

HR/06/2026/455/240

Date : 12-05-2026

TENDER NOTICE

Sub: **Tender for Operation of Industrial Canteen** in KEL EML Kasaragod – on contract-Reg.

Sealed quotations are invited for providing food to 100 people (approximately) from experienced individuals /institutions/organizations having statutory compliance of

1. Provident Fund Registration.
2. ESI registration or any other equivalent facility complying to workmen compensation Act.
3. Valid Contractors Registration Certificate under sub section (2) of section 7 of the Contract Labour Act 1970.
4. GST Registration

For carrying out the **Operation of Industrial Canteen** in KEL EML Kasaragod on contract basis for a period of one year, in the premises of KEL Electrical Machines Limited, Bedradka.P.O. , Kasaragod. **The minimum crew size shall be 1 cook, 3 suppliers and 1 helper.**

Facilities for carrying out the work shall be provided by the company free of cost. Materials/Consumables also will be supplied by the company. The successful bidder will have to ensure man power for the timely execution of the work assigned.

- **Last date for purchase of Tender Forms** : 22nd May 2026 12.00 Noon
- **Last Date of Submission of Tender** : 22nd May 2026 02.00 PM
- **Tender opening Time** : 22nd May 2026 03.00 PM
- **Cost of Tender Form** : Rs. 250/-
- **EMD** : Rs.1,000/-

The successful bidder will have to provide man power to carry out the cooking at the destined place and time and arrange to serve the same at the appropriate places specified by the company with the facilities and Materials/Consumables provided by the company.

Terms and Conditions

1. The bidders shall possess valid Permanent Account Number as well as GST Registration with the Central Excise.
2. The Bids are to be submitted in the prescribed Bid Forms obtained from the company.
3. The Bid forms can be had from the company between 10 AM and 4 PM on all working days. The Bidders shall invariably attach a refundable EMD (Ernest money deposit) of Rs. 1,000/- by DD/NEFT (DD in favour of KEL Electrical Machines Limited) and the payment receipt shall be attached along with the quote.
4. The successful bidder will have to remit security deposit/bank guarantee with the company for award of the contract.(Rs. 1 Lakh + 7.5 % of the amount exceeding Rs 10 Lakhs)
5. The successful bidder will have to execute an agreement in stamp paper worth Rs. 200/- for providing the services envisaged in the contract.
6. The payment of wages and statutory benefits due to the labour employed for executing the contract is the sole responsibility of the contractor and it shall not contravene with any law or regulations prevailing in this respect.
7. Tenders without EMD will be rejected immediately.
8. The company reserves the right to reject any or all the quotations so obtained and opened without assigning any reason what so ever.

For detailed enquiry please get in touch with the company in the above address/Ph No : 8547348072 / 9447454158

For more details please VISIT our website- www.keleml.com



HEAD-HR

TERMS AND CONDITIONS

1. The period of contract will be for 1 year from the date of contract.
2. There is no separate contractor's margin payable by the company.
3. HEAD-Human Resources or any other authorized representatives shall always have the right to inspect the canteen operations and also have right to give necessary directions as and when, if required.
4. The Contractor has to ensure that the labour deployed by them shall be paid at par or better with the minimum wages as per the latest notification from the Government.
5. The Contractor shall maintain registers and records as stipulated in the Contract Labour Regulation and Abolition Act 1970 with applicable amendments, if any, and to be made available for inspection by Head HR on demand.
6. Entry passes shall be issued to the Contractor against request along with 2nos passport size photographs for every person deployed by the Contractor to carry out the work. The passes so issued in the name of the Contractor, is to be provided to the labour deployed by the Contractor for enabling entry into the premises. The permissions given to the Contractor and his labour will cease on completion of the period of contract or on termination of contracts as contemplated in clause No.9 below and the pass issued to the Contractor shall be returned thereupon.
7. The Contractor must keep the canteen always clean and in good condition. The detailed schedule of work timings is in the annexure 1 attached. However, the company reserves the right to alter the timings of the work if felt necessary during the tenure of the contract.
8. The monthly amount agreed upon in the contract for engaging workers will be paid by 7th working day of the succeeding month. During the currency of this contract no enhancement will be allowed.
9. The Contractor shall have to carry out the work in strict compliance and discipline with the terms and conditions herein, failing which the company will have the right to make alternate arrangement at the risk and cost of the Contractor. Notwithstanding the above, the company will have the right to terminate the contract at any time within the above period of One year , after giving 15 days notice to the Contractor.
10. The Contractor shall give one-month notice to the company in the event of terminating the contract before the contract period of one year failing which, they shall be liable to pay the company, damages of ₹10,000/-minimum and maximum to the extent of damage caused to be decided by the company. It will also be subjected to other penal actions as found necessary by the company. The decision of HEAD (Human Resources) KEL EML, shall be final and binding in this matter.
11. The Contractor shall deploy the labour as per the schedule of times (Annexure 1) and shall execute the work without causing any inconvenience to the staff / workers on Job.
12. The waste shall be reduced to the minimum possible in all activities and shall be disposed off by the Contractor. Any clarity/suggestions/Directions required shall be obtained from the company. The company will give all amenities required as felt necessary by the company and Contractor should ensure safe and sensible use of these till the same is returned /new equipment provided. Any damage caused to the above items willfully or by negligence in excess of normal wear and tear shall be compensated by the Contractor.
13. Plastic waste shall be segregated separately and may be handed over to Harishakarma Sena on monthly basis.

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14. The official instruction of the HR Department and Canteen Committee shall be solely binding on the Contractor.
15. The company reserves the right to impose fine on the Contractor if the canteen is not keeping the standards of quality fixed as per this agreement.
16. Upon termination of the contract as per clause No.9 above/ upon expiry of the period of contract, the Contractor shall ensure that he has surrendered all the tools, tackles etc. to the company. Any loss sustained by the company owing to fault of Contractor/his labour shall be recovered from his security deposit. The decision of the company shall be final on this matter.
17. The Contractor shall bring in the labour for carrying out the work assigned and shall take them back as and when the period of contract is over/ terminated. The Contractor is solely responsible for their labour and their service conditions. The canteen employees will be engaged and paid by the Contractor and they shall not be considered as employees of the company under any circumstances. The company reserves the right to refuse admission to any/ all of the labour deployed by the Contractor at any time without notice or without assigning any reason thereof if felt necessary. In the event of such a situation the Contractor will have to provide alternate arrangement without causing any inconvenience to the company. The Contractor will be solely responsible for any losses for non-fulfillment of work and company will have the right to make alternate arrangement and the expenses incurred is recoverable from the amounts due to the Contractor including the security deposit.
18. All the statutory obligations regarding the labour deployed shall be borne and complied by the Contractor.
19. The Contractor shall deploy only healthy persons for carrying out the work. The Contractor shall maintain the medical fitness certificate of the employees engaged stating that they are not having any contagious disease. The Contractor's employees should be neatly dressed in Pants and Shirt as per the local custom acceptable to the company.
20. The company will not stand guarantee to any debt incurred by the Contractor to outside parties in his personal capacity or as a Contractor of the company.
21. The Contractor shall hold the company harmless and indemnified against all claims for damage (inclusive of legal costs in this connection) whether arising as a result of personal injury or death (irrespective of whether such a claim arises in accordance with the provisions of the workman's compensation Act 1923 or other statutes in force during the currency of this agreement or otherwise) or any damage to any property-by accident, negligence or otherwise – arising out of and in the course of continuance of this agreement.
22. The Contractor shall deposit a security deposit fixed by the company towards guarantee for the satisfactory fulfillment of the contract with the company, free of interest. Alternatively, he can produce a guarantee for equivalent amount from the outstanding with the company.
23. The Contractor and his employees shall be bound by the rules and regulations of the company in the matter of discipline and cleanliness.
24. The Contractor has to provide labour for carrying out the work on all working days of the company.
25. The Contractor has to carry out the work for all the 3 shifts, holidays including Sundays when demanded by the company.
26. Losses caused to the company property due to the lapse/negligence of the employees of the Contractor, if any shall be recoverable from the amounts due to the Contractor.
27. Registers shall be properly maintained as record of work done which shall be authenticated by the officer in charge of the section and deposited at the HR department every day.
28. The company will have the right to alter the timings of the work if felt necessary.

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29. If it is noted that the work is carried out unsatisfactorily and the directions given for improvement are neglected willfully / otherwise, the company reserves the right to take appropriate action including the termination of the contract and recover the losses incurred from the Contractor's security deposit / monthly bills payable by the company.
30. The Contractor shall furnish a list of his employees with details such as their names, age and permanent address etc. and intimate the changes if any from time to time.
31. The Contractor shall produce the required licenses to the company on demand /before commencement of the contract.
32. Any dispute between the company and the Contractor or any issue relating to the contract is subject to the jurisdiction of the court of Kasaragod only.
33. Any working arrangement which may be required beyond the scope of the contract shall be effective only after issue of suitable amendment to the subject contract by the Management.
34. Any major disputes or genuine grievance of the Contractor other than the day to day problems in carrying out the contract shall be brought to the notice of the HEAD Human Resource, KEL EML, Kasaragod and his decision will be final and binding on the Contractor.
35. In an emergency situation, Company reserves the right to freeze the operation of the contract and to make alternate arrangements without any advance notice and no damages for premature closure of contract is payable to the Contractor.
36. The Contractor representative shall be present during the operational hours for discharging his contractual obligations.
37. The Contractor's representative has to contact the company representative on a daily basis for proper co-ordination with the management.
38. The company reserves the right to approve the menu from time to time and the Contractor shall have to comply with the same.
39. The company reserves the right to cancel this tender at any time without notice.
40. Minimum 2 Years experience in running Canteen at an Industry (Government Sector) is preferred.

for KEL ELECTRICAL MACHINES LTD


HEAD HR

KEL Electrical Machines LTD, Kasaragod

ANNEXURE-I

SCHEDULE OF TIMINGS TO SERVE FOOD ARTICLES

Morning – Tea with small eats To be served in the factory

Shop-floor	: 9.00 AM	To	9.15 AM
Office	: 9.15 AM	To	9.30 AM

Noon -Meals: To be served in the canteen dining hall

Shop-floor	: 12.00 AM	To	12.30 Noon
Office	: 12.30 PM	To	1.00 PM

Evening – Tea with small eats: To be served in the factory

Shop-floor	: 2.00 PM	To	2.30 PM
Office	: 2.30 PM	To	3.00 PM

Further any timing /changed time prescribed by the company from time to time and the above timings are subjected to change as desired by the company.

for KEL Electrical Machines Limited


HEAD-HR

KEL Electrical Machines Ltd.,Kasaragod

ANNEXURE – II

SL NO	ITEMS	AVERAGE QUANTITY (To be cooked & served)
1.	<u>MEALS</u>	
	a) Rice	750 Gms
	b) Sambar/Paripukari/Pulissery	100 ml
	c) Thoran	20Gms
	d) Avial/Kachambar	20Gms
	e) Butter Milk/Rasam	50Ml
2.	<u>TEA</u>	150 MI
3.	<u>SNACKS</u>	
	a) Ela ada	50 Gms
	b) Pazhampori	50 Gms
	c) Boiled Banana	50 Gms
	d) Pappadavada	1 No
	e) Neyyappam	40 Gms
	f) Cake/Samoosa	50 Gms
	g) Parippuvada	40 Gms
	h) Sugian	40 Gms
	i) Kozhukatta	50 Gms
	j) Chappathi	50 Gms
	k) Iddly	50 Gms
	l) Undampori	50 Gms
	m) Uzhunuvada	50 Gms
	n) Ullivada	50 Gms
	o) ThariUnda	40 Gms
	p) UppuMavu	50 Gms

The quantity, the combination and snacks are subjected to change as desired by the company.

for KEL Electrical Machines Limited


HEAD-HR