



**ESI-PGIMSR, ESIC MEDICAL COLLEGE &
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC (EZ)**
(A Statutory Body Under Ministry of Labour, Govt. of India)
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104
An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

E-TENDER NO. 17/2018
(Two Bid System)

Tender No. 412.A.52/13/Tender/Misc/2015/Part File/Staff Canteen

Dated: 03.01.2019

**Sub: Invitation to E-Tender for running of Staff/I.P./Visitors canteen and
instructions to the E-Tenderer**

From: **The DEAN,**
ESI-PGIMSR, ESIC Medical College and ESIC Hospital & O.D.C. (E.Z),
Diamond Harbour Road,
P.O.: Joka, Kolkata: 700 104.

To: _____

Sir(s),

The Dean invites **E-Tender** for **running of Staff/I.P./Visitors canteen** as per specifications and/or quantities detailed in the **Schedule** attached. The "**E-Tender Documents**" comprising the **General Terms and Conditions of Contract (Annexure I)** and the **Special Terms and Conditions of Contract (Annexure II)** which will govern any contract made, the **E-Tender Application Form (Annexure III)** and the **Schedule of contract / specifications of items / proforma for quoting rates (Annexure IV)** are attached herewith.

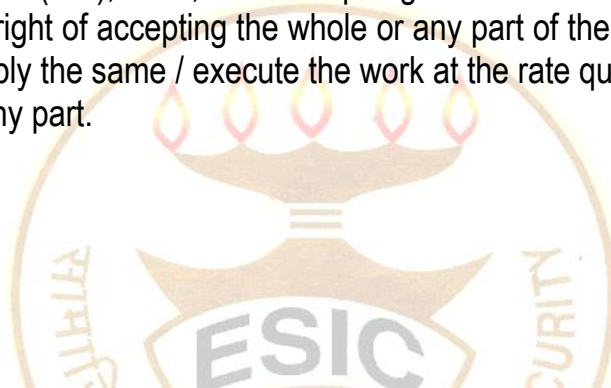
E-Tenderers are requested that, before quoting their rates or filing tender, the E-tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

The form is a Standard Form of E-Tender. Certain clause /clauses may not be applicable in some cases. So, E-Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant case.

All the payment shall be made by **Demand Draft** drawn in favour of **ESI Fund A/c No.1, payable at Kolkata; Cheques/cash will not be accepted.**

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the e-Tender.

Dean, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.



Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF E-TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST		
1	Earnest Money Deposit by Demand Draft only	Uploaded & Submitted [Yes/No]
2	Valid Trade Licence as applicable to Catering Establishments duly approved by the concerned authority	Uploaded [Yes/No]
3	PAN/TAN other statutory documents	Uploaded [Yes/No]
4	Labour Licence, if applicable	Uploaded [Yes/No]
5	ESI & PF Registration Certificate, if applicable	Uploaded [Yes/No]
6	The bidder should have at least 2-3 years of catering experience of serving at least 300 person per day in an established organization. Suitable documentary evidence to be uploaded.	Uploaded [Yes/No]
7	Valid commercial LPG Connection in favour of Bidder	Uploaded [Yes/No]
8	Valid FASSI Licence.	
9	Valid GST Registration	Uploaded [Yes/No]
10	Tender Application Form	Uploaded [Yes/No]
11	Whether EMD envelop has been dropped in the Tender Box addressed in favour of "The Dean, ESIC Hospital & ODC (EZ), Diamond Harbour Road, PO-Joka, Kolkata-700 104, West Bengal" in terms of Para 1.0 of Special Terms and Conditions.	YES/NO

Note: If valid trade licence constitutes/consists of more than one certificate/pages, then all the pages should be uploaded.

Yours faithfully,

DEAN

Enclosures:

- Annexure – I (General E-Tender Terms & Conditions)
- Annexure – II (Special E-Tender Terms & Conditions)
- Annexure – III (E-Tender Application Form)
- Annexure – IV (Schedule Of Work /Proforma for quoting rates/ Specifications for **running of Staff/I.P./Visitors canteen.**

INSTRUCTIONS TO BIDDERS

1. The Tender documents can be downloaded from <https://esictenders.eproc.in> Central Public Procurement Portal: www.eprocure.gov.in and www.esic.nic.in from 16.01.2019 to 06.02.2019 till 2.00 P.M
2. The interested bidder may submit the e-tender online at <https://esictenders.eproc.in> under double bid system in the prescribed proforma latest by 06.02.2019 upto 2.00 P.M.

Important Instructions for Bidders regarding Online Payment

All bidders/contractors are required to procure Class-III B Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidders should get Registered at <https://esictenders.eproc.in>.

Bidders should add the below mentioned sites under Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites of Internet Explorer :

<https://esictenders.eproc.in>
<https://www.tpsl-india.in>
<https://www4.ipg-online.com>

Also, Bidders need to select "Use TLS 1.1 and Use TLS 1.2" under Internet Explorer → Tools → Internet Options → Advanced Tab → Security.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or NetBanking for participating in the Tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

Annexure-I

**ESI-PGIMSR, ESIC MEDICAL COLLEGE &
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DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104
An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764
Email Id- ms-odckolkata@esic.in

E-TENDER NO. 17/2018

Tender No. 412.A.52/13/Tender/Misc/2015/Part File/Staff Canteen

Dated: 03.01.2019

GENERAL TERMS AND CONDITIONS FOR E-TENDER

Period for submission of E-Tender form	From 16.01.2019 to 06.02.2019 Upto 2 PM
Pre-Bid meeting	25.01.2019 at 2.30 PM
Last Date & Time of submission of e-tender	06.02.2019 upto 2.00 PM
Date & Time of Opening of e-Tender	06.02.2019 at 2.30 PM
Bid Security / Earnest Money to be sent through Post	Rs. 54750/-
Performance security / Security Deposit Money	Rs. 275000/-

1. PREPARATION OF E-TENDER:

The E-Tenderer shall give full assistance and information as may be required in connection with the contract to the Dean or any other officer nominated by him to inspect the premises of the e-tenderer at all reasonable times.

2. SIGNING OF E-TENDER:

- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the e-tender are not duly & fully filled in. Particular attention may be given to the dates of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must specify:
 - i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
 - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
 - iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the e-tender and subsequent documents.

3. LATEST HOUR FOR RECEIPT OF THE E-TENDER:

E-Tender shall be submitted within the stipulated date and time. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. Offices, the date of opening of the tender (s) will be the next working day.

4. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:

- i) All E-Tenders should remain valid for acceptance for **a period of twenty four months** from the date of opening of the e-tender or for such period as stated in Special Terms & Conditions.
- ii) The contract / e-tender, if awarded, shall be valid **initially for two year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the hospital, while accepting the tender. However the Competent Authority on his discretion can increase the price up to maximum 10% of the rate quoted, if it is felt that there has been excess price rise in dietary items.
- iii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

5. OPENING OF E- TENDER:

The e-tender shall be opened on the date and time mentioned here in the document.

6. PRICES:

Prices quoted must be meaningful and measurable in the context.

Price must be clearly shown in figures and words in Indian Currency.

E-Tenderer should clearly specify whether prices quoted are inclusive of GST/statutory charges or such charges as extra. Where no specific mention is made to GST/or other duties, prices quoted shall be deemed to be inclusive of such taxes/charges.

7. Service DELIVERY TERMS

- a) The delivery of the stores / execution of work / providing the services etc. are required within a period as specified and as the place mentioned therein.
- b) The e-tenderer shall deliver the stores/ execute the work at the destination / space defined to the consignee / authority in good order (of which the Dean, ESIC Hospital & ODC (EZ), Joka, Kolkata shall be the sole judge) within the limits of the time as deemed reasonable and specify in such quantities/qualities as may be ordered by him from time to time.
- c) Time for and date of delivery: The essence of contract: - The time for and the date of delivery of the stores / date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery / execution must be completed not later than the date(s) specified.

The Dean may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots etc.

8. CRITERIA FOR SELECTION

The tender shall be evaluated for technically qualified bidders only. However, in case of insufficient participation, the Dean may amend/add/delete/relax any condition of the tender document, in the interest of the Institute.

In case the bidder is blacklisted elsewhere and if it come to the notice during the tendering, then they will automatically disqualified and their bid will not be considered under any circumstances and the decision taken by ESIC shall be final in this regard.

The lowest financial bidder among the technically qualified ones (and also those for whom any condition of the tender document have been relaxed) i.e. who quote the total lowest price (as per Price Bid Annexure-IV), shall be made the first offer of the tender as L1. In case of non-acceptance or non-performance of the lowest bidder, the EMD of the L1 bidder would be forfeited along with blacklisting of the bidder.

In case of extension of contract by mutually agreeable terms, the validity of Bank Guarantee also should be extended automatically.

In the event of two or more agencies quoting the same total tender price (as per Price Bid Annexure-IV), the Tender Evaluation Committee would select a suitable agency based on its past experiences, compliance records and/or infrastructure.

9. OTHER TERMS

- A. **Responsibility for executing Contract:** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of e-tender.
- B. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Dean. In the event of the contractor contravening this condition, Dean be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Dean, ESIC Hospital & ODC (EZ), Joka, may sustain in consequence or arising out of such replacing of the contract.
- C. **Earnest Money:** The e-tenderer shall have to deposit **₹. 54,750/-** as earnest money with their tender, failing which the e-tender is liable to be rejected. The earnest money is to be paid by **Demand Draft drawn in favour of ESI Fund A/c No. 1, payable at Kolkata. NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of e-tenders before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the e-tenderer whose tender is not accepted. **Only Earnest Money demand draft must be dropped in the tender box in a envelop before the closing date and time of the tender to the following address to 'The Dean', ESIC Hospital & O.D.C. (E.Z), Diamond Harbour Road, P.O.: Joka, Kolkata, 700 104, West Bengal'.** At the top of the cover/ envelop, the following words should be written in block letters **"EMD FOR E-TENDER ENQUIRY FOR RUNNING OF CANTEEN FOR HOSPITAL, IP & BENEFICIARY"** along with **"E-Tender No.17/ 2018"**, failing which the e-tender is liable to be rejected.
- D. **Security Deposit:** On acceptance of the tender, within the period specified by the Dean, the contractor shall deposit as security, **₹. 275000/-** The hospital authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts payable at Kolkata in favour of ESI Fund A/c. No. 1 or in the form of Bank Guarantee in the prescribed format valid upto 60 days beyond the currency of contract.**
- a) *If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Dean shall be entitled to make other arrangements at the risk and expense of the contractor.*
- b) *On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.*
- E. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.
- F. **Insolvency and breach of contract:** The Dean may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-
- i) *If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or*

- ii) *If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.*
- iii) *If the contractor commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.*
- G. **Arbitration:** In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to Arbitrator appointed by the medical superintendent. The procedure of the Arbitration will be governed by the provisions Arbitration Act 1996.
- H. **Document:** The e-tenderer should have a valid **Trade licence, PAN / TAN / other statutory document as applicable** and produce copies of such certificates along with the tender papers, **failing which the tender shall liable to be rejected.**
- I. **Statutory requirements:** In case the agency appoints manpower / labour in excess of or equal to the number as specified by law, the agency should comply with all statutory enactments including Contract Labour Regulation and Abolition Act, 1970; Minimum Wages Act where applicable; Payment of wages Act, where applicable; ESI Act, 1948, where applicable; EPF Act, 1952, where applicable; etc. All existing statutory liabilities relating to engagement of personnel related to labour laws shall be sole responsibility of the agency. In that case the successful agency will have to obtain a licence from the licensing officer after collecting the requisite certificate in form V from the hospital authority. The successful agency will have to maintain various registers and records, display notices, abstracts of the rules, etc., and issue employment card to the engaged labours. The list of workers employed by the contractor shall be communicated to the authority from time to time.
- J. The successful bidder/e-tenderer shall obtain a valid license under the Contract Labour (R & A) Act, 1970 & Rules framed there under and shall continue to hold it till completion of the contract wherever applicable.
- K. **Right to accept / reject:** The hospital authority reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the tendered.
- L. **Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.
- M. The e-tenderer should have a place of business in and around Kolkata and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.
- N. The persons so deployed shall not have any claim for permanent absorption in the hospital and such claim if raised shall be violation of the terms and conditions of the agreement of the hospital authority shall have the right to cancel the agreement to terminate such deployment termination.
- O. The contractor will be responsible for such conduct of the persons engaged by him in the hospital, which will be conducive for maintaining as harmonious atmosphere as expected in the hospital and will be responsible for any act & omission of such persons.
- P. In the event of any violation of laws, rules, statutory provisions by the contractor, this will amount to breach of contract and in such case, the hospital will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- Q. **Validity of Contract:** The contract, if awarded, shall **initially for two year from the date of award** subject to continuous satisfactory performance. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the hospital, while accepting the tender subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the hospital will have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing, etc. solely at the discretion of the hospital authority.
- R. List of personnel deployed to be intimated to the authority from time to time. The personnel employed by the e-tenderer should have proper uniform for identification.
- S. The successful agency shall have to enter into an agreement with the hospital and the cost incurred in this connection, shall be borne by the contractor.

- T. The rates once accepted by the hospital shall remain unaltered throughout the period of contract, including any extended period.
- U. The hospital authority reserves the right to award any part or full contract to any successful agency (ies) at its discretion and this will be binding on the e-tenderer.
- V. Dean, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any e-tender and reserve to himself the right of accepting the whole or any part of the e-tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to e-tender for the whole or any part.
- W. Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.
- X. The e-tenderer will quote the rates in respect of jobs / services described above in various paras and shall fill **Annexure - IV** appended herewith along with the e-Tender Application form.
- Y. **Failure and Termination:** If the contractor fails to delivery the stores or any instalments thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expiry of such period, Dean may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.
 - A. To recovery from the contractor as agreed liquidated damages, by way of penalty a sum equivalent to 2% of the price of any stores/services which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or
 - B. To purchase elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the stores/services not delivered or store/services of similar description (where stores/services exactly complying with the particulars are not in the opinion of the Dean, ESIC Hospital & ODC (E.Z), Joka, readily procurable such opinion being final). Without cancelling the delivery in respect of the consignments not yet due for delivery, or
 - C. To cancel the contract or a portion thereof, and if so decided to purchase or authorise to purchase of store/services not so delivered or other of a similar description (where store/services exactly complying with the particulars are not, in the opinion of the Dean readily procurable, such opinion being final) at the risk and cost of the contractor.

DEAN



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E-TENDER NO. 17/2018

Tender No. 412.A.52/13/Tender/Misc/2015/Part File/Staff Canteen

Dated: 03.01.2019

SPECIAL TERMS AND CONDITIONS FOR E-TENDER

- 1.0 a. Hard copies of upload e-tender documents should reach on or before closing date and time to the following address:-
"The Dean, ESIC Hospital & ODC (EZ), Diamond Harbour Road, PO-Joka, Kolkata-700 104, West Bengal. Phone No. 033- 2467 6280/1764, Fax No. 033-2467 2795".
- b. All the pages should be signed and stamped by the bidder.
- c. Tender No., E-Tender Name and Bidder Name should invariably be written on the envelope containing the bid documents.
- d. **Tender will be evaluated only on the basis of documents upload in e-tender.**
- 2.0. The bidder should have at least **2-3 years of catering experience of serving at least 300 persons per day** in a reputed organization. Suitable documentary evidence to be supported along with the E-Tender application.
- 3.0. The hospital shall also provide essential furniture like tables, chairs, free water supply and refrigeration and aeration of the kitchen / canteen / store. However electricity consumption will be chargeable @Rs. 8750/- per month throughout the tender period for existing fan light and 02 nos. of refrigerator by creating a challan in consultation with the authorised staff and crediting to ESIC Pooled Account every month. Copy of the paid challan to be submitted after remittance in bank.
- 4.0. The hospital will provide suitable space for Kitchen & eating within the hospital campus.
- 5.0. The contractor shall be responsible for keeping the premises clean free from insects ants and mosquitoes etc for which necessary cleaning material / and other insecticides may be used which is approved in respect of catering establishments. Necessary labour has to be provided by the contractor as required from time to time.
- 6.0. Canteen shall be meant for serving refreshments, snacks, tea, meals, etc. and such other items and at such prices, as may be settled between the contractor and the hospital authority. On as and when required basis along with all canteen items.
- 7.0. The services of the staff canteen will be at the disposal of the staff of this hospital including doctors, other officers, nurses, etc., and bona fide I.P. & beneficiary. The users of the canteen shall be paying for the services directly to the contractor to whom the same is awarded.
- 8.0. The staff canteen will run on all days including Sundays & Holidays and shall remain open 7AM to 11PM every day.
- 9.0. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
- 10.0. The personnel appointed by the e-tenderer must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling and shall use disposable gloves suitable, at the time of serving the food .
- 11.0. The employees engaged by the contractor are required to face medical test from time to time. Such employees who are found unfit on medical ground shall not be employed in the kitchen set up till they are found fit for the purpose and cost of which shall be borne by the contractor.
- 12.0. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh.

- 13.0. The contractor shall not charge more than the MRP in all of packed items. The item sold shall be well within the expiry date or use date as mentioned in the product.
- 14.0. Discount offered on MRP shall be separately incorporated in the relevant Column in annexure IV.
- 15.0. Cooking oil like sunflower, ricebran soyabean etc. and shall be of standard brand manufactured by reputed companies. Oil once used shall not be reused.
- 16.0. The fuel to be used for cooking **will only be Commercial LPG** and shall be arranged by the contractor. The contractor should have valid commercial connection its name.
- 17.0. The contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.
- 18.0. The contractor should keep the staff canteen complex clean. If, at any point the Canteen & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
- 19.0. The contractor shall bear all the expenses for running the canteen and the Hospital shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen during discharging their duty.
- 20.0. The contractor shall not be entitled to use the accommodation allotted by the Hospital for any other purpose or business other than Staff/I.P./Visitors.
- 21.0. The contractor shall not use the name of the ESI Corporation in business dealing with other persons or traders.
- 22.0. The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
- 23.0. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.
- 24.0. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time giving their full address.
- 25.0. There shall be no compromise on the quality of food supplied by the e-tenderer and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
- 26.0. The agency will be responsible for complying with payment of minimum wages (State or Central whichever is higher) and other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule as per Labour Laws in force from time to time to its employees deployed in the hospital, all laws related to Social Security(E.S.I. & P.F., etc, in case the contractor engages manpower more than the specified number),Service Tax wherever applicable & other Labour legislations, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule / provision.
- 27.0. The contractor shall possess FASSI Certification and Trade Licence as applicable to food and catering establishment issued by the concerned authority empowered to issue such certificate.
- 28.0. The contractor will be responsible for such conduct of the persons engaged by him in the hospital, which will be conducive for maintaining the harmonious atmosphere in the hospital and will be responsible for any act commission & omission of such persons. Each employee shall carry an identification badge with name at the time of work.
- 29.0. The agency while submitting their tender form shall enclosed copies of experience, trade license essential for carrying out the activities under reference, license under contract Labour Act, and any other documents in support of carrying out the activities under reference from Competent Authority.
- 30.0. The successful bidder /E- tenderer shall obtain a valid licence under the Contract Labour (R & A) Act, 1970 and rules framed there under and shall continue to hold it till completion of the contract. The contractor should be registered with E.P.F., E.S.I., and Service Tax authorities and shall possess valid Registration Numbers wherever applicable.
- 31.0. Raw materials, cooking medium, fruits, biscuits, and other eatables should be of standard quality.

