

NATIONAL INSTITUTE OF UNANI MEDICINE
Kottigepalya, Magadi Main Road, BENGALURU-91

BID DOCUMENT

2018-19

TENDER FOR CANTEEN SERVICE

Not Transferable

Price of Bid Document ₹ 2000/- + 12% GST

LAST DATE FOR RECEIPT OF TENDER: **28.02.2018 upto 3:00 P.M**

NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, BENGALURU-560091

Invites sealed bids for Running of Canteen as per following details:

SL.No.	Name of Item	Earnest Money ₹	Bid System	Tender Cost ₹	Date of opening of Bids
1	Running of canteen	1,00,000.00	Open bid	₹ 2000.00 + 12% GST	01.03.2018 at 03:00 P.M

Interested Firms are requested to collect tender form with term & conditions from Administration Section NIUM, BENGALURU on any working day from 10.00 A.M to 03.00 P.M (except Saturday and Sunday) on payment of ₹ 2000 + 12% GST (Two Thousand +12% GST) by means of Demand Draft in favour of NIUM, BENGALURU payable at BENGALURU. Tender documents can also be downloaded from Institute website (www.nium.in) in that case DD/Banker Cheque for the cost is to be enclosed with Tender. Tender form is to be submitted complete in all respects along with prescribed EMD in favour of NIUM, BENGALURU payable at BENGALURU in the form of Demand Draft/ Banker's cheque only. The price bid should contain the commercial terms in the format given in the Tender. Tender complete in all respect must be deposited in tender box kept in the Admin Block of the Institute from 10.00 A.M to 03.00 P.M. on 28.02.2018. Tender received late will not be entertained. Tender will be opened on 01.03.2018 at 03:00 P.M in the NIUM, BENGALURU in the presence of bidders or their authorized representative. If due date of opening is declared holiday, tender will be opened on next working day at same time and place. Director, NIUM, BENGALURU reserves the right to reject any tender or all without assigning any reason(s) thereof.

DIRECTOR

Sub: Invitation to tender for Running of Canteen for Hospital and Visitors and instructions to the tenderer.

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to The Director, NIUM, BENGALURU. All Communications must be addressed to the officer named above by title only and not by name.)

From: **The Director**
NIUM,
BENGALURU

To: _____

Sir(s),

The Director, NIUM, BENGALURU invites sealed tender for **Running of Canteen for Hospital and Visitors** as per specifications and / or quantities detailed in the **Schedule** attached. The **“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 Tender Application Form (**Annexure III**) and the Schedule of contract / specifications of items / proforma for quoting rates(**Annexure IV**) are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office. Tenderers are requested that, before quoting their rates or sending tender, the tender form may please be read out thoroughly (line by line), otherwise this Institute will not be held responsible for any error / oversight of his own. The form is a Standard Form of Tender. Certain clause / clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause / clauses, which are not applicable in the instant case. The tender document may be obtained from the office of the Director, NIUM, BENGALURU in person by the bonafide applicant or his authorized representative by applying in their letter head at a cost of ₹ 2000/- + 12% GST (**By Cash**). The tender documents can also be downloaded from the web site (www.nium.in) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the tender documents @ ₹ 2000 +12 % GST. All the payment shall be made by **Demand Draft, drawn in favour of NIUM, BENGALURU payable at BENGALURU. Cheques will not be accepted.** The Tender form containing the Terms and Conditions and the Schedule should be returned in original, intact, after filling up the tender form and signing in full, on each page, whether you are quoting for any item or not, failing which the bid is liable to be rejected. If any item in the schedule is not being tendered for, the corresponding

space against the item should be defaced by some such word as ~~not quoting~~. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases, reference to the additional pages must be made in the Tender Form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender. Director, NIUM, BENGALURU 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 Institute 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 TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.
CHECKLIST/REJECTED**

Sl. No.	Check list	
1	Tender document fee by demand draft only	Submitted [Yes / No]
2	Earnest Money Deposit by Demand Draft only	Submitted [Yes / No]
3	Original Tender document must be signed all pages	Submitted [Yes / No]
4	Valid Trade License Canteen / Catering	Submitted [Yes / No]
5	PAN / TAN/GST other statutory documents	Submitted [Yes / No]
6	Labour License, if applicable.	Submitted [Yes / No]
7	ESI & PF Registration Certificate	Submitted [Yes / No]
8	The Bidder should have experience of running Canteen/catering service/mess etc. of such type in a reputed organization.	Submitted [Yes / No]
9	Price should be quoted in original Proforma in Annexure IV. Prices quoted in other Proforma will not be accepted.	Submitted [Yes / No]

Note: ESI & EPF Registration is mandatory if the staff employed is more than 10.

Enclosures:

Annexure- I (General Tender Terms & Conditions)

Annexure- II (Special Tender Terms & Conditions)

Annexure- III (Tender Application Form)

Annexure- IV (Schedule of Work/ Proforma for quoting rates/Specifications for **Running of Canteen for Hospital and Visitors**)

NIUM, BENGALURU
GENERAL TERMS AND CONDITIONS FOR TENDER

Cost of each Tender Document with one schedule	₹ 2000/- + 12 % GST
Period for supply of Blank Tender forms and related documents at the Hospital on all Working Days (Except Saturdays, Sundays and Holidays)	16.02.2018 to 28.02.2018 up to 03:00 P.M
Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of this Institute	16.02.2018 to 28.02.2018 up to 03:00 P.M
Date & Time of Opening of Tender	01.03.2018 at 03:00 P.M
Bid Security / Earnest Money to be deposited	₹ 1,00,000/-
Performance security / Security Deposit Money	10% of the contract value

INSTRUCTIONS

1 .PREPARATION OF TENDER:

a. The Tender form containing the Terms and Conditions (General and Special) and the Schedule Should be returned in original after filling up the form and duly signing in full on each page with stamp, whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by writing ‘ **not quoting/Nil** ‘.

b. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be duly signed and stamped by you. In such cases, reference to the additional pages must be made in the Tender Form.

c. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the Tender before its opening.

d. The Tenderer shall give full assistance and information as may be required in connection with the contract to the Director, NIUM, BENGALURU or any other officer nominated by him to inspect the premises of the Tenderer at all reasonable time.

2. SIGNING OF 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 tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places 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 as Sole Proprietor “of the firm or his Attorney?

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 authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

3. DELIVERY OF TENDER:

The original copy or tender (Annexure ó I to annexure ó IV), duly completed and signed on each page, should be submitted, enclosed in a double cover. The outer as well as the inner covers should be sealed and addressed to the Director, NIUM, BENGALURU at the top of the inner and outer cover, the following words should be written in block letters.

“Tender for Running of Canteen for Hospital and Visitor”.

The right to ignore / reject any tender, which fails to comply with the above instructions, is reserved. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover.

4. LATEST HOUR FOR RECEIPT OF THE TENDER:

Your tender must reach this office not later than the date and time notified in the Tender Notice stated in the schedule of tender. Any tender received after that shall be rejected. In the event of the stipulated date of pending 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.

5. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:

i) All tenders should remain valid for acceptance for a **period of twelve months** from the date of opening of the tender or for such period as stated in Special Terms & Conditions.

ii) The contract / tender, if awarded, shall be valid **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contract, 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 Institute, while accepting the tender. However the Competent Authority on his discretion can increase the price up to a maximum of 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.

6. OPENING OF TENDER:The tender shall be opened on the date and time mentioned here in the document. All tenderers and / or their representatives, if they should desire, may be present at the opening of the tender at the date and time as specified in the schedule.

7. PRICE:

- i) Prices quoted must be meaningful and measurable in the context.
- ii) The prices quoted must be per unit shown in the schedule inclusive of all packaging and delivery charges wherever applicable. Refunds on account of returnable package (if any) are to be separately specified. Price must be clearly shown in figures and words in Indian Currency.
- iii) Tenderers should clearly specify whether prices quoted are inclusive of GST / duties /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. **Price should be quoted in original proforma in Annexure IV. Prices quoted in other proforma will not be accepted.**

8. 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 tenderer shall deliver the stores / execute the work at the destination / space defined to the consignee / authority in good order (of which the Director, NIUM, BENGALURU 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 Director may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots etc.

9. SAMPLES;

Wherever applicable / asked, the firms shall have to submit samples of item(s) for verification / inspection, approval, etc., if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) concerned to get their proofs / samples, etc verified / inspected before effecting supply at their own cost. Samples supplied should not be less than the quantity necessary for the test given in the specifications (if any) or in the schedule to tender. Each sample should have a card affixed to the sample which should bear the following information:

- i. Your Name and address
- ii. Tender Number
- iii. Date of opening of tender
- iv. Item no. against which tendered
- v. Any other relevant description deemed fit.

Samples shall not be returned normally (until specifically asked for within one month of opening of tender in case of implants and instruments only) and shall be the property of the NIUM.

10. OTHER TERMS:

A. Responsibility for executing Contract: The contractor is entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

B. The contractor shall not sublet transfer or assign the contract to any part thereof. In the event of the contractor contravening this condition, Director is entitled to place the contract elsewhere on the contractors account at his risk and contractor shall be liable for any loss or damage, which the Director, NIUM, BENGALURU may sustain in consequence or arising out of such replacing of the contract.

C. Earnest Money: The tenderer shall have to deposit ₹1, 00,000/- as earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft** drawn in favour of Director, NIUM, BENGALURU payable at SBI, Magadi Road Branch, BENGALURU.

NO CHEQUES WILL BE ACCEPTED. In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stands 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 tenderer whose tender is not accepted. The EMD to unsuccessful bidder will be returned within one month subject to realization of same in Bank account of NIUM.

D. Security Deposit: On acceptance of the tender, within the period specified by the Director, NIUM, BENGALURU the contractor shall deposit as security equal to 10% of the contract value i.e. approximately ₹250000/- (₹ Two Lakh fifty thousand only). The Director 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 SBI, Magadi Road, BENGALURU.**

a) If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Director 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 after two months from the date of expiry of contract 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 Institute, 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 Institute 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 anytime thereafter may become due to recoverable under this or any other contract with the Institute. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the Institute on demand the remaining balance due.

F. Insolvency and breach of contract: The Director 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 an individual or if firm, any partner in the contractors 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,
- 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 contract 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 Institute and provided also that the contractor shall be liable to pay the Institute for any extra expenditure, he is thereby put to but shall not be entitled to any gain on this account.

G. Arbitration: In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract, except as to any matter the decision of which is specially provided for by these on the special conditions, the same shall be referred to the sole arbitration as appointed by the Director. There will be no objection that the arbitrator is a Govt. servant, that he had to deal with the matter to which the contract relates for that in the course of his duties as a Govt. servant he had expressed views on all or any of the arbitration dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract, it is a term of this contract:-

1. If the arbitrator be Director, NIUM, BENGALURU. In the event of his being relinquishing from the post by what so ever means to vacating his office by resignation or otherwise, it shall be lawful for his successor in office either to proceed with the reference himself or to appoint another person as arbitrator, OR In the event of his becoming unable to act for any reason, it shall be lawful for The Director, NIUM, BENGALURU, to appoint another person as arbitrator.
2. If the arbitrator be a person appointed by the Director and in the event of his denying neglecting or refusing to act being unable to act, for any reason, it shall be lawful for the Director either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing

arbitrator. It is further a term of this contract that no person other than the Subject as aforesaid in the Arbitration Act.1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceeding under this clause. Work under the contract shall, if reasonable possible continue during the arbitration proceeding and no payment due to contractor shall be withheld on account of proceedings:- The venue of arbitration shall be BENGALURU.

For the purpose of the contract including arbitration proceedings there under, the Director, NIUM, BENGALURU Shall be entitled to exercise all the rights and powers of the Institute.

H. Document: The tenderer should have a valid **Trade license, PAN / TAN other statutory document as applicable** and produce attested copies of such certificates along with the tender papers, **failing which the tender shall liable to be rejected.**

I. Right to accept / reject: The Institute reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the Director reserves the right to **award** any or part or full contract to any successful agency at his discretion and this will be binding on the tenderer.

J. Assistance to contractor: The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

K. The tenderer should have a permanent place of business in **BENGALURU** and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

L. The rates once accepted by the Institute shall remain unaltered throughout the period of contract, including any extended period.

M. In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Director reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulting agency who has been awarded the initial contract and this will be binding on the tenderer.

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

O. The Director, NIUM, BENGALURU 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 contract and the contractor shall abide by the same at the rate quoted by him.

P. The tenderer shall quote the rates in respect of items and shall fill Annexure III & IV.

Q. Successful tenderer will have to execute an agreement after remitting the performance security deposit, in a stamp paper worth ₹ 500/- (₹ Five Hundred Only) at its own expenses. After executing the agreement, the approved rate and contract shall be valid upto 1 year from the date of execution of the agreement.

R. Failure and Termination: If the contractor fails to execute the contract within the period prescribed, The Director may without prejudice to his right may terminate the contract.

I. To recover from the contractor as agreed damages and not by way of penalty a sum equivalent to 10 % of the price of the items approved by the Institute.

II. To procure elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the items not supplied or stores of similar description (where stores exactly complying with the particulars are not in the opinion of the Director, NIUM, BENGALURU readily procurable such opinion being final). Without canceling the delivery in respect of the consignments not yet due for delivery, or

III. To cancel the contract or a portion thereof, and if so decided to procure or authorize to procure of stores not so delivered or other of a similar description (where items exactly complying with the particulars are not, in the opinion of the Director readily procurable, such opinion being final) at the risk and cost of the contractor.

S. Penalty Clause

a. Penalty of ₹ 5,000/- will be imposed for not keeping the canteen and its surrounding areas neat & clean and also for supply of unhygienic food.

b. Penalty of ₹ 1,000/- will be imposed for not keeping the lavatory of the canteen neat & clean

c. Penalty of ₹ 10,000/- every time for breach of terms and conditions stipulated in the tender form.

DIRECTOR

SPECIAL TERMS AND CONDITIONS FOR CANTEEN SERVICE ON CONTRACT

1. The bidder should have experience of running the canteen/catering services in a reputed organization. Suitable documentary evidence to be supported along with the Tender application.
2. The Institute shall provide only minimum furniture like tables, chairs, fans, lights etc.
3. The Institute will provide suitable space for Kitchen & eating within the campus.
4. The 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 Director.
5. The services of the staff canteen will be at the disposal of the staff of this Institute officers and others etc. The users of the canteen shall be paying for the services directly to the tenderer.
6. The staff canteen will run on all days including Sundays & Holidays and shall remain open during such hours as may be decided by the Director.
7. 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.
8. The personnel appointed by the tenderer must have proper and clean uniform (apron, disposable cap and gloves etc.) for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
9. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh.
10. The fuel to be used for cooking **will only be LPG (Commercial)** and shall be arranged by the contractor.
11. 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.
12. 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 apart from levying a fine of ₹ 5,000/- on each occasion.
13. The contractor shall bear all the expenses for running the canteen and the Institute 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.
14. The contractor shall not be entitled to use the accommodation allotted by the Institute for any other purpose or business other than staff canteen.

15. The contractor shall not use the name of the NIUM in business dealing with other persons or traders.
16. 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.
17. The persons associated with preparation and distribution of food will be required to undergo periodical i.e once in quarter medical checkups to rule out the possibilities of communicable disease / infectious diseases and anybody found suffering from such diseases has to be kept out of engagement till he / she is fully recovered.
18. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
19. There shall be no compromise on the quality of food supplied by the 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.
20. 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 canteen , all laws related to Social Security (ESI & P.F,etc.), 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.
21. The Contractor has to pay the water charges of ₹ 10,000/- per month(fixed)
22. The Contractor has to pay electricity charges as per BESCO tariff depending upon the consumption.
23. The rent of the canteen has been fixed ₹ 15,000/- (₹ Fifteen Thousand only) per month tentatively till getting it fixed from the HSCC / CPWD as per Govt. of India norms.
24. The contractor will be responsible for conduct of the persons engaged by him in the Institute, which will be conducive for maintaining the harmonious atmosphere in the Institute and will be responsible for any act commission & omission of such persons.
25. The agency while submitting their tender form shall enclose certified Photostat 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.

26. The contractor should be registered with E.P.F., E.S.I., and Service Tax authorities and shall possess valid Registration Number whichever is applicable.
27. All pages of the tender and related papers are to be duly authenticated by tenderer or authorized signatory on behalf of tenderer.
28. Raw materials, cooking medium, fruits, biscuits and other eatables should be as described
29. The contract, if awarded, will be **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect, the Director reserve the right to terminate the contract. The period of one year can be extended for a further period of one year at the discretion of the Director with the existing terms and conditions.
30. The tender application form and related documents along with Earnest Money is to be submitted in a sealed cover as per the Terms and Condition mentioned in Annexure ó I and it will be dropped in them Tender Box kept for the purpose in the Admin Block on the date and time as mentioned in **Annexure -1**.
31. The Institute campus is a “**NO SMOKING ZONE**”, hence sale and use of tobacco is prohibited.
32. The sale and use of Liquor (alcohol) is also strictly prohibited in the campus of the Institute.
33. The contractor has to supply diet to the Inpatient of the Hospital daily as follows.
34. No stale / unhygienic food will be kept in refrigerator etc. to serve the patients and public . If it is observed ₹ 5,000/- levied as penalty on each occasion. It is the responsibility of the contractor to maintain the premises of canteen neat and clean 24X7.
35. The contractor shall keep the lavatories of the canteen neat and clean 24X7 failure to which penalty ₹ 1000/- per day shall be levied .Housekeeping staff of the institute will not take care of cleanliness of the canteen.
36. The contractor shall bring all the items of his own such as gas, stove , utensils , cups and plates etc. including the trolley to carry the food from canteen to serve the patient at IPD and the food will be served to the patient nearby their beds only . In no case the contractor shall call the patients to come and collect the food as per his choice.
37. The contractor shall provide potable water to the patients/ customer visiting the canteen by installing water purifier at appropriate places at his cost.
38. In no case the contractor shall charge the items more than MRP mentioned over the item.
39. The contractor shall issue the bill to customers for any sale and services compulsorily.
40. The contractor shall bear all the expenditure for maintenance, repair of the canteen (including the material issued to him) during the contract period; any wear and tear/repair observed at the time of handing over necessary cost will be recovered from him.
41. No vegetable will be repeated for more than two times in a week.

42. Test meal register shall be maintained by the contractor for according the comments by RMO / on duty nursing staff or canteen committee members.
43. If any unauthorized person found in the canteen a penalty of ₹ 2,000 / on each occasion shall be levied.
44. The contractor shall not allow any animal (Dog ,Cat ,Hen etc .) inside the campus of canteen as well as take care about rodents and insects etc .

The menu and quantity for the breakfast/Lunch/Dinner shall be as follows.

Break fast	Lunch	Dinner
<p>Any one of the item daily</p> <p>Upma 150gm with chatni/ 2 Idli -2 days</p> <p>Khichri 150 gm with chatni/lemon rice ó 2 days</p> <p>2 Idly with chatni /sambar/</p> <p>Bread & milk (05 slice bread with 200 ml of pure milk) ó 2 days</p> <p>2 Masala Dosa with chatni /sambar /</p> <p>2 Banana + 1 egg + 200 ml milk ó 1day</p> <p>₹ -----</p>	<p>Rice 200gm</p> <p>Roti/Chapati 2 Nos.</p> <p>Dal 150ml, Sabji 100gm,</p> <p>In no case a vegetable can be repeated more than 3 times in a week in meals (Lunch/dinner)</p> <p>₹-----</p>	<p>Rice 200gm</p> <p>Roti/Chapati 2Nos.</p> <p>Dal 150ml, Sabji 100gm,</p> <p>₹-----</p>

Special diet if any recommended to patients will be prepared and supplied as per the direction of the competent authority / MS / DMS.

Salt and sugar will be supplied separately to the patients suffering from hypertension and diabetes.

Annexure-III**TENDER APPLICATION FORM**

1	Name of Firm	
2 a	Full Postal Address:-	
b	Cell Phone No	
c	Telephone No	
d	Fax No.	
3	Date of Establishment of Firm:-	
4	If your Firm Registered under:-	
a.	The Indian Factories Act:-	
b.	Any other Act, if not, who are the owners (Please give full address):-	
5	Name and Address of your Bankers stating the name in which the Account stands:-	
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
7	Total number of Employees:-	
8	Are you in the list of approved contractors of any other organizations / institutions, if any give details (Append extra page if necessary):-	
9	Give details of any Government contracts executed during the last three years (Append extra page if necessary):-	
10	Any other information which you consider necessary to furnish:	

UNDERTAKING:

- a. I, the undersigned certify that I have gone through the terms and conditions 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 are the lowest quoted.
- c. The earnest money of ₹ _____ to be deposited by me has been enclosed herewith vide Demand Draft no. _____, Dt. _____, drawn on bank _____, Branch _____.
- d. I/We give the rights to The Director, NIUM to forfeit the earnest money deposited by me/ us if any delay occur on my/ agent's part or failed to execute the contract within the appointed time or failed to follow the terms and conditions.
- e. My/our firm has not been black listed by any office/company etc.
- f. I shall be vacating any space that may be provided to me by the Institute to carry out the contract otherwise at the end of contract period unconditionally.

Place: -

Date: -

Place

Designation: -

Signature of the tenderer

(Full Name)

(Office seal of the tenderer)

Annexure-IV

PLEASE QUOTE YOUR 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.

Item Code	Menu / Name of Item Composition / Description /	MENU Composition/Description/Quantity	Unit Rates quoted
	Tea	Standard Cup (150ml)	
		Special (150ml)	
	Coffee	Coffee Standard Cup (150ml)	
		Coffee special cup (150ml)	
	Biscuit	Cream Cracker	
		Good Day	
		Marie	
		Any Other Biscuit (specify name)	
	Samosa	Vegetable	
	Vada	Dahi vada	
		Pakoda (100gm)	
		Alu Bonda	
		Masala vada	
	Cake	Fruit Slice Cake	
		Britannia/Plum	
		Walnut cake	
	Sweets	Laddu	
		Gulab jamun	
		Rasgulla.	
		Jalebi	
		Any other sweet	
	Break fast items	Rice idly 02 Nos.(150gm)	
		Rava Idly 01No. (100gm)	
		Dosa í í Plain (150gm)	
		Dosa masala (200gm)	
		Dosa rava (150gm)	
		Dosa onion (150gm)	
		Upma (150gm)	
		Lemion rice (150gm)	
		Bisebele bath (200gm)	
		Chapathi (100gm)	
		Puri 02Nos.(200gm)	
		Any other items	
	Lunch/Dinner	Plate meal with 200gm rice Roti/Puri 02Nos., Dal 150ml, Rasam100ml/Pickls, Sabji 100ml, Curd 100ml,	
		Lemon rice Curd rice, Biseble bath (200gm), Rice sambar (200gm)	
		Egg Biryani, Chikan Biryani, Mutton Biryani, Vegitable polove	

Note: For all the breakfast items chatni/sambar should made available free of cost.

BREAKFAST				
	Toast	One Plain Bread		
		One Bread with Butter		
		With Egg (One Egg & Four Breads)		
	Puri & Sabji	Four Puri & two service spoon Chhola, Dal, or Aloo/any sabji.		
	Plain Paratha & Sabji	Two Paratha & two service spoon Chhola Dal or Aloo/any sabji.		
	Plain Paratha	One Paratha		
	Plain Roti & Sabji	Two Roti & two Service spoon, Sabji		
	Plain Roti	One Roti		
	Hot Milk	One Cup (250ml)		
	Curd	Misti Dahi, Plain Dahi (one cup 250ml.)		
LUNCH DINNER				
	Meals	Vegetable Meals (Rice, Dal, Sabji, Chutney, Papad)		
		Special Vegetable Meals (Rice, Bhaji, Dal, Special Sabji, Chutney, Papad)		
	Egg	Curry (One Pc. Egg)		
		Omelette (One Pc. Egg)		
		Bhujiya (One Pc. Egg)		
		Poach (One pc. Egg)		
		Boiled (One Pc. Egg)		
	Sabji	Ordinary (Extra)		
		Special (Extra)		
	Rice	Extra (Normal)		
		Extra (Special)/Pulao		

Rate to be quoted by the tenderer for supply of food items **inclusive of all taxes** as detailed below to the patients of the hospital recommended by the Competent Authority from time to time.(**Presently the approximate value of services for providing food items to the patients is around more than ₹ Two lakh per month**) payment will be made by NIUM for these services.

Break fast	Lunch	Dinner
Any one of the item daily Upma 150gm with chatni/ Khichri 150 gm with chatni/ Idly 150gm with chatni /sambar Bread & milk (05 slice bread with 200 ml of pure milk) with boiled Egg/ Leman rice 150gm with chatni / sambar Dosa 150gm with chatni/sambar ₹ -----	Rice 200gm Roti/Chapati 2Nos. Dal 150ml, Sabji 100gm, ₹ -----	Rice 200gm Roti/Chapati 2Nos. Dal 150ml, Sabji 100gm, ₹ -----

Note: ** Salt free diet for Hypertensive Patients.

Rice may be replaced with chapatti for Diabetic Patients and any special advice from consultant may be considered for specific patient/s.

The Canteen shall remain open from 6.00 AM to 10.00 PM

Lunch Hour – 12 Noon to 2.00 PM

Dinner Hour – 7.30 PM to 9.30 PM

Date:-

Place:-

Designation:-

Signature of the tenderer:-

Full Name:-

(Office seal of the tenderer)