Notice Inviting Tender

Sealed quotations are hereby invited for running of Canteen Services in Hospital premises. as per schedule mentioned below for list of items at annexure-VI.

The intending participants are advised to examine and to satisfy himself regarding the eligibility criteria before applying. The tender document be downloaded from the Govt. Website http://www.delhigovt.nic.in/tender.

The tender document complete in all respects may be put in tender box placed in the office of the undersigned, 2nd floor before last date and time of submission.

Late tenders will not be entertained and the Department will not be responsible for any delay.
The tender have been invited under 02 bid system- Technical and Price Bid. Medical Superintendent reserves the exclusive rights of cancelling the whole or part of a tender without assigning any reason.

(DR. REKHA AGRAWAL)
MEDICAL SUPERINTENDENT

Copy to the following with the request to ensure displaying of Tender Notice on Notice Board of their institution.

01. Medical Superintendent- DDU,RTRM,ASBH, GGSGH, SVBPH, SGMH, Dr. BSAH, BMH, AAAH, BJRMH, Dr. HAS.
02.CDMO- West, South West..
03.Notice Board, SDDMSC

(DR. REKHA AGRAWAL)
MEDICAL SUPERINTENDENT
Sealed tender quotations are hereby invited for providing Canteen Services in SDDMSC, Dabri, Nasirpur, New Delhi-45 for items as per list enclosed (Annexure-VI) under two bid system i.e. TECHNICAL BID & PRICE BID. The work will be awarded initially for a period of one year & can be extended further up to one year on mutual consent but on the same terms & conditions and enhanced license fee as stipulated in the Tender document provided the services have been found upto the satisfaction of the Hospital Authorities.

Tender form can be downloaded from the Delhi Govt. Website www.delhi.govt.nic.in/tender

The tender (Technical bid) will be opened on 22/06/2015 at 2:30 p.m. by a tender opening committee constituted by the Medical Superintendent in the presence of tenderer or their authorized representatives who may wish to be present and will sign a register evidencing their presence.

**INSTRUCTIONS:**

- Agency / Firm intending to participate must ensure completion of all terms & conditions before submitting the tenders.
- Covering letter must mention details of enclosures with page no. thereof.
- Tenders have been invited under two bid system i.e. TECHNICAL BID & PRICE BID.
TECHNICAL BID
Must contain the following documents and all documents should be self attested:

1. Duly filled and signed tender document as per Annexure -I.

2. Earnest money deposit of Rs 20,000/- (Rs. Twenty Thousand Only). EMD will be valid for 15 months from submission of bid. In the form of Bank Guarantee/F.D.R.

3. Self declaration by the proprietor if he is himself signing the tender document or authorization from proprietor/owner to sign the tender document in case owner/proprietor is not signing the tender document. In case of partnership, the letter of authorization to sign the tender document signed by all the partners should be submitted. Copy of partnership deed should also be submitted. In case of Limited/Pvt. Limited firm, resolution of board of directors where exists should be signed by all the director to sign the tender document should be submitted along with certificate of registration of the firm (certificate of incorporation).

4. PAN - Photocopy duly attested.

5. Service Tax No. – Self attested photocopy of certificate issued by the competent authority, if applicable.

6. Performance Certificate issued by the appropriate authority as per Annexure -IV (Atleast for the duration of one year) alongwith Award letter/Copy of Agreement with supporting documents.

7. Undertaking on Non Judicial stamp paper of Rs. 100/- as per (As per Annexure-II).

8. Undertaking on Non Judicial stamp paper of Rs100/- mentioning about Blacklisting debarring of firm, conviction by any Court of Law, pending court case, if any (as per Annexure-III).

9. Copy of Registration under Contract Labour Act, if applicable.

10. Copy of EPF Registration, if applicable.

11. Copy of ESI Registration, if applicable.
Rates must not be mentioned in the technical bid failing which tender will be automatically cancelled. If any of the conditions mentioned above is not applicable to a prospective Bidder, it must be clearly stated on the letterhead of the firm. Tenders not accompanying the desire documents, will be liable for rejection.

The documents should be submitted physically in the “Tender-Box” kept outside the Office of the Medical Superintendent, Second floor, before 2:00 PM on 22/06/2015 in a sealed envelope duly written/superscripted TENDER FOR CANTEEN SERVICE.
PRICE BID
It must mention only PRICE OFFERED (License fee) for the services for one year. The rates must be both in figures as well as in words without any cutting or erasing in a legible writing preferably typed. (As per Annexure-V).

BID EVALUATION & AWARD OF CONTRACT:
Initially only the technical bid will be opened & evaluated as per terms & conditions Price bid will be opened only of those agencies who have technically qualified & the agencies will be informed in this regard by post/telephone.

The contract will be awarded to the agency who has offered the highest license fee and the agency will be informed through Letter of Offer by Registered Post. The bidder shall submit the acceptance of award within 7 (Seven) days of issue of Letter of Offer failing which it will be presumed that the bidder is not interested in the award and his EMD will be forfeited.

The awardee will have to enter into an Agreement within 15 days of acceptance of award on stamp paper of Rs.100/-, the cost on this account will have to be borne by the bidder.

VISIT TO THE DEPARTMENT:
The prospective bidder before applying may visit the department to have the first hand knowledge of the available premises, operating system and quantum of business. It will be assumed that the bidder has undertaken a visit to the department before submitting the Bid.
VALIDITY OF THE CONTRACT:

The award will initially be for a period of 12 months from the date of award, extendable by one more year. The department reserves the rights to curtail or extend the contract depending upon the performance of the contractor. The extension will only be considered if the performance of the agency has been found to be satisfactory and on same terms & conditions and on mutual consent after enhancing the license fee by at least 10% of the existing license fee.

RESPONSIBILITIES OF THE CONTRACTOR:

- To maintain clean and hygienic atmosphere within the Canteen premises.
- To display the rates prominently and not to charge more than the fixed rates both for the staff and the public.
- To get medical examination of the workers engaged.
- To get Police Verification of the workers engaged.
- To obtain and fulfill all the obligations and legal liabilities under the Contract Labour Act, Minimum Wages Act and other appropriate Laws, applicable from time to time.
- No child labour will be engaged.
- Termination of Contract: The contractor may subject to approval by the Authority/Hospital/Department, terminate this contract before the expiry of the term by giving the Authority/Hospital/Department a prior and written notice at least 3 months in advance indicating its intention to terminate the contract.
TERMS & CONDITIONS

1. The tender form should be filled in legible handwriting or typed without any cutting/over writing / erasing.

2. Each page of Tender must be signed with seal of the agency.

3. **The minimum license fee has been fixed as Rs. 37200/- (Rs, Thirty two Thousand and Two Hundred Only) for one year.**

4. **The license fee has to be deposited in advance on quarterly basis. A penalty of Rs.100/- per day will be imposed on account of late deposition of license fee upto a maximum of Rs.1000/- for every quarter after which the contract will be cancelled and EMD forfeited, if so desired.**

5. The license fee offered should be written in words as well as in figures in a legible handwriting preferably typed.

6. The tender should be accompanied with E.M.D. in the form of Bank Guarantee/FDR worth Rs. 20,000/- (Rupees Twenty thousand only) drawn in favour of Medical Superintendent, SDDMSC, Dabri, ND-110045. It will be retained as security deposit till the period of award in case of the agency which has been awarded the contract. The EMD of the unsuccessful bidder (s) will be refunded after 15 days of the award of the contract.

7. Agency should have at least one year experience of providing Canteen services in Govt. or Pvt. reputed hospital / company / Institution. Performance Certificate issued by appropriate authority should be enclosed (As per Annexure-IV). **Self experience will not be considered.**

8. The tenderers will have to abide by the Minimum Wages Act and the Contract labour Act as applicable from time to time for the workers employed by him. Liabilities on account of Bonus, Gratuity, PF and ESI etc, if applicable will have to be borne by the tenderer.

9. The canteen will be open to general public and staff and the rates will be displayed prominently. However, no subsidy will be provided by the Hospital Administration. Charging of rates higher than those prescribed will be treated as breach of the terms and conditions, award will be cancelled, agency black-listed and EMD forfeited.
10. The canteen will be run from 7.00 a.m to 11:00 p.m. with the specified Lunch Hour and Dinner Timings to be decided by the Administration in consultation with the awardee. Tea, Coffee and Snacks should be available at all the times.

11. Only gas based cooking will be allowed and cylinder etc. will have to arranged by the contractor at his own cost. Electricity must not be used for cooking. The Gas connection must be commercial.

12. All raw material procured should be of good quality and Agmarked. Vegetables should be fresh and good quality. The same has to be approved by the Canteen Committee. A good quality branded refined oil must be used for cooking. Vanaspati Ghee will not be allowed for cooking at any cost.

13. All utensils, furniture and equipments will be arranged by the tenderer at his own cost.

14. The tenderer should assess the volume of business by himself & there will not be any guarantee for any minimum or maximum quantum of business.

