

NOTICE INVITING TENDER

FOR

BEVERAGE CENTRE

AT

AIIMS, Bhubaneswar



File No : J-11021(009)/2016-17/S&P

Issue Date : 29-12-2016

Last Date of Submission : 19-01-2017, 12.00 P.M

Tender opening date (Technical bid): 19-01-2017 , 03.00 PM

**All India Institute of Medical Sciences,
Bhubaneswar**

All India Institute of Medical Sciences, Bhubaneswar

Email: info@aiimsbhubaneswar.edu.in

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All India Institute of Medical Sciences (AIIMS), Bhubaneswar, Odisha, an apex healthcare institute, established by an Act of Parliament under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed tenders in two-bid system for opening a Beverage Centre at AIIMS, Bhubaneswar. Intending Tenderer are requested to quote their best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description
1.	TENDER FOR BEVERAGE CENTRE AT AIIMS, Bhubaneswar

(Refer Details Specification as per Annexure-'I')

Tenderers should be sealed and superscribed with tender number and addressed to

**“Administrative Officer
All India Institute of Medical Sciences,
Patrapada,
Bhubaneswar- 751019**

The sealed Tender should reach the Institute, latest by 19-01-2017 at **12.00** noon and the technical bid will be opened on 19-01-2017 at **03:00** PM in the Administrative Office, AIIMS, Bhubaneswar in the presence of the bidder(s) or their authorized representative(s), who may remain present at the scheduled date and time. The list of technically qualified bidders with the date of opening of financial bid shall be hoisted in the official website of AIIMS, Bhubaneswar in due course. No paper publication shall, however be made for financial bid.

Terms & Conditions:

1. The Tender shall be valid initially for a period of 11 (Eleven) Months extendable for another 11 (Eleven) Month on mutually agreeable conditions.
2. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 5,000/- (Rupees Five Thousand only) and Rs. 1,000/- as tender fees by way of demand drafts only. (TENDERS NOT ACCOMPANIED WITH EMD/BID SECURITY AND TENDER FEES ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED). The demand drafts for Tender Fee & Earnest Money Deposit shall be drawn in favour of **“All India Institute of Medical Sciences, Bhubaneswar”** and must be enclosed in the envelope containing the technical bid.

The EMD of the successful bidder shall be returned after the successful completion of contract / order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts for Tender Fee & EMD shall be liable for rejection.

The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (Copy of registration must be provided along with) the Tender document.

3. **Rate:** Rates should be quoted in Indian Rupees (INR) inclusive of all statutory levy / taxes /charges etc.
4. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, the bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, with mutually agreeable changing any terms, conditions.

5. **Penalty Clause**

- a) The contract will be awarded on purely temporary basis. In case of three regular complaints and unsatisfactory services, Director AIIMS Bhubaneswar reserves the right to cancel the contract at one month notice.
- b) AIIMS Bhubaneswar authority reserves the right to terminate as well as forfeit the security, in case of violation of any term and condition of the contract agreement.

6. **Performance Security:** The supplier shall be required to submit the performance security in the form of irrevocable Bank Guarantee (BG) / or Fixed Deposit Receipt (FDR) in favour of AIIMS issued by any Nationalised Bank for an amount of which Rs.10,000/- and should be kept valid for a period of 60 days beyond completion of all the contractual obligation.
7. Tenderer shall submit a copy of the tender document and addenda thereto, if any, with each page of the document signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
8. In case of a partnership all partners are to sign the undertaking. The managing partner or the person with whom the responsibility of the contract shall lie should be mentioned,
9. Authorized signatories of firms / organizations must provide letter of authorization
10. After evaluation of the Technical Bid, the List of successful Bidder for Financial Bid shall be hosted in the Official website in due course.
11. After due evaluation of the Bids the Institute will award the contract to the lowest evaluated responsive tenderer.
12. Handwritten quotations shall be accepted at the bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.

13. Tender forms complete in all respect should be submitted in the office of the Administrative officer, All India Institute of Medical Sciences, Bhubaneswar in a sealed cover, failing which the Tender may be liable to be rejected.
14. The Tender forms shall be legible filled in ink or typed neatly giving full address of the applicant. Any alteration, overwriting etc. shall be duly attested by the tenderer.
15. The Tender should be signed by the tenderer himself/themselves or his/their authorized agent/representative. (The authorization to be enclosed wherever applicable)
16. The successful applicant will be allowed to sell only those the items listed in **Annexure-II** as per rates given against each.
17. The firm should be financially sound, having annual minimum turnover of Rs.5 lacs for the last 3 years.
18. The firm should have valid VAT No. / required License No.
19. The number of Beverage Vending Machines will be increased in phase-wise manner.
20. The tea/coffee and other items supplied should be of good quality and confirm to the specifications mentioned in **Annexure-IV**
21. All raw materials provided should be branded and in sealed packets with manufacturing date/batch number and MRP printed on it.
22. The fully automated tea/coffee machine to be installed should be brand new. The Tenderer will have to ensure proper cleaning of the machine, its operations, functioning of electrical points, plugs etc.
23. There should be a provision for periodic checking of grammage per serving for check of quantity & Quality.
24. Manpower will be arranged by the Tenderer for operation of the Vending Machine from 8:00AM to 7:00PM.
25. AIIMS Bhubaneswar will only provide space, water and electricity connection to the Tenderer. The electricity charges will be borne by the Tenderer (depending on the sub meter reading) and remitted and remitted to AIIMS Bhubaneswar every month. Monthly Rent, Electric Bill and Water charges to be deposit in AIIMS Account by 10th of next month.
26. Tenderer will be solely responsible for the conduct of its employees. Any misconduct on the part of the attendant may result in termination of the contract with forfeiture of Performance Security and any other penalty levied by the AIIMS Bhubaneswar.
27. Approved rate list should be on display at all times as prominently as possible.
28. Tenderer should maintain hygiene / cleanliness of the area. The Tenderer will be responsible for disposal of garbage and cleaning of litterage.

29. The conduct/behaviour and cleanliness of all attendants will be the responsibility of the vender. The vender should obtain the necessary police verification of all employees.
30. All employees are to undergo regular medical check-up as decided by the AIIMS, Bhubaneswar authority.
31. The Tenderer should maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no cross contamination of other items in the work place occurs.
32. If, in the opinion of the Institute, there is any defect or deficiency in the performance of this contract, AIIMS, Bhubaneswar may terminate the contract or impose a fine of Rs.1000/- (Rupees one hundred only) on the licensee on each occasion. Such fines will be deductible from the security deposit or any amount due to the licensee, if not paid by the licensee.
33. Complaint books are to be maintained and submitted to the AIIMS, Bhubaneswar authority for scrutiny every month. If complaint books are not submitted on the first working day of every month for scrutiny and signing ,a fine of Rs.500/- will be imposed and further action as deemed fit will be taken.
34. Sudden closure of the machine and stoppage of work without prior permission from the AIIMS Bhubaneswar may result in cancellation of the license / contract and forfeiture of the security deposit.
35. The successful applicant should enter into an agreement with AIIMS, Bhubaneswar. While submitting the Tenderer the applicant is deemed to agree abide by terms and conditions as given in the tender document and stipulated in the agreement.
36. The licensee if fails to vacate the premises on expiry of the contract period, is liable to pay damage charges Rs.5,000/- (Rupees Five Thousand only) per month.
37. The security money will be refunded after successful completion of the contract period and getting a No Demand Certificate from the Administrative Department of AIIMS Bhubaneswar that there is no dues for electricity bill and premises have been handed over without any damage.
38. On acceptance of the offer/contract the agreement of contract is to be signed by the firm within 10 days of issue of letter of acceptance to the firm.
39. The installation and operation of Vending Machines should start within 30 days of receipt of confirmed contract.
40. After acceptance of contract /offer or after signing of agreement if the firm/individual fails to take over the operation the security money shall be forfeited.
41. The Director AIIMS Bhubaneswar reserves the right to reject any or all Tenderers/offers without assigning any reason.
42. Any form of canvassing or influencing the decisions of the authorities will result in disqualification of the applicant and if necessary appropriate action according to law.

43. The firm should not have been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI/Police case pending against the firm supplier. Affidavit to that effect should be given attached with technical bid along with detail of arbitrating cases & cases in the court of Law.
44. Conditional bid will be treated as non-responsive and it may be rejected.
45. **The Institute reserves the right to accept in part or in full or reject any or more Tender(s) without assigning any reasons or cancel the tendering process and reject all Tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).**
46. The Family member of the Employees of AIIMS, Bhubaneswar and proprietors, Firms who have already in contact for providing any service to AIIMS Bhubaneswar are not eligible for to take part in the tender.

47. **TENDER EVALUATION**

Tenders evaluation will be done in **two stages**:

- a. Technical bid
- b. Financial bid.

Each bid to be submitted in separate sealed envelopes super-scribed as “Technical Bid” and “Price Bid” respectively. All these 2 envelopes should be put in another envelope marked as “**Tender FOR BEVERAGE CENTRE AT AIIMS, Bhubaneswar**” duly sealed by wax.

(A) TECHNICAL BID:

The firm should submit the Technical Bid in a sealed cover separately super-scribed “**Technical Bid FOR BEVERAGE CENTRE AT AIIMS, Bhubaneswar**” along with Name and address of the Bidder. Technical bid should contain:

- a. All documents on mentioned in Technical Bid. **Annexure-I**

The Technical Evaluation shall be on the basis of specification as per **Annexure I**, The items accepted technically will only be considered for financial evaluation (financial bid). Price should not be quoted with technical bid, otherwise the tender will be rejected without any correspondence.

B. FINANCIAL BID:

Should be submitted in a separate sealed envelope super-scribed the word “**Financial Bid FOR BEVERAGE CENTRE AT AIIMS, Bhubaneswar**” along with Name and address of the Bidder.

The price/cost should indicate inclusive of ancillary charges + VAT on mentioned at Para -3. The rates quoted in ambiguous terms such as “Freight on actual basis” or “Taxes as applicable extra” or “Packing forwarding extra” will render the bid liable for rejection.

48. Applicable Law:

- The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislations and enactments made from time to time concerning such Commercial dealings / processing.
- Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bhubaneswar, Odisha, India only.
- The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.
- Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier on the Basis of proper justification & evidence to be produced by the supplier.

(Annexure-I)

TECHNICAL BID for

“BEVERAGE CENTRE AT AIIMS, Bhubaneswar”

(In separate sealed Cover-I Super Scribed as “Technical Bid”)

SI No	Partiulars	Supportive documents with enclosure no.	Remarks
1.	Name & Address Tenderer with phone number, email, name and telephone/mobile.		
2	Name, Address & designation of the authorized person (Sole proprietor/partner /Director)		
3	PAN No. (Please attach copy) / last IT return		
4	Please submit a notarized affidavit on Indian Non judicial stamp paper of Rs.10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency).Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.		
5	VAT Registration Number. (Please attach copy)		
6	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with the technical bid. Otherwise your tender will be rejected.		
7	Previous experience and performance		
8	Details of the FDR/DD/BG of bid security (EMD) FDR/DD/BG No of Tender Fee: Date: Payable at		

Signature of the Tenderer:

Address.....

.....

Telephone Number:.....

E mail:

ANNEXURE-II

UNDERTAKING TO BE FILLED BY THE APPLICANT

1. The rate as quoted in the attached schedule are inclusive of all charges/expenses required for installation and running of the Vending Machine.
2. I/We also undertake to be responsible for payment of all taxes/surcharges/fee etc. if required to be paid to local municipal or other government agency.
3. I/We also agree to all terms and conditions of the All India Institute of Medical Sciences, Bhubaneswar as stipulated in the tender form or as issued from time to time.
4. There is no criminal case pending against me/us/any of our employee engaged in operation, nor have been convicted for any criminal offence earlier.
5. I / We understand that my / our performance shall be reviewed at the end of one month before formal awarding of the license / contract.
6. I / We also agree to sign the License Deed within 10 days from the date of issue of formal letter of acceptance / award, failing which the license / contract shall be liable to be terminated by the All India Institute of Medical Sciences, Bhubaneswar.
7. I/we here by undertake that I/we are responsible for providing all relevant license as required.
8. I understand that in the event of any declarations and annexure being false or untrue the contract is liable to be terminated.

Signature of the Tenderer:

Address.....

.....

Telephone Number:.....

E mail:

ANNEXURE III

Technical Specifications for the Beverages

1. Hot Tea:

- a. Hot tea 100 ml per serving.
- b. Serving in branded Paper cup.
- c. 3 flavours Lemon, Plain and cardamom.
- d. Quality: beverage should contain at least 14 gm of premix /serving.

2. Ice Tea:

- a. Ice tea serving size 200 ml.
- b. Serving in branded paper cup.
- c. Should be in Lemon flavour.
- d. Quality: beverage should contain at least 28 gm of premix /serving.

3. Hot Coffee

- a. Hot coffee 100 ml per serving.
- b. Serving in branded Paper cup.
- c. Premix should have minimum of 50% pure blend coffee.
- d. Quality: beverage should contain at least 14 gm of premix /serving.

4. Cold Coffee

- a. Cold coffee serving size 200 ml.
- b. Serving in branded paper cup.
- c. Quality: beverage should contain at least 30 gm of premix /serving

5. Tomato Soup

- a. Tomato Soup serving size 200 ml.
- b. Serving in branded paper cup.
- c. Quality: beverage should contain at least 30 gm of premix /serving

6. Cold Drinks

- a. Different Flavour soft Cold Drinks 250 ml.
- b. Serving in branded paper cup.

Signature of the Tenderer:

Seal

Date

ANNEXURE IV

Financial Bid

For BEVERAGE VENDING MACHINE AT AIIMS, Bhubaneswar
(To be submitted under the letterhead of the company / firm)

S.N.	ITEM	Quantity	QUOTED RATE (Rs.) In figure	QUOTED RATE (Rupees) In words
1.	Hot Tea	100 ml		
2.	Hot Tea Cardamom flavour	100 ml		
3.	Hot Lemon Tea	100 ml		
4.	Hot Coffee	100 ml		
5.	Tomato Soup	100 ml		
6.	Ice Tea Lemon Flavour	200 ml		
7.	Cold Coffee	200 ml		
8	Snax	Branded items in packed form		

Note:

1. The bidder should quote their price in figure and words in international numerals and English.
2. The quoted rates must be inclusive of duties and taxes and service charges that may be applicable.

Signature of the Tenderer:

Address.....

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Telephone Number:.....

E mail: