

Limited Tender Enquiry

For

Supply of Lunch for 1st Convocation At AIIMS, Bhubaneswar

(For, Faculties, Staffs, Students & Guests etc.)



LTE No	: 01/2017-18
Issue Date	: 28.12.2017
Last Date of Submission	: 15.12.2018, 12.00 NOON
Tender opening date	: 15.12.2018, 3.00 PM

All India Institute of Medical Sciences,
Bhubaneswar

Website: www.aiimsbhubaneswar.edu.in

Chapter I- Instruction to bidders

Notice Inviting Tender

All India Institute of Medical Sciences, Bhubaneswar

Email: info@aiimsbhubaneswar.edu.in

www.aiimsbhubaneswar.edu.in

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 under limited Tender Enquiry process in two-bid system for supply of the following items at the Institute. Intending Tenderers are requested to quote their best offer along with the complete details of specifications, Terms & Conditions for **supply of Lunch for the 1st Convocation Ceremony of AIIMS, Bhubaneswar to be held on 1st week of February, 2018.**

S. No.	Item Description	Quantity (Approx.)	Tender Fee	EMD FEE
1.	Lunch for 1st Convocation Ceremony	1800 nos.	₹ 2,000/-	₹ 20,000/-

(Refer Details as per chapter-‘III’)

Tender(s) should be sealed and Superscribed with Tender for Supply of Lunch for 1st Convocation Ceremony of AIIMS, Bhubaneswar and Address to:

“Assistant Administrative Officer”

All India Institute of Medical Sciences,

Patrapada, Sijua

Bhubaneswar- 751019

The sealed Tender(s) should reach the Institute, latest by dt. _____ at 12:00 Noon and the Tender will be opened on the same day at 03:00 PM in the Assistant Administrative Officer, AIIMS, Bhubaneswar. The bidder(s) or their authorized representative(s) may remain present at the scheduled date and time. In case the appointed date is declared Holiday the next date of opening of the Office shall be applicable for Opening of Tender.

The tender is in single bid system The tender will be opened on the designated date by the Tender opening Committee. The Name of the qualified bidders shall be hoisted in the website of AIIMS, Bhubaneswar.

Schedule of Tender

Issue Date	:	Dt. 28.12.2017
Last date and time of receipt of tender	:	Dt. 15.01.2018 , at 12:00 Noon
Date & time of opening of tender	:	Dt. 15.01.2018, at 03.00 PM
Tender Fee (non refundable)	:	Rs. 2,000/- (Rupees Two Thousand only)
Amount of Earnest Money Deposit (EMD)	:	Rs.20,000/- (Rupees Twenty Thousand only)
Venue	:	All India Institute of Medical Sciences Bhubaneswar - 751019

Chapter-II- Conditions of Contract

General Terms and Conditions

Terms & Conditions:

1. Tender Fee : The bidder shall be required to submit the Tender Fee (Non-Refundable) for an amount of Rs.2,000/- (Rupees Two Thousand Only)) drawn in favour of the “AIIMS Bhubaneswar” in shape of Demand Drafts only, Payable at Bhubaneswar. No cost of tender document shall be charged for the tender documents if downloaded by the bidders from the website of AIIMS, Bhubaneswar

2. Earnest Money Deposit: The bidder shall be required to submit the Earnest Money Deposit (EMD)/ Bid Security for an amount of ₹ 20,000/- (Rupees Twenty Thousand only) In shape of FDR/BG only pledged in favour of AIIMS Bhubaneswar, valid for a period 180 days (TENDERS NOT ACCOMPANIED WITH TENDER FEES (as applicable) AND EMD/BID SECURITY ALONGWITH THE BID DOCUMENT SHALL BE SUMMARILY REJECTED).

(i) The original documents of the bidders qualified in the Technical stage shall be subject to verification at the appointed date & time.

3. Rate: Rates should be quoted in Indian Rupees (INR) on F.O.R destination Basis i.e.at AIIMS, Bhubaneswar, Odisha, Inclusive of all the Charges, with break-up as:

- Basic Cost.
- GST as applicable.
- Total Cost (F.O.R at AIIMS Bhubaneswar).
- The price per plate should be quoted as mentioned in the financial bid format. When there is a tie in the price of the lowest quoted bidders, lottery will be done in the presence of the bidders to finalize the selected bidder.

4. Quantity: The quantity mentioned are indicative in Chapter-V of financial format and may be altered to the extent of $\pm 10\%$ at the time of placing the Work Order.

5. 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 changes his offer during the validity period, bid is liable to be rejected and the Earnest Money Deposit shall be forfeited without assigning any reason thereto. The Tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original Tender on mutual consent.

5. QUALIFICATION CRITERIA

Xerox copy of the following documents duly attested by the proprietor must be submitted along with the technical bid:

- a) Last Income tax Return (2 years)
- b) PAN/ TAN/ TIN etc.
- c) Food/ Catering licence
- d) Labour Licence
- d) Municipal Licence/ Trade license
- e) EPF/ESIC information
- f) Balance Sheet - last 2 years
- g) Partnership Deed in case of partnership
- h) GST Certificate
- i) Work orders of same and similar nature of service from other Organizations (at least One)
- j) The Bidder should have the turnover of minimum 7.00 lakh and above per annum.

A notaries declaration stating that in case of any contamination of food during the contract period with AIIMS, Bhubaneswar due to any negligence and carelessness, suitable action will be taken as per the decision of the competent authority.

Note : The bidders who do not fulfil the above Qualification Criteria shall be rejected during the Evaluation of Bid.

6. Risk Purchase : In case the tenderer on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort to risk purchase, the purchaser (AIIMS, Bhubaneswar) may recover from the tenderer (from the payment on account of subsequent supply or performance security as the case may be) the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the ordered items /Service the work order may be cancelled and Bid/EMD/Performance security deposit will be forfeited.

7. FALL CLAUSE : If, at any time, during the said period, the supplier reduce the said prices of such Stores/Equipment or sales such stores to any other person/organization/Institution at a price lower than the price chargeable, he shall forthwith notify such reduction or sale to the Director, All India Institute of Medical Sciences (AIIMS) Bhubaneswar and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

The supplier shall furnish the following certificate to Assistant Administrative Officer, AIIMS, Bhubaneswar.

“I/We certify that the items of description identical to the services to the Institute under the contract against the Tender herein have not been offered/sold by me/us to any other person/organization/Institution upto date of bill/the date of completion of work against all work orders placed during the currency of the tender/rate contract at the price lower than that charged to the Institute under contract /against the tender”.

8. Performance Security: (a) The successful tenderer will be required to furnish a Performance Security Deposit (EMD) value i.e. Rs. 20,000/- of Demand Draft from any Scheduled Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Bhubaneswar**". The EMD/Security money deposit can be forfeited by this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance as per the Contract Agreement. EMD/Performance Security should be kept valid upto 60 days after completion of obligations under the contract.

9. Payment Term: 100% payment of the total order value shall be released after the successful completion of Service. The provision of Advance/Part payment is not permissible.

10. Bidder shall submit the Tender document and addenda thereto, if any, with each page signed with seal to confirm the acceptance of the entire Terms & Conditions as mentioned in the tender enquiry document.

11. Compliance sheet of the Technical Specification of the goods/service under due signature & Seal with Technical printed literature must be enclosed with the bid.

12. After due evaluation of the bid(s) Institute will award the contract to the responsive tenderer who has quoted the lowest Price.

13. Conditional Bids will be treated as unresponsive and therefore may be rejected.

14. *The Institute reserves the right to accept in part or in full or reject any or more Tender / offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever.*

15. *The Director, AIIMS Bhubaneswar, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons thereof and also to cancel the supply at any time without assigning any reason.*

16. TENDER EVALUATION

Tenders evaluation will be done in one stages:

- a. Technical & Financial bid

The bid to be submitted in separate sealed envelopes super-scribed “Tender reference no. & date or Name of the Tender” mentioning there with One envelopes along with envelope containing EMD and tender fee should be put in another envelope marked as “**Tender for Supply of Lunch for 1st Convocation Ceremony at AIIMS, Bhubaneswar**” sealed with sealing wax.

A) TECHNICAL & FINANCIAL BID:

The firm should submit the bid in a sealed cover super-scribed “**Tender reference No. or name for Supply of Lunch for 1st Convocation**” along with Name and address of the Bidder. Technical & Financial bid should contain information and copy of documents as required in Chapter – IV & V.

The Committee constituted by the Competent Authority shall evaluate the Bid on the basis of Specification/eligibility criteria as per Chapter-III & documents/ information furnished as per Chapter-IV, sample of the lunch if required may be submitted wherever asked,

The price should indicate cost on mentioned at Para /clause 3 above. Offers with price variation clause will not be accepted. The rates quoted in ambiguous terms such as “Freight on actual basis” or “GST as applicable extra” or “Packing forwarding extra” will render the bid liable for rejection.

Debarment from bidding.

- (i) A bidder shall be debarred if he has been convicted of an offence-
 - (a) under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.
- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

17. Applicable Law:

- The contract shall be governed by the laws and procedures established by Government of India, within the framework of applicable legislation and enactment 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 be attributable to the supplier unless provided through precordial evidence.

Chapter- III

The Description of Lunch menu are as follows:

Sl. No.	Food Menu Description	Items
1.	Rice	Jeera Rice
2.	Bread	Roti / Poori
3.	Dal	Dal Fry
4.	Veg	Mix Veg. Curry/ Jalfrezi
		Paneer Butter Masala/Kadaipaneer
5.	Non Veg	Chicken Butter Masala/Kadai chicken
6.	Dessert	Rice Khiri & Rasagolla
7.	Others	Khatta
		Green Salad
		Papad
8	Soup	Veg and Non-Veg
9	Starter	Paneer and chicken
10	Water	Mineral Water Bottle(500 ml)

Note : *The vender has to provide more than five buffet counters/stations to serve the lunch. Table service for 20 persons to be done separately by the vender inside the Auditorium / any other place. All the persons serving food must be well dressed with cap.*

Chapter – IV

Inviting of Sealed Tender(s) for Supply of Lunch for 1st Convocation Ceremony at

AIIMS, Bhubaneswar

(To be submitted on the letterhead of the company / firm)

Sl no.	Details / Particulars	Submitted (Yes/No)	Page No
A	(To be Mentioned in the Letter head). 1. Name & Address of Tenderer with phone number, email-ID 2. Specify whether a Company /Proprietorship / Partnership firm(Mention in Letter head) 3. Name of Proprietor /Partner/Managing Director/Director.		
B	Name, Address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organisation)		
C	Name, Address, Phone & Fax No. of Service Centre/Branch at Bhubaneswar or nearby, If any.		
D	PAN No. (enclose the attested copy of PAN Card)		
E	Signed copy of GST Certificate showing clearly GST no. of the firm		
F	Income Tax return for the last Two years.		
G	Annual Turn Over for last Two Financial Years (Duly signed by CA)		
H	Whether the Firm/Agency has signed each and every page of Tender / NIT		
I	Details of the Earnest Money Deposit (EMD) Rs.20,000/- (Rupees Twenty Thousand only)		
J	Firms registered with NSIC (for Sales / service of Food/ Catering etc.) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate).		
K	Notarised affidavit on Indian Non judicial stamp paper of Rs.10/- that (i) no police case is pending against the Proprietor / partner of the Company (Agency).Indicate any convictions if any against the Company/firm/partner. (ii) proprietor/firm has never blacklisted by any organization. (iii)you have not quoted the price higher than previously supplied to any Government Institute / Organisation / reputed Private Organisation or DGS&D rate in recent past. If you don't fulfil these criteria, your tender will be out rightly rejected.		
L	List of supply of lunch, major Customer may be given on a separate sheet and proof of previous satisfactory supply, if any		
M	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFSC Code : 5. Branch Address :		
N	Any other information, if necessary		

Note:

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the attested documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.
- The tenderer should furnish specific answers to all the questions/issues mentioned in the Checklist. In case a question/issue does not apply to a tenderer, the same should be answered with the remark “Not Applicable”.
- Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement. In case a tenderer furnishes a wrong or evasive answer against any of the question/issues mentioned in the Checklist, its tender will be liable to be rejected.
- In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Date:

Place:

(Signature of the bidder with seal)

Chapter-V- Financial Bid

(To be submitted on the letterhead of the company / firm)

Sl. No	Name of Item	Quantity (Approx.)	Rate Per Unit /Plate	GST/Taxes etc.	Amount (including GST)
1.	Supply of Lunch for 1st Convocation Ceremony at AIIMS, Bhubaneswar	1800 nos.			

1. I/We have gone through the Terms & Conditions as stipulated in the Tender enquiry document and confirm to accept and abide by the same.
2. No other charges would be payable by the Institute.
3. That I/We shall supply the items of requisite quality.
4. That I/We undertake that the information given in this tender are true and correct in all respects.

Signature of the bidder with seal.

Date:

Place: