

GNCT OF DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR,
NEW DELHI – 73
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NOTICE INVITING LIMITED TENDER

For Providing Canteen/Catering Services at Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073

Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, Govt. of NCT of Delhi invites Limited Tender for running of canteen services at Rao Tula Ram Memorial Hospital, Jaffarpur.

Limited Tender No: RTRMH/III/15/CT/(7)/12-13/Pt-I

Name of Tender: - Canteen Services at RTRMH

Start date and time for sale of Tender document: From 05/12/2014 from 11:00 AM

Tender Forms available at: Purchase Section, RTRMH

Website: <http://www.delhigovt.nic.in>

Pre bid meeting: 11/12/2014 at 2:00 PM

Start date and time for bidding: 15/12/2014 at 10:00 AM

Late date and time for sale of Tender documents: 26/12/2014 at 11:00 AM

Last date and time for bidding: 26/12/2014 at 1:00 PM

Date of opening of Pre qualification cum technical bid: 26/12/2014 at 2:00 PM

Date of opening of Financial bid: 05/01/2015 at 2:00 PM

Cost of Bid Document: Rs. 200/- (Non-refundable)

Earnest Money: Rs. 5000/-

Rao Tula Ram Memorial Hospital, Jaffarpur is a 100 bedded secondary level multispecialty district hospital of South West District of Delhi. The average Out Patients attendance is about 1500 per day and with average footfall of 3500 per day. Its bed occupancy is about 98%. The hospital also runs round the clock Maternity and Casualty Services with average 200 patients per day. Besides this there is Mortuary Services.

The hospital is situated in the rural area of Najafgarh with lack of good quality Canteen in and around the hospital. The hospital shares its boundary with Navodaya Vidyalaya, Engineering College, Government Schools and Police Station. The canteen is situated right at the front of Main Gate of the hospital and is the only canteen for general public and staff. The designated space for canteen is approx. 3000 square feet.

Sealed limited tenders under **two bid system** i.e. **“Pre qualification cum Technical Bid” & “Financial Bid”** are invited from reputed & financially sound caterers/firms for running of Canteen/ catering Services at Rao Tula Ram Memorial Hospital Hospital, Jaffarpur.

Contract Period:- Two years from the contract award & extendable for a further one year on the basis of satisfactory performance at the discretion of the Medical Superintendent being Head of Department, RTRMH.

Format

All rows and columns on prescribed format should be filled and in any case not to be left blank.
This will be a Two Bid System.

Selection will be done on the basis of highest quoted license fee per annum.

The Pre qualification cum Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed

- (A) Tender No.....
- (B) Tender Name.....
- (C) Name of Firm

Bidder shall have to deposit bid security (EMD) of Rs. 5000/- (Rs. Five Thousand only) in the form of **FDR/Bank Guarantee** of any Nationalised Bank/Commercial bank in favour of the “ Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur New Delhi 110073” valid for 6 months from the last date of bid submission along with the bid.

Intending eligible bidders may obtain a copy of bid document from the Purchase Section, RTRMH, Jaffarpur, New Delhi – 110073 on payment of Rs. 200/- (Rs. Two Hundred) in the form of cash /crossed Demand Draft/Banker’s cheque from any Nationalised Bank/Commercial Bank in Delhi/New Delhi drawn in favour of the “ Medical Superintendent” Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi 73.

OR

The form can be downloaded from the website .i.e. <http://www.delhigovt.nic.in> , in this case , they must ensure that the requisite tender document cost in the form of /DD/Bankers Cheque from any Nationalised Bank/Commercial Bank in Delhi/New Delhi drawn in favour of the “ Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi 73” is enclosed with their tender or The cash is to be deposited with the cashier of RTRM Hospital & photocopy of the receipt of tender fee is to be enclosed with the tender failing which the tender will be treated as incomplete and will be ignored/rejected.

PREPARATION OF BIDS

The bids prepared by the bidder shall comprise of

- (1) The Pre qualification cum Technical Bid and
- (2) Financial Bid

INSTRUCTION TO BIDDERS

All prospective bidders should make a visit to RTRMH before bidding to make themselves aware of the demography and geographical condition of this hospital.

They should also make visit to the designated Canteen Area to get firsthand experience of its location and other infra structures available as the tender will be offered to successful bidder on as is where basis is. It shall be deemed that the bidder has undertaken a visit to the Hospital and is well aware of the operational needs prior to the submission of the tender documents.

All the documents submitted (Whether original or photocopy) in the bid must be legible & self attested, otherwise the bid is likely to be rejected. The Bid is to be dropped in the tender box kept in the purchase section, RTRMH Jaffarpur, before the last date and time as mentioned in the tender notice.

PRE QUALIFICATIO CUM TECHNICAL BID

A maximum of one representative of the bidder shall be authorized and permitted to attend the Pre qualification cum Technical bid prior to the Financial bid opening.

The Pre qualification cum Technical Bid should be sealed in a separate envelope and superscribed “Pre qualification cum Technical Bid, Tender No, Tender Name, Name of Firm.

This envelope of Pre qualification cum Technical Bid shall contain the following documents -

- 1 **EMD in the form of FDR/Bank Guarantee** amounting to Rs. 5000/- in favour of Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-73.
- 2 Undertaking duly signed with Stamp and Name of Firm (Annexure I) on non judicial stamp paper.
- 3 Annexure –II (Personal Bio Data of the bidder/Tenderer/ Firm).
- 4 Annexure - IV
- 5 For address proof-**Self attested** photocopy for proof of address in form of bank statement, electricity bill, telephone bill, election identity card, passport or driving license (any one of them)
- 6 Cost of tender document if downloaded from the website in the form of cash Rs. 200/- (TR-5)/Demand draft/Banker's cheque in favour of the "Medical Superintendent" Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073 .

OR

- Photocopy of receipt (TR-5) as proof of the cost of tender document purchased from RTRMH or demand draft/bankers cheque in favour of the "Medical Superintendent" Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi 73.
- 7 In case of company or partnership firm, authorization and / or copy of partnership deed must be submitted with the pre qualification cum technical bid.
 - 8 **Self Attested** copy of PAN Card of the firm / proprietor issued by Income Tax Department. (In case PAN Card of an individual / proprietor is submitted, it should be accompanied by the return filled for the previous year 2013-14 indicating the same PAN number as submitted).
 - 9 Two **self attested** passport size photograph
 - 10 All the pages of the tender document duly signed by the firm/dealer

Only those bidders who qualify the Pre-Qualification Stage i.e. Technical bid shall be considered for Financial Evaluation.

FINANCIAL BID

The Financial Bid shall contain:

- a. Price Bid Form [as per Annexure-III]

The Financial Bid should be sealed in a separate envelope and super scribed "Financial Bid, Tender No, Tender Name, Name of Firm and Seal of Firm "

- The fees should be quoted in Indian Rupees in figure as well as in words.
- The Reserved License fee is Rs. 1,25,000/- per annum i.e. license fee should not be **less than Rs. 1,25,000/- per annum.**

PERIOD of VALIDITY of BIDS

- 1) **The Bid validity should be for a minimum period of 180 days.**
- 2) The hospital authority may request the bidder for extension of the period of validity .The request and response there to shall be made in writing (or by fax or e mail). The validity of EMD provided shall also be accordingly extended.

REFUND OF PERFORMANCE SECURITY

Performance Security shall be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

Terms & Conditions: -

Selection: Amount of license fee to be quoted in Indian Rupees only on per annum basis in given format. The license fee quoted should not be less than Rs. 1,25,000/-per annum. Selection will be done on the basis of Highest quote by the firm qualified in Technical bid.

A.General

1. The tender document should be filled in prescribed format
2. The bidder may note down that only those documents submitted physically shall be considered for bidding. The Medical Superintendent/HOD shall have the right to demand the original / copy of any document which is submitted. The same information shall be conveyed by email/fax/telephone. If any Tenderer fails to provide the requisite information within (03) days the Medical Superintendent/HOD reserves the right to disqualify the bid.
3. The acceptance of the tender by the bidder must be unconditional.
4. The Successful bidder shall be required to execute an agreement within 15 days from the date of issue of offer letter. The Agreement shall be made in a Non-judicial Stamp Paper worth Rs.100/-. All expenses with regard to the execution of the agreement shall be borne by the Tenderer.
5. The Tenderer shall undertake that his firm is not blacklisted by the any Government agency.(Annexure –I)
6. The Tenderer will abide by the Municipal Laws and other relevant laws pertaining to sale of food. Necessary licenses, if required, will have to be obtained by the Tenderer under various Acts and Rules etc.
7. The tenderer should himself assess the volume of business. The Hospital will not guarantee the minimum/maximum business and shall not be liable to reduce the License Fee in view of decline/loss of business due to any reasons
8. The Tenderer will have to present himself before the Medical Superintendent as and when required in connection with any matter relating to running of the canteen
9. The Tenderer shall be responsible for any dues/liability whether legal or financial, against any customer or party and the Hospital authorities will not be responsible in any manner
10. Sub-contracting of any kind, in any form or subletting of any portion in any form is not permissible and if found so, action will be taken by forfeiting the Security Deposit and termination of the contract
11. The Medical Superintendent/HOD, reserves all the rights to accept or reject any or all the tenders, without assigning any reason at any stage.
12. The Medical Superintendent/HOD reserves the right to terminate the contract without assigning any reason thereof and by giving **one Month's notice** to the Tenderer of his intention to do so and on expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy that may occur to the other party by reason of any incident.
13. The tenderer/Tenderer shall be responsible for producing or submitting false certificate or concealing facts. In case any discrepancy is found, the Tenderer himself will be responsible for submitting the false certificates/documents and such act shall attract termination of the contract, forfeiture of Security Deposit and Black-listing of the firm.
14. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the appropriate authority. Courts at New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this contract.
15. At all the times during the term of the contract, the Tenderer shall act as an independent Tenderer and no employer-employee relationship shall be deemed to exist either between the Tenderer and Rao Tula Ram Memorial Hospital Jaffarpur Delhi-110073/Govt. of NCT of Delhi or between the Tenderer's employees and Rao Tula Ram Memorial Hospital Jaffarpur Delhi-110073/Govt. of NCT of Delhi by virtue of this contract.
16. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

17. The EMD will be refunded to the unsuccessful tenderers within 45 to 60 days after award of tender and to successful tenderers within 30 days after deposit of performance guarantee.
18. The physical possession of the canteen shall be given to the Tenderer after completion of all formalities.
19. The Tenderer shall abide by the rules/regulations and orders issued by the Medical Superintendent from time to time
20. The Tenderer submitting the tender would be considered to have gone through and accepted all the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance/rejection of the tender after award.
21. Any person who is in government service or an employee of the department should not be made a partner of the contract by the Tenderer directly or indirectly in any manner whatsoever.
22. Any action on the part of the Tenderer to influence anybody in the hospital is liable for rejection of the tender.
23. If any information furnished by the Tenderer is found to be incorrect at any time, the contract / agreement is liable to be terminated without any notice and the security money is liable to be forfeited by the department.
24. The Tenderer shall neither allow any other person nor shall himself do any other business / activity in the premises allotted to him for running of canteen services
25. The Tenderer shall not assign/sublet the contract or allow any person to interfere in the management of the canteen without the written permission of the Medical Superintendent of the hospital.
26. The Tenderer shall work under the overall supervision of the Hospital Administration.
27. **Performance Security Amount:** The successful bidder will have to **deposit 10% of the bid amount** as security in the form of FDR/Bank Guarantee pledged in favour of Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi within one Week of receipt of "offer letter". The performance security shall remain valid for sixty days beyond the date of completion of all contractual obligations (for 26 months). In case the contract period is further extended, the validity of performance security should also be extended by the Tenderer accordingly.
28. **Payment of License Fee to RTRMH** The Tenderer shall deposit the Monthly License Fee in advance on or before the 10th of the each month by cash/bank draft/pay order/cheque in favour of Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, Delhi. After 10th day, late fee will be charged @ Rs. 100/- per day. In case licence fee, damages, compensation including any other arrears assessed, not paid within 30 days from the due time, the Medical Superintendent, Rao Tula Ram Memorial Hospital shall have the right to terminate the license deed without giving any further opportunity
29. The price charged for packed/ready made food items, soft drinks etc. should not exceed MRP printed on the packaged items.
30. The Price List per unit of all available cooked items should be conspicuously displayed on the two separate boards; first at the entrance of the canteen and second at the cash counter.
31. The rates of the items to be prepared & sold shall remain fixed for first year. However, it may be reviewed quarterly in consultation with Hospital Authority, keeping in the view the market conditions and reviewed with the mutual consent of MS, RTRMH or his authorized officer and Tenderer, if required. The decision of Medical Superintendent/HOD will be final.
32. The Tenderer will not change the rate of items as fixed in Annexure IV, otherwise the action as deemed