-time will not be considered.
- b) EMD submitted in any other form will not be accepted and the offer is liable to be rejected.
- c) EMD lesser than Rs.10,000/- will not be accepted and the quotation is liable to be rejected.
- d) EMD of technical disqualified bidder's will be returned. EMD of successful bidder will be released after supply and installation.
- e) EMD does not carry any interest on return.
- f) EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- g) EMD in the form of online payment is to be made before the bid closing date and time. EMD in the form of DD / Banker's Cheque / NSIC Certificate,/ MSME Certificate/ Online payment (firms claiming EMD exemption) etc to be submitted through courier/post in a sealed cover, super scribing the bid number and closing date, address etc. before the bid closing date. Failure to do so will result in rejection of the bid.
- h) Tender shall be opened **on closing date i.e., 09/04/2021 @ 15.00hrs**
- i) No responsibility will be taken for postal or non-delivery/non receipt of EMD/firms claiming EMD exemption.

Part – B (Technical Bid) through Manual Mode:

The following documents should be submitted as a part of technical bid:

1. General Data in respect of your company as per **Annexure ‘B’**
2. Item details & Quantity to be signed with company seal details as per **Annexure ‘C’**

Technical Bid Part ‘A’: you are requested to supply sample as per the quantity and the sample will be tasted by the BEML Committee and technically qualified in respect to quality tastes quantity etc and subject to receipt of EMD.

Note :

Technical Bid will be opened first subject to receipt of **EMD / Exemption Certificate**.

Please ensure that no price details are mentioned in the technical bid. Offers with price details in the technical bid will not be considered and their offers will be rejected.

The above said Technical Bid (PART-B) should be submitted in separate sealed cover super scribed the tender notice **CM/Lunch & Snacks/2021 Dated: 30/03/2021 closing at 2.00PM on 09/04/2021** at the top of the envelope. The words “PART-B (Submission of Technical Bid)” shall also be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or writing legibly on the left hand bottom corner of the envelope.

The samples supplied by you will be tasted by BEML Committee. Only the accepted samples of the vendors commercial bid will be opened.

Part – C (Commercial Bid) through Manual Mode:

- 1) Commercial bid of only technically accepted offers will be opened subsequently
Incomplete/invalid tenders will be rejected and no correspondence will be entertained in case of rejection.

- **PART-A**

EMD should be submitted in a separate sealed cover super scribed as **CM/Lunch & Snacks/2021 Dated: 30/03/2021, closing at 2.00PM on 09/04/2021**.

- **PART-B**

Technical bid should be submitted in a separate sealed cover super scribed as “Technical Bid” **Ref: CM/Lunch & Snacks/2021 Dated: 30/03/2021, closing at 2.00PM on 09/04/2021**.

- **PART-C**

Commercial bid should be submitted in a separate sealed cover super scribed as “Commercial bid: Ref: **CM/Lunch & Snacks/2021 Dated: 30/03/2021, closing at 2.00PM on 09/04/2021**.”

The Commercial bids will be opened only in case of firms which are technically qualified and the samples selected by BEML Committee.

General Terms and Conditions:

1. The quotation should be complete in all respects and free from ambiguity.
2. Price should be quoted in Indian Rupees only
3. FAX / EMAIL quotations not accepted
4. Indicate all applicable taxes and duties separately
5. **Payment terms:** Payment will be made on 60th day from the date of receipt and acceptance of items.
6. **Delivery Lead Time:** To be delivered whenever the requirement arises.
7. **Delivery Terms:** FOR BEML Limited i.e., BEML Soudha, Bangalore as per the quantity mentioned in **Annexure 'C'**
8. **Validity of quotation:** 90 days from the date of opening of the tender.
9. Offers not confirming to the above terms are liable to be ignored.
10. BEML reserves the right to increase the quantity at the same price, terms and conditions during the pendency of the contract.
11. L1 will be arrived on total package basis for all the four items.
12. **Liquidated Damages:** If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Purchase Order.
13. Canvassing by tenderers in any form including unsolicited letters on tenders submitted or Post tender corrections shall render their tender liable for rejection.
14. Incomplete offers are liable for rejection.
15. Offers not confirming to the above terms are liable to be ignored

Kindly note :

- 1) If payment terms are not acceptable / stated in the quote, it will be considered as per tender terms and conditions i.e., 60 days credit
- 2) If taxes are not mentioned separately it will be considered as the price quoted is inclusive of GST.
- 3) If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry i.e., 90 days.
- 4) **L1 rates will be finalized on item wise.**
- 5) **L2, L3 will be called for negotiation to match the L1 price and contract will be placed on L1, L2, L3 vendors..**

: 5 :

Ref: CM/Lunch & Snacks/2021

Date: 30/03/2021

ANNEXURE 'B'

General Data in respect of your Company (i.e company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder	
2	Company Address Telephone no: Contact Person Mobile No. e-mail ID.	
3	Bank account numbers with Banker's Name, Address & Contact Number:	Bank account number :- Bank Name :- Address :- IFSC code:
4	PAN Number	
5	GST Number	
6	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

: 6 :

Ref: CM/Lunch & Snacks/2021

Date: 30/03/2021

ANNEXURE-C

Item details

Sl. No.	Description
1	Providing lunch & snacks for participants attending programmes / meetings at BEML Soudha, SR Nagar, Bangalore-27 <u>Packed Lunch (Limited)</u> Green Salad (50 grams), Dry Sabji (100 grams), Chapati - 2 nos (60 grams), Dal / Veg. Gravy (150 grams), Flavoured Colour Rice (180 grams), Kurma / Raita (150 grams), Curd Rice (100 grams), Pappad (10 grams), Pickle (10 grams), Sweet (50 grams)
2	<u>Buffet Lunch (Unlimited)</u> Green Salad, North Indian Sabji, South Indian Poriyal, Chapathi, Dal, Flavoured Colour Rice, White Rice, Rasam, Masala Vada / Bonda, Curd, Pappad, Pickle, Sweet, Cut Fruits, Drinking Water
3	<u>Evening Snacks (Limited) - Individually packed</u> Veg. Sandwich & Veg, Cutlet and Coffee/Tea OR Samosa (big size) & Dry sweet, Coffee/Tea OR Rava Idly with one sweet and Coffee/Tea OR Chow Chow Bath and Coffee / Tea
4	<u>Breakfast for ceremonial functions (Republic Day, Independence Day, Yoga Day, Gandhi Jayanti, etc) - Unlimited</u> Set - Idly, Vada, Sambar, Chutney, Mini Masala Dosa, Dry Sweet, Coffee/Tea, Drinking Water OR Set - Khara Bath, Chutney, Kesari Bath, Masala Vada, Mini Masala Dosa, Coffee/Tea, Drinking water
Note : <u>To quote separately for Sl.No.1 to 4</u>	

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