- 32.0. The contract, if awarded, will be **initially for two year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect, the hospital reserve the right to terminate the contract. The period of one year can be extended for a further period at the discretion of the hospital authority, but not more than one year with the existing terms and conditions.
- 33.0. The Hospital Campus is a “**NO SMOKING ZONE**”, hence sale and use of tobacco is prohibited.
- 34.0. The committee constituted by the competent authority/ hospital authority shall inspect the premises periodically without any prior intimation and if there is any deficiency at that times is found due to quality of food supplied or kitchen are not kept clean and hygiene condition the following penalties may be levied.
- 35.0. PENALTY**
- (i) If it is found that poor quality/poor brand raw material is being used, a penalty of ₹. 10000/- per incident may be imposed on the agency. In case it is found that the agency is intentionally using such poor quality raw material again, action including termination of contract can be taken by the hospital authority without further notice.
- (ii) In case it is found that the kitchen are not kept in clean and hygiene conditions, suitable penalty as deemed fit by the hospital authority will be levied based on the committee report or otherwise also..
- 36.0 No Service Charge will be provided over and above the quoted price for providing breakfast/lunch/snacks etc. for official use in Hospital Building/premises.

DEAN

Annexure - III**E-TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a	Full Postal Address:-
	a	Cell Phone No.
	b	Telephone No:-
	c	Fax No.
	e	Email Id:
3	Name and Address of your Bankers stating the name in which the Account stands:-	a) Name of Bank b) Name of Branch c) A/c. No. d) IFSC Code e) MICR Number
4	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
5	Total number of Employees:-	
6	Are you in the list of approved contractors of any other organisations / institutions, if any give details:-	
7	Give details of any Government contracts executed during the last twelve months:-	
8	Any other information which you consider necessary to furnish:	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution/hospital in India.
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft No. _____ dated _____ drawn on bank _____ Branch _____.
- d) I/We give the rights to Medical Superintendent to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e) There is no vigilance/CBI case or court case pending against the firm.
- f) I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
- g) Whether signing as (please refer to Point 02) of Annexure-I.

Date:-
Place:-

Signature of the e-tenderer:-
Full Name:-

Designation:-

(Office seal of the e-tenderer)

ANNEXURE-IV**PLEASE QUOTE RATE**

Offer of rates to be submitted in following sub-heads and shall be inclusive of all charges, statutory obligations and any other expenses related to or incident to performance of the job under reference and with regards to terms and conditions specified herein before.

TEA & SNACKS						
Item Code	Menu / Name of Item	Composition/ Description / Quantity	Unit	MRP (In ₹)	Discount (In %)	Rate quoted (After Discount) (In ₹)
1	Tea	Standard Cup	Per cup 150 ml.			
2		Special	Per Cup 150 ml.			
3.	Coffee	Standard Cup	Per Cup 150 ml.			
4.	Biscuit	Cream Cracker	Per piece			
5.		Good Day	Per piece			
6.		Marie	Per piece			
7.		Any Other Biscuit (Reputed Brand)	Below 40 gm./Per Packet			
8.	Patties	Vegetable	Per Piece			
9.		Paneer	Per Piece			
10.		Chicken	Per Piece			
11.	Chop	Vegetable	Per Piece			
12.		Egg	Per Piece			
13.	Samosa	Vegetable	Per Piece			
14.		Chicken	Per Piece			
15.	Cake	Fruit Slice Cake	Per Piece			
16.		Foil Cake	Per Piece			
17.		Pastry	Per Piece			
18.		Other Cake (Reputed Brand)	Below 50 gr./Per Packet			
19.	Spring Rolls	Vegetable	Per Piece			
20.		Chicken	Per Piece			
21.	Sweets	Laddu	Per Piece			
22.		Son Papdi	Per Piece			
23.		Gulabjamun	Per Piece			
24.		Rasogolla	Per Piece			
25.		Others	Per Piece			
26	Other Fast Foods	Chicken Momo	Per Piece			
27		Cream Rolls	Per Piece			

28		Veg Sandwich	Per Piece			
29		Veg. Pakora	Per Piece			
30	Ice Creams	Branded Items	Per Piece			
31		Branded Items	Per Piece			
32		Branded Items	Per Piece			
33	Soft Drinks	Mineral Water	1ltr./Per bottle			
34		Cold Drinks	200 ml./Per bottle			

BREKFAST

35	Toast	One Plain Bread	Per Piece			
36		One Bread with Butter	Per Piece			
37		With Egg (One Egg & Four Breads)	Per Portion			
38	Luchi & Sabji	Four Luchi & Sabji/ Chholar Dal or Ghuguni	Per Plate			
39	Plain Chapati	One Chapati	Per piece			
40	Plain Paratha	One Paratha	Per Piece			
41	Plain Chapati & Sabji	Four Chapati & Sabji	Per Portion			
42	Plain Paratha & Sabji	Two Paratha & Chholar Dal or Ghuguni/Sabji	Per Portion			
43	Ghughni/Sabji	One standard Plate	Per Plate			
44	Hot Milk	One Cup (250 ml)	Per Cup 250 ml.			
45	Idly	Rawa idly 2 Pc. With Sambar	Per Plate			
46		Normal idly 2 Pc. With sambar	Per Plate			
47	Dosa	Plane Dosa	Per Plate			
48		Masala Dosa	Per Plate			
49		Paneer Dosa	Per Plate			
50		Onion Dosa	Per Plate			

LUNCH/DINNER

51	Meals	Vegetable(Rice,Bhaji,Dal,Sabji, Chutney,Papad)	Per Meal			
52		Special Vegetable (Rice,Bhaji,Dal, Special Sabji, Chutney,Papad, Sweets)	Per Meal			
53		Fish(Items for Veg Meal plus One pc Fish Curry-75 gm.)	Per Meal			
54		Chicken(Items for Veg Meal plus Two pc Chicken Curry[100 grams])	Per Meal			
55		Mutton(Items for Veg Meal plus Two pc Mutton Curry[100	Per Meal			

		grams])				
56	Egg	Curry (One Pc Egg)	Per Plate			
57		Omelette (One Pc Egg)	Per Plate			
58		Bhujiya (One Pc Egg)	Per Plate			
59		Poach (One pc Egg)	Per Plate			
60		Boiled (One Pc Egg)	Per Plate			
61	Fish	Curry (One Pc Fish) 75gm/Pc.	Per Plate			
62		Special Fish Curry	Per Plate			
63	Chicken	Curry (3 Pcs)[120 gm]	Per Plate			
64	Mutton	Curry (4 Pcs [120 gm]	Per Plate			
65	Sabji	Ordinary (Extra)	Per Plate			
66		Special (Extra)	Per Plate			
67	Bhaji (Fry)	Extra	Per Plate			
68	Rice	Extra (Normal)	Per Plate			
69		Extra (Special)	Per Plate			
70	Noodles	Vegetable Noodles	Per Plate			
71		Egg Noodles	Per Plate			
72		Chicken Noodles	Per Plate			
73	Khichudi combo	Khichudi , Labra, bringel fry, Papad, chutney	Per Plate			
74	Curd	Reputed Brand	100 gm.			
75	Alu Paratha	Standard Size	Per piece			
76	Paneer	Curry (6 Pcs [80 gm])	Per Plate			
77	Chilly Chicken	(6 Pcs [120 gm])	Per Plate			
78	Fried Rice	Veg./275gm	Per Plate			
GRAND TOTAL						

The Canteen shall remain open from 7.00 AM to 11.00 PM

Lunch Hour - 12 Noon to 2.00 PM

Dinner Hour - 7.30 PM to 9.30 PM

Date:-

Place:-

Signature of the e-tenderer:-

Full Name:-

Designation:-

(Office seal of the e-tenderer)