

Ind-Swift Laboratories Ltd: Chandigarh

Tender Notice: Covering Note

Inviting Quotations for factory "Canteen cum Mess"

Ref: ISLL/HR/TN/2018/3

8th September 2018

Ind-swift Laboratories Ltd is a global manufacturer of APIs/Formulations. We have factories spread across North India. For our flagship plant at Derabassi we are in requirement of a competent canteen operator to run "Factory Canteen cum mess" in plant as per below chart.

This tender is to invite applications for providing quotations to operate canteen cum mess in our large scale pharmaceutical manufacturing factory at Derabassi, Punjab.

The details of application procedure and eligibility conditions may please be referred in this document or the applicants may send any other "Query Mail" to akashdeep.sharma@indswiftlabs.com.

Quotations are to be sent in accordance with requirements by 30th September 2018. Invitation for meetings will be sent based upon quotations from 1st October 2018 onwards.

| Details of Factory | | |
|----------------------------------|--|-------------|
| Strength of Employees in Factory | On Roll | 1100 |
| | Off Roll | 600 |
| | Total | 1700 |
| Address | Ind-swift Laboratories Ltd, API Plant, Village Bhagwanpur, Barwala Road, Derabassi | |

| Meal | Number of Meals Per Day |
|--------------|-------------------------|
| Break Fast | 250 |
| Lunch | 400 |
| Dinner | 50 |
| Total | 700 |

| | Number of Tea Per Day |
|-----|-----------------------|
| Tea | 2500 |

1. There is an average daily consumption of about 250 Samosa and 60 Namkeen Mathi
2. There is a consumption of about 225 Liter of Milk/Month in inter-office pantry
3. There is also a consumption of about 250 Meals per month for Guests
4. Any other food items & beverages can be sold by vendor inside canteen at Maximum Retail Price.

Factory shall be providing following amenities to canteen contractors-

1. Fuel @ 1 Cylinder/Day shall be provided by company (Value of Rs 12,400/Month)
2. Electricity, water and steam shall be provided by company at 0 cost to contractor
3. 2 Labor from 6 AM to 6 PM will be provided by company for housekeeping purpose

In light of above stated points, canteen operators are invited to send us the quotations.

Requirements from the Contractor-

The transporter sending quotation for the tender must qualify following criteria to be eligible for participation-

1. Applicant contractor should be actively handling the canteen/mess of large scale organizations in Manufacturing or Service Sectors. It should also have a recognized list of active clienteles in regions of applying the services.
2. Coal charged Bhatti is not allowed in our canteen/mess.
3. Utensils and all other cooking/serving equipment will be from canteen contractor
4. Minimal daily deployment of manpower in canteen is 14 man-days per day, that can go high based upon contractor's management or factory's requirements.
5. The contractor should have following mandatory documents ready to be send along with quotations.
 - Constitution of the firm
 - Certificate of Incorporation / Registration
 - Company profile
 - Address proof of registered office
 - PAN Number of owner/director and Firm
 - TAN of Firm
 - Relevant registration to operate as canteen contractor / FSSI License or Registration
 - GST Registrations certificate

Standard competitive limits within which the quotations are to be sent are given below-

1. Per Meal @ Rate below of Rs 38
2. Per Samosa @ Rate below of Rs 7
3. Milk @ Rate below of Rs 47/liter
4. Per Namkeen Mathi @ Rate below of Rs 6
5. Per Tea cup @ Rate below of Rs 4

Lower the quotations, higher will be chances of qualifying the Tender.

For any queries, contact details provided in end of Tender may please be approached.

Process flow of tender-

The tender is announced to be open from the date of its publishing i.e. 8th September 2018 and will remain open till 30th September 2018. Therefore, the quotations will be received till 30th September 2018.

The quotations can be sent over the mail or in hard form to company's registered office (address details are mentioned in last section of this paper).

The quotations are to be sent along with the mandatory document's checklist as prescribed above in this paper.

After receiving the quotations, organization will start sending “Invitation to Apply (ITA)” to selected service providers. ITA will provide a date and time to vendor on which meeting with Organization’s HR Head will be conducted to discuss the proposition.

On qualifying all the criteria, contractor and organization will run in a formal agreement valid for 1 year (with renewable clauses). All terms and conditions pertaining to the deployment of buses, billing of services and arbitration will be written in Agreement.

Only the most competitive quotations (economically) and most competitive vendors (credentials) will be sent ITAs to discuss the proposition with us, therefore the vendors are required to send rational and optimal quotations for best chances of selection.

Send quotations on following IDs

Mr Akashdeep Sharma
Manager- Corporate HR & OD Interventions
akashdeep.sharma@indswiftlabs.com
Contact Number – 9915752168 , 0172-2730504 (Ext-406)

Mr Atul Kr Chaubey
Group HR Head
atul.chaubey@indswiftlabs.com
Contact Number – 9814001246

Address to send queries OR Quotations –

Akash Deep Sharma
Manager - Corporate HR & OD Interventions
Ind-Swift Laboratories Ltd.
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**Issued by Ind-Swift Laboratories Ltd for open vendor from Registered office of Chandigarh
on 8th September 2018**