15. Any dues against the customers will be at the risk of contractor and hospital will not be responsible.

16. Only sale of cooked food and readymade food and soft drinks etc. will be allowed. Sale of Alcoholic drinks and smoking in the premises are strictly prohibited. The licensee shall not bring or cook anything, which may hurt the religious feelings of any community.

17. The contractor will arrange soap, towel etc. at the wash basin at his cost.

18. Electricity expenditure will be borne by the contractor on the basis of the reading of the sub-meter which will be arranged and got installed by the hospital. Charges are to be deposited on monthly basis as per the sub meter before 10th of the every month.

19. Hospital will provide free water for the canteen.

20. Any damage to the hospital property/Fixture will have to be rectified/ replaced by the contractor.

21. The licensee will have to present himself before the Medical Superintendent or his authorized representative as & when required. -

22. The number of persons employed should be adequate to provide quick, clean and efficient service. They should be medically examined from time to time. Urine and stool examination to be carried out and de-worm course to be given every 6 months. Any person found medically
unfit should not be allowed to work. All workers will wear clean uniform and caps and the cost on this account will be borne by the contractor.

23. For any breach of terms and conditions on part of contractor, the Medical Superintendent, will be fully empowered to impose penalty to the extent of Rs. 500/- (Rs. Five hundred only) each time and forfeit the security money beside termination of the contract if there is frequent violation.

24. The licensee shall abide by the Rules and orders issued by the Medical Superintendent or any other authority under the Law.

25. Addition/Alterations/Modifications in existing canteen premises is not permissible without prior approval of the hospital authority.

26. Sub letting of any kind any forms is not permissible. If found, action will be taken as deemed fit including forfeiting of security deposit and termination of contract.

27. Medical Superintendent or member(s) of canteen Committee/ Any authorized person will have to power to inspect the cooked food article / raw materials at any time and can reject any food items if not found in order.

28. The licensee shall not exhibit in the premises any printed or writing notice or advertisement of any kind without prior approval of medical superintendent.

29. The licensee shall abide by the Municipal Laws pertaining to sale of food and other eatables., Necessary license, if required will have to obtained by the contractor. The stamp duty and expenses payable under the Law will be borne by the licensee.

30. The undersigned reserved the right to accept or reject any tender without assigning the reason.

31. The rates will be fixed for the public and the staff during the period of contact and no change will be allowed. The rates are fixed (as per Annexure-VI).

32. The awardee will have to enter into an agreement with the Hospital authorities on stamp paper of Rs.100/-, the cost of the stamp paper will have to be borne by the awardee.

33. Only the Courts of Delhi shall have the jurisdiction to decide about any dispute arising out of or in respect of this contract.

(DR. REKHA AGRAWAL)  
Medical Superintendent
TENDER FORM

1. Name of the Tender : CANTEEN SERVICES in SDDMSC Hospital

2. Name of Agency : 

3. Name of Authorised person : 

4. Tender purchased/downloaded : 

5. Earnest Money deposit
   In the form of Bank Guarantee/FDR : No. 
   Date: 
   Name of issuing Bank 
   Valid upto 

6. Whether firm is Proprietary/Partnership or otherwise : 

7. PAN : 

8. Service Tax : 

9. Performance Certificate : 

10. Undertaking on Judicial Stamp Paper of Rs.100/- (Annexure II) : 

11. Undertaking on Judicial Stamp paper of Rs 100/- (Annexure III) : 

12. Registration under Contract Labour Act, if applicable : 

13. EPF Registration, if applicable : 

14. ESI Registration, if applicable : 

15. Any other document, if relevant : 

It is certified that the above mentioned information is correct upto best of my knowledge and belief and nothing has been concealed therefrom.

Signature: 
Name: 
Name of Agency: 

Seal of Agency: 

-: 10 :-
(ANNEXURE -II)

**UNDEARTAKING**

TO BE SUBMITTED ON STAMP PAPER OF RS. 100/-

1. I, the undersigned bind myself to Hon’ble President of India through Medical Superintendent, SDDMSC,Dabri, Nasirpur, Delhi-110045, for providing CANTEEN SERVICES for a period of one year from the date of award of contract on the terms & conditions mentioned in the tender document.

2. I have examined all the terms & conditions mentioned in the tender documents & I undertake to abide by them.

3. I shall deposit in advance the licence fee on quarterly basis and the Earnest Money deposited with the tender may be retained as security deposit till the period of award.

4. I shall abide by the Rules & Regulations prevalent in the hospital & will never breach the same.

5. I shall employ the persons not below the age of 18 years & who are well behaved & obedient.

6. Employees engaged by me will wear the prescribed uniform & I will also submit their police verification and medical examination report.

7. I shall be responsible for payment of minimum wages as per the Minimum Wages Act to the employees engaged by me along with other benefits as per existing Labour Laws.

8. I shall not assign the present contract to any person or allow any person to interfere in the execution of the contract.

9. In case, I fail to render the services upto the satisfaction of hospital Authorities, they shall be at the liberty to get the work done from other
agency or enter into a fresh contract with other agency for the remaining period. In that case I will bear the cost difference, if any.

10. The provision of appropriate manpower, ISI marked / reputed brand material required for the services will be ensured by me.

11. I will serve only cooking gas based material & use the best quality material.

12. Any loss to Govt. property due to negligence of staff/ misbehaviour of my staff will be borne by me.

13. The services will be provided within the hospital premises only & I will not take any item out of the hospital. If it becomes necessary prior permission of the Medical Superintendent will be obtained.

14. I shall prominently display the rates.

15. I will ensure deposition of Electricity charges on monthly basis.

16. I shall use Agmark Brand raw materials including cooking oil.

17. I shall vacate the premises on the expiry or termination of the contract by the Hospital Authorities and shall not challenge the decision in any court.

18. I shall obtain licence for sale of food & other eatables from FSSAI, Govt. of India within a month from the date of award of contract.

Signature: ................................

Name: ................................

Name of Agency: .................

........................................

Seal of Agency: .................
ANNEXURE - III

CRIMINAL LIABILITY UNDERTAKING/ AFFIDAVIT
(To be submitted on Stamp Paper of Rs. 100/-)

I, ..................................................................S/o ................................................................
Resident of ............................................................................................
............................................................................................................. do solemnly pledge and
affirm: -

1. That I am the proprietor /partner/ authorized signatory of M/s ........
.............................................................................................................

2. That my firm has not been declared defaulter by any Govt. Agency and
that no case pertaining to violation of Income Tax Act, VAT, Service
Tax / Labour Laws is pending against the agency.

3. That no Criminal case is pending against the agency.

4. That our agency has not been black-listed / debarred by any
Government Department for participation in tendering process.

Signature: ..............................

Name: ..............................

Name of Agency: ..............

........................................

Seal of Agency: ..............
EXPERIENCE / PERFORMANCE CERTIFICATE
(On the Letter Head of Employer)

Certified that M/s. ……………………………… ……………………………
(Name of agency with Address) has been providing Canteen Services in this
department w.e.f. …………… to ……………

The performance of the agency has been found to be satisfactory.

Signature: …………………
Name: ………………………
Designation: …………………

Seal of Department
ANNEXURE - V

PRICE BID

I, the authorized signatory for M/s. ..................................................
offer license fee for Canteen services as under:-

Rs. .................... (Rupees ........................................ only) for one
year from the date of award.

Signature: .................
Name: ......................
Name of Agency: ............

........................................

Seal of Agency: ...............
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Item</th>
<th>Rate Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Matar Paneer ½ Plate</td>
<td>25</td>
</tr>
<tr>
<td>2.</td>
<td>Rajma Chawal ½ Plate</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>Kadhi Chawal ½ Plate</td>
<td>20</td>
</tr>
<tr>
<td>4.</td>
<td>Chowmin ½ Plate</td>
<td>12</td>
</tr>
<tr>
<td>5.</td>
<td>Chowmin Full Plate</td>
<td>20</td>
</tr>
<tr>
<td>6.</td>
<td>Chole Bhature 2 Piece</td>
<td>25</td>
</tr>
<tr>
<td>7.</td>
<td>Omelette of 2 Eggs with 4 Slices</td>
<td>25</td>
</tr>
<tr>
<td>8.</td>
<td>Veg./ Dal Fry/ Chhole ½ Plate</td>
<td>20</td>
</tr>
<tr>
<td>9.</td>
<td>Plain Parantha 1 Piece</td>
<td>12</td>
</tr>
<tr>
<td>10.</td>
<td>Aloo Parantha 1 Piece</td>
<td>15</td>
</tr>
<tr>
<td>11.</td>
<td>Paneer Parantha 1 Piece</td>
<td>20</td>
</tr>
<tr>
<td>12.</td>
<td>Chapati per piece</td>
<td>5</td>
</tr>
<tr>
<td>13.</td>
<td>Idli / Samber 2 piece</td>
<td>20</td>
</tr>
<tr>
<td>14.</td>
<td>Dosa Plain</td>
<td>25</td>
</tr>
<tr>
<td>15.</td>
<td>Masala Dosa</td>
<td>30</td>
</tr>
<tr>
<td>16.</td>
<td>Raita</td>
<td>10</td>
</tr>
<tr>
<td>17.</td>
<td>Bread Pakora 1 Piece</td>
<td>10</td>
</tr>
<tr>
<td>18.</td>
<td>Samosa</td>
<td>8</td>
</tr>
<tr>
<td>20.</td>
<td>Biscuit/ Cake</td>
<td>As per MRP</td>
</tr>
<tr>
<td>21.</td>
<td>Boiled Egg</td>
<td>6</td>
</tr>
<tr>
<td>22.</td>
<td>Patties</td>
<td>10</td>
</tr>
<tr>
<td>23.</td>
<td>Dahi 250 Gram</td>
<td>15</td>
</tr>
<tr>
<td>24.</td>
<td>Tea 100 ML</td>
<td>6</td>
</tr>
<tr>
<td>25.</td>
<td>Coffee 100 ML</td>
<td>10</td>
</tr>
<tr>
<td>26.</td>
<td>Lassi 300 ML</td>
<td>20</td>
</tr>
<tr>
<td>27.</td>
<td>Mango Shake</td>
<td>15</td>
</tr>
<tr>
<td>28.</td>
<td>Tomato Soup</td>
<td>12</td>
</tr>
<tr>
<td>29.</td>
<td>Thali( Paneer/ Sabji+ Dal+ Raita+ Roti+ Rice+ Salad)</td>
<td>55</td>
</tr>
<tr>
<td>30.</td>
<td>Bread Butter 2 Piece</td>
<td>12</td>
</tr>
<tr>
<td>31.</td>
<td>Veg Sandwitch</td>
<td>12</td>
</tr>
<tr>
<td>32.</td>
<td>Cold Drink / Mineral water</td>
<td>As per MRP</td>
</tr>
</tbody>
</table>
AGREEMENT

[On Stamp Paper of Rs. 100/-]

THIS AGREEMENT is made on this .................... day of ............... 2011 between the President of India through the Medical Superintendent, SDDMSC, Dabri, Nasirpur, Delhi-110045, hereinafter called “the Department”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part

AND

…………………………………………………………………………………………………
(Name and address of the contractor) through Shri ………………………………
the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide Canteen Services in SDDMSC, Dabri, Nasirpur,New Delhi-110045, ensuring clean and hygienic services both to the Staff and the Public.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
   1. Notice inviting Tender;
   2. Scope of work;
   3. Terms and Conditions;
   4. Letter of offer of Contract
   5. Letter of acceptance of award.
   6. Rates fixed for the staff and the public.
   7. Addendums, if any;
   8. Any other documents forming part of the contract.

3. In consideration of the payments (License fee) made to the Department by the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute the award of Canteen Services w.e.f. ............... as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to provide to the contractor, the space, free water supply in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents on the rates fixed by the Hospital and accepted by the Contractor.

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

6. Licence for sale of Food & other eatables will be obtained from FSSAI, Govt. of India within a month from the date of award.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor
Signature of the authorized official
Name of the official
Stamp/Seal of the Contractor

For and on behalf of the President of India
Signature of the authorized Officer
Name of the Officer
Stamp/Seal of the Officer

By the said
............................................. Name
on behalf of the Contractor in the presence of:
Witness: ..............................
Name: ...........................................
Address: ...........................................
Telephone No. ...........................................

By the said
............................................. Name
on behalf of the Employer in the presence of:
Witness: ..............................
Name: ...........................................
Address: ...........................................
Telephone No. ...........................................
## Bid Comparative Statement of Technical

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Documents of Technical Bid</th>
<th>Name of Firms</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Duly filled and signed tender Document as per Annexure-I.</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Earnest money deposit.</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Registration Certificate of the firm i.e. proprietary / Partnership/ Ltd. Company etc. as the case may be.</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>PAN - Photocopy duly attested.</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Service Tax No. - Photocopy of certificate issued by the Competent Authority.</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Performance Certificate issued by the appropriate authority as per Annexure -IV.</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Undertaking on stamp paper of Rs. 100/- as per (As per Annexure-II).</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Undertaking on stamp paper of Rs100/- mentioning about blacklisting debarring of firm, conviction by any Court of Law, pending court case, if any (as per Annexure-III)</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Copy of Registration under Contract Labour Act.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Copy of EPF Registration.</td>
<td></td>
</tr>
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<td>11</td>
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</tr>
</tbody>
</table>