



**BIECCO LAWRIE LIMITED**  
(A Government of India Enterprise)  
P-54, Hide Road Extn.,  
Kolkata-700 088.

**PUBLIC TENDER NO. – BLL-PT-001 /2008-09, Dated: 25/04/2008**  
**For Cooking & Daily Distribution of Cooked/Dry Food & Hot Tea**

**Sub: Cooking & Daily Distribution of Cooked/Dry Food & Hot Tea at Company's Switchgear Works (P-54, Hide Road Extn., Kolkata – 700 088) and Mayurbhanj Works (6, Mayurbhanj Road, Kolkata – 700 023).**

**SCOPE OF WORK**

- The successful tenderer are required to serve Dry Food / Cooked Food including diabetic food and Hot Tea to **approx 623** (117 for Mayurbhanj Works and 506 for Switchgear Works) employees / guests on the working days and within the timings as per the **Menu (A) - Dry Food, Menu (B) – Cooked Food, Menu (C) – Diabetic Food and Menu (D) - Hot Tea** to the concerned employees and guests on all the working days except weekly off days and holidays which will be notified to you from time to time by HR Division.
- The successful tenderer will use good qualities of vegetables, oil, groceries and other essential items required for cooking the food.
- The dry food and hot cooked food will be served by the personnel under supervision of successful tenderer with proper display of the tables at the scheduled place of dining which will be provided by the Company.
- The successful tenderer is required to keep clean the floor, dining table, benches, stools etc. during the Tiffin hours as mentioned above.
- The clean crockery and utensils are to be provided to the dinners during Tiffin hours and the same to be clean regularly after every use and keep the dining place healthy & hygienic.
- The successful tenderer will arrange the fuel required for preparation of food and tea. Company will not provide any fuel / cooking Gas.
- The successful tenderer will provide proper uniform to their personnel who will be engaged for serving tea and food. All the personnel should wear clean and proper uniform, failing which, Company may not allow them to serving tea and food.
- The personnel who will work under the tenderer will be treated as their employees and nobody can claim any employment in the Company. The successful tenderer will be liable to pay their Salary, Provident Fund, Bonus, ESI and other allowances as per Government directives.
- Company will deduct 5 (five) plates of Meal and 10 (ten) cups of Tea on each working day (Monday to Friday) for Switchgear Works and 2(two) plates of Meal and 4(four) cups of Tea for Mayurbhanj Works in respect the employees who attend the office but do not take Meal / Tea for out door work.
- Employees who declare not to avail of Meal would be deducted from the attendance.



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**PROVISION BY THE COMPANY**

- The space for cooking with all infrastructures like supply of water, gas ovens, electricity etc. will be provided by the Company.
- The crockery, cutlery, thali, glasses tumblers etc. will be provided to you initially by the Company.
- HR Division of the company will provide the attendance of the employee from the record available from the electronic attendance systems maintained by the company. No dispute will be entertained in this matter.
- A statement of actual attendance of all categories of employees will be provided to you by the HR Division of the Company every fortnight and you will submit the bill on the basis of the same.

• **MENU**

(A) **DRY FOOD**

**BREAD** - 100 GM.,  
**BANANA** - 2 PCs. (Min. 6") (SINGAPURI / MARTAMAN),  
**SEASONAL FRUIT** - 1 PC. (Minimum 200 GM.),  
**EGG** - 1 PC. (DESHI / POULTRY),  
**SWEET / SOUR CURD** 100 GM. IN A POT AND  
**ROSSOGALLA / SANDESH** –2 PC. (Size should not be less than @ Rs. 2/- available in the market)

(B) **COOKED FOOD :**

**BOILED RICE** (UNLIMITED) RATNA / MINIKIT QUALITY,  
**DAL** (MUG / MUSUR / ARHAR / CHOLA / MOTOR),  
**VEGETABLE CURRY** (UNLIMITED) (SEASONAL) WITH VARIOUS PREPARATION,  
**LEMON** - 4 DAYS / **CHUTNEY** – 2 DAYS except Saturday,  
**FRIED PAPAD:** twice in a week when chutney will be provided  
**FISH** - 1 PC. – (Ruhi / Katla - 75 Gms / (Hilsa\* -125 Gms at least 3 working days during the season)  
**Or EGG** - 2 PCs. (DESHI / POULTRY)  
**Or SWEET / SOUR CURD** - 100 GM IN A POT,  
**ROSSOGALLA / SANDESH** -1 PC. (Size should not be less than @ Rs. 2/- available in the market)

(C) **COOKED FOOD FOR DIABETIC PEOPLE:**

**BOILED RICE** (UNLIMITED) RATNA / MINIKIT QUALITY,  
**DAL** (MUG / MUSUR / ARHAR / CHOLA / MOTOR),  
**VEGETABLE CURRY** (UNLIMITED) (SEASONAL) WITH VARIOUS PREPARATION WITHOUT POTATO & CARROT  
**LEMON** - 4 DAYS / **CHUTNEY** – 2 DAYS except Saturday,  
**FRIED PAPAD:** twice in a week when chutney will be provided



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**FISH** - 1 PC. – (Ruhi / Katla - 75 Gms / (Hilsa\* -125 Gms at least 3 working days during the season)  
**Or EGG** - 2 PCs. (DESHI/POULTRY)  
**Or SWEET / SOUR CURD** - 100 GM IN A POT,  
**SUGAR FREE ROSSOGALLA / SANDESH** -1 PC. (Size should not be less than @ Rs. 2/- available in the market)

(D) **HOT TEA** Good quality Hot Tea is to be provided to the Employees and Guests on all working days.

• **TIMINGS**

You are liable to maintain strictly the Mid Day Tiffin and Tea timings of both the works as mentioned below:

**SWITCHGEAR WORKS**

<b>MID DAY TIFFIN TIMING</b>	
Worker & Sub Staff	11.00 A.M., 12.00 NOON
Staff	12.30 P.M., 01.00 P.M., 1.30 P.M.
Officers	12.30 P.M. till completion
<b>TEA TIMING</b>	
Works	1 <sup>st</sup> Time - 6.30 A.M., 8.10 A.M., 9.00 A.M. & 2.00 P.M. 2 <sup>nd</sup> Time - 2.00 P.M., 2.00 P.M., 2.00 P.M. & 6.00 P.M.
Offices	1 <sup>st</sup> Time - 9.40 A.M. 2 <sup>nd</sup> Time - 3.00 P.M.
<b>Further, Tea is to be provided on request of HR Division as and when required.</b>	

**MAYURBHANJ WORKS**

<b>MID DAY TIFFIN TIMING</b>	
Worker & Sub Staff	11.45 A.M., 12.30 P.M.
Staff	12.30 P.M., 01.00 P.M., 1.30 P.M.
Officers	12.30 P.M. till completion
<b>TEA TIMING</b>	
Works	1 <sup>st</sup> Time - 8.10 A.M.. 2 <sup>nd</sup> Time - 2.00 P.M.
Offices	1 <sup>st</sup> Time - 9.40 A.M. 2 <sup>nd</sup> Time - 2.30 P.M.
<b>Further, Tea is to be provided on request of HR Division as and when required.</b>	



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• **MODE OF SUBMISSION OF TENDER**

The mode of submission of tender shall be in two parts :-

• **Part - I**

In one sealed envelope superscribed with **Techno Commercial Bid, Tender No. & due date.**

• **Part- II**

In another sealed envelope superscribed with **Price Bid, Tender No. & due date.**

Rate to be quoted Firm for a period of one (1) year effective from **01.07.2008** (The effective date may be changed as decided by the Management).

All tenderers will fill in the tender form correctly in ink. Over writing must be avoided. All corrections should be clearly scored out and initialed (signed). Otherwise tender will be not considered.

Both the above sealed envelopes should be put in another envelope superscribed with **“Cooking & Daily Distribution of Cooked / Dry / Diabetic Food & Hot Tea at Company’s Switchgear & Mayurbhanj Works”** with **Tender No. & Due Date** duly sealed in and shall be addressed to **Dy. Manager (Purchase), Biecco Lawrie Limited, P-54, Hide Road Extn., Kolkata - 700 088.**

Tenders duly sealed will be submitted by the intending tenderers in the **Tender Box** specially kept for the purpose at the **Main Stores** of CN Division located at P-54, Hide Road Extn., Kolkata – 700 088 on or before **12.05.2008 by 11.00 hrs.** Part – I of the Tender i.e **Techno Commercial Bid** will be **opened on** date **12.05.2008, time-15.00 hrs** at P-54, Hide Road Extn., Kolkata – 700 088. Date and Time of opening of Price Bid of the Tender will be communicated to those successful Techno commercial bidder after opening of the Techno Commercial Bid. The Company (BLL) is not responsible for postal delay or non-receipt of tender documents lost in transit. Please note that Tender document is not transferable.

**TERMS & CONDITIONS**

**PRICE:**

- Price shall remain firm till completion of order or any extension thereof whichever is later.

**DELIVERY TERMS:**

- Cooking Materials to be delivered FREE at our Switchgear Works situated at P-54, Hide Road Extn., Kolkata – 700 088 and Mayurbhanj Works situated at 6, Mayurbhanj Road, Kolkata – 700 023.

**TAXES & DUTIES:**

- VAT / Service Tax / any other Tax – if applicable, should be mentioned in your Offer.



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**INSPECTION:**

- The successful tenderers shall use the good quality of items (i.e. oil, vegetables groceries etc. required for cooking food.
- BLL reserves the right to inspect the food materials at BLL's Canteen at random basis and also inspect the goods being cooked against our Purchase Order at any stage of cooking / distribution at our premises.
- HR Personnel will examine the quality of raw materials and cooked food every day and the successful tenderer will be liable to show the same as and when required.
- The supplied raw materials should be of the best quality, which will be checked by our Canteen Authority. In case any item is found to be of sub-standard quality, which, according to our Canteen Authority is not consumable, the same would be rejected and the said material shall have to be replaced immediately.

**PAYMENT TERMS:**

- The Company preferred payment terms would be 90 days from the date of submission of bill. Tenderers may give their options, but who-so-ever accepts our payment terms or allows higher credit period shall be given advantage.
- Bills along with a statement of actual number of meals served at Switchgear and Mayurbhanj Works is to be submitted to the canteen section under HR Division once in every fortnight, which is to be certified by them on the basis of actual attendance of diners for further processing for payment.

**QUANTITY VARIATION:**

- The Company reserves the right to increase/decrease the order quantity to the extent of (+/-) 25% of the original ordered quantity at our sole discretion, at same rate and terms.

**VALIDITY OF CONTRACT / EXTENSION**

- Validity of Contract is one (1) year from the order date or the date mentioned as effective date in the order (The effective date may be changed as decided by the Management).
- The Company reserves the right to extend the order, if situation so warrants, for a period of three months after expiry of the order, at the same rate, terms & conditions.

**QUALITY ASSURANCE AND CONTRACT TERMINATION**

- The contract will be given to L1 party among the parties who will qualify in the Technical Bid. While executing the order continuous monitoring on quality of food and services will be done. Biecco Lawrie Limited reserves the right to cancel the order on quality ground at any point of time given one month's notice. In such case the differential value of the order for the balance period will be calculated on the basis of L2 (-) L1 price and such amount will be deducted from Security Deposit and / or balance due for payment.



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- Empanelment of vendor will be made on the basis of L1, L2, and L3 price. Order may be given to L2 / L3 depending on the situation or cancellation of order for L1.

**STOCK HOLDINGS:**

- To enable to render prompt service as well as to meet any urgent additional requirement of BLL, the successful tenderer shall keep certain stock (to be mutually fixed for each time) for immediate delivery.
- The successful tenderer will be liable to maintain the stock of the items provided by the company at the time of commencement of the order. Any shortage of the above for mishandling by their person would be replaced by them or cost of the item as determined by the Company will be deducted from the outstanding bill.
- The cooking material / vegetables etc. will be kept under your lock and key. Company will not be liable for any shortage/ theft of the same. The successful tenderer will maintain a stock book for each item, which can be checked by our Canteen Authority as and when required.

**RISK PURCHASE CLAUSE:**

- If you fail to execute the order, BLL will procure the materials from some others source to cater requirement in time. The extra cost involved to be incurred by Supplier otherwise it will be deducted from your outstanding bills / Security Deposit.

**EARNEST MONEY DEPOSIT (EMD)**

- An Earnest Money amounting to **Rs. 25,000/-** (Rupees **Twenty-five Thousand** only) payable by Cash or by way of Demand Draft drawn in favour of “**BIECCO LAWRIE LIMITED**” payable at **Kolkata** shall have to be deposited in the Company’s Cash Counter located at P-54, Hide Road, Kolkata - 700088 between 10.00 A.M. and 1.00 P.M. from Monday to Friday and between 10.00 A.M. and 12.00 Noon for Saturday prior to submission of the tender papers. **Payment by cheque will not be accepted.** Tender paper received without EMD will not be considered.
- The Earnest Money Rs. 25,000/- of the successful tenderer shall be adjusted with Security Deposit, the same shall be interest free and is refundable after expiry of contractual period on application for refund.
- The Earnest Money Rs. 25,000/- of the unsuccessful tenderers shall be refunded by cheque after finalization of the tender on application for refund of the same.



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**SECURITY DEPOSIT:**

- An amount of Rs.50,000/- to be kept as Security Deposit by the successful tenderer. The Earnest Money Rs.25,000/- of the successful tenderer shall be adjusted with the Security Deposit and balance Rs.25,000/- shall have to be deposited by Cash or by way of Demand Draft drawn in favour of “**BIECCO LAWRIE LIMITED**” payable at **Kolkata**, in the Company’s Cash Counter .
- Security Deposit shall be interest free and is refundable after expiry of contractual period on application for refund.

**The Company reserves the sole right to accept or reject all or any tender or split the contract, increase / decrease the quantity or even cancel whole or part of the quantity without assigning any reason whatsoever. The decision of the Company shall be final & binding on the tenderer(s).**

**Canvassing in any form would disqualify your quotation for consideration.**

**ARBITRATION:**

- Any dispute of any nature whatsoever or regarding any right, liability act, commission or account of any of the parties hereto arising out of or in relation to this order shall be referred to the sole arbitration of the Managing Director of Biecco Lawrie Limited or of some other Officer of BLL who may be nominated by the said Managing Director.
- The award of the arbitrator so appointed shall be final and conclusive and binding on all parties to the agreement/standard Terms and Conditions relating to **Tender No BLL-PT-001/2008-09 dt. 25.04.08**. Subject to the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or reenactment thereof.

**JURISDICTION:**

- The Courts in the District of 24-Parganas (South) in West Bengal alone shall have jurisdiction to entertain any suit, application or other proceeding in respect of any claim or dispute arising under this agreement / standard Terms and Conditions relating to this order.

**FORCE MAJEURE CLAUSE:**

- No force majeure clause will be applicable.



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**A. GUIDELINES FOR SUBMISSION OF TENDER**

- 1 Tender Form will be available against payment of Rs. 200.00 (Two Hundred Only)
- 2 Tender documents may also be downloaded from Company's website [www.biecco.gov.in](http://www.biecco.gov.in) for submission of offer.
- 3 All parties may collect the Tender Form from the Cash Counter of the Company located at P-54, Hide Road Extension, Kolkata - 700 088 against payment of Rs. 200.00 (Two Hundred only) in Cash / Bank Draft in favour of BIECCO LAWRIE LIMITED payable at Kolkata or download the same from the above website and submit their tender within the due date as mentioned above. Parties who will download the tender from the website should submit a Bank Draft for Rs. 200.00 in favour of BIECCO LAWRIE LIMITED payable at Kolkata along with the tender.
- 4 Tender should be accompanied with Xerox copy of the valid Trade Licence, Sales Tax / VAT clearance certificate, Income Tax clearance certificate/Return, Service Tax Registration Certificate, ESI Code No. provided by the authority, PF Registration No. etc otherwise quotation may not be considered.
- 5 Tender Form (Techno Commercial Bid (TCB) and Price Bid (PB) will fill correctly in ink. Over writing must be avoided. All corrections should be clearly scored out and initialed (signed). Otherwise tender may not be considered
- 6 The mode of submission of tender in Two part. Techno Commercial Bid should be in one sealed envelope superscribed with Techno Commercial Bid , Tender No. & Due date and Price Bid in another sealed envelope superscribed with Price Bid , Tender No. & Due date .Both the above sealed envelope should be put in another envelope superscribed with "Tender for Daily Distribution of Cooked / Dry Food and Hot Tea " , Tender No. & Due Date duly sealed in and shall be addressed to **Deputy Manager (Purchase), BIECCO LAWRIE LIMITED, P-54, Hide Road Extension, Kolkata - 700 088.**



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**TECHNO COMMERCIAL BID**

SL NO	DESCRIPTION		DETAILS
1	Name of the Company / Firm		
2	Type of Company / Firm	Proprietary / Partnership / Company / Co-operative Society (Necessary documents to be provided other than Proprietary Firm)	
3	Address		
4	Telephone / Mobile No.	Telephone No.	
		Mobile No.	
5	Name of the Contact Person with Designation		
6	Details of Trade Licence (Xerox copy of the Licence to be enclosed)	Trade Licence No.	
		Issued on	
		Issued by	
		Valid till	
7	VAT Registration No.		
8	VAT / Sales Tax Clearance Certificate (Xerox copy of the Certificate to be enclosed)	Certificate No.	
		Issued by	
		Charge / Section	
		Issued on	
		Valid till	



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SL NO	DESCRIPTION	DETAILS
9	<b>Income Tax PAN No.</b>	
10	<b>Contractor Licence No.</b>	Certificate No.
		Issued By
		Issued On
		Valid till
11	<b>Whether you are Registered for Service Tax.</b>	Yes / No
	<b>If Yes, give details</b> (Xerox copy to be enclosed)	Service Tax Registration No.
		Date of Registration
		Issued by
12	<b>Detail of ESI Registration</b> (Xerox copy of Registration & last deposit Challan to be enclosed)	ESI Registration No.
		Date of Registration
		Last date of deposit Challan
13	<b>Detail of PF Registration No.</b>	
14	<b>No. of employees working in your Company / Firm.</b>	Supervisor
		Skilled Employee
		Unskilled Employee
15	<b>Detail of experience of operation</b> (Preferred Engineering Industry Canteen) (Enclose the details of experience / order)	No. of years of experience
		No. of Manpower handled with.
		Size of Canteen. (i.e. No. of employees availing meal at one time)
		No. of employees to whom tea served per shift / per day.



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SL NO	DESCRIPTION		DETAILS
16	Lead Time require to start the canteen operation if you are selected.		
17	<b>QUALITY OF THE RAW MATERIALS / SPICES TO BE USED FOR COOKING THE FOOD.</b>		
	<b>Items</b>		<b>Approved quality</b>
	Rice		Superfine Quality
	Dal	Musur Gota	Good Quality / Equivalent
		Mug	Reputed Good / fresh Quality
		Chola	Fresh Quality
		Matar	Fresh Quality
		Arhar	Fresh Quality
	Mustered Oil		Reputed Good Quality
	Spices		Reputed Good Quality
	Tea Leaves		Reputed Good Quality
	Milk		Reputed Good Quality
	Milk Powder		Reputed Good Quality
	Fish		Ruhi / Katla / Hilsa
	Egg		Deshi / Poultry
	Papad		Reputed Good Quality
	Vegetable		Fresh Green Vegetable
Fruits		Fresh Quality	
Sweet (Rossogolla)		Standard size available in market @ Rs. 2/-	
Curd (Sweet / Sour)		Testy & Fresh	

**NB: Hilsa to be provided at least 3 working days during the season of availability of Hilsa.**



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**DECLARATION**

I / We on behalf of .....accept the above mentioned guidelines and also give an undertaking that I / We will provide Quality Food and Hot Tea to the employees of the Company's Switchgear and Mayurbhanj Works as stated in the tender form.

An Earnest Money of **Rs. 25,000/-** (Rupees Twenty-five Thousand only) has been paid in Cash / Bank Draft (details given below): -

<b>Money Receipt / Bank Draft No. .... Dt. ....</b>
<b>Name of the Bank .....</b>
<b>Signature .....</b>
<b>(Company Seal)</b>
<b>Designation .....</b>
<b>Company's Name .....</b>
<b>Address .....</b> ..... .....
<b>Telephone No. ....</b>



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**CHECKLIST FOR SUBMISSION OF TENDER**

SL NO	DESCRIPTION	SUBMITTED (YES / NO)
1	TENDER DOCUMENT FEE -Rs. 200/- (IF DOWN LOADED)	
2	EARNEST MONEY DEPOSIT –Rs. 25000/-	
3	DECLARATION FORM SIGNATURE WITH STAMP	
4	TECHNO COMMERCIAL BID	
5	TRADE LICENCE	
6	SALE TAX CLEARENCE CERTIFICATE	
7	VAT REGISTRATION	
8	CONTRACTOR LICENCE NO.	
9	PAN NO.	
10	SERVICE TAX REGISTRATION	
11	ESI REGISTRATION CERTIFICATE	
12	PF DETAILS	
13	DETAILS OF CUSTOMER REFERANCE	
14	PRICE BID	



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**PRICE BID**

A) We give below our rate for a period of 12 (twelve) months.

SL	PARTICULAR	UNIT	RATE / UNIT (Rs.)
1	DRY FOOD	Per Meal	
2	COOKED FOOD	Per Meal	
3	DIABETIC FOOD	Per Meal	
4	<b>AVERAGE RATE OF SL NOS 1, 2 &amp; 3</b>	Per Meal	
5	HOT TEA	Per Cup	

**NB: Please quote the rate in the box as per menu mentioned above.**

B) Cost break up of the rate quoted:

Sl.	Particulars	PER MEAL			PER CUP
		DRY FOOD	COOKED FOOD	DIABETIC FOOD	HOT TEA
1	Material Cost				
2	Labour Cost				
3	Overhead Cost				
4	Other Cost - if any please specify				
5	Profit				
<b>Total</b>					

**NB: Please submit the Tender in a sealed envelope super scribing the Price Bid, Tender No. and Due Date.**

Date:

(Signature with Company's Seal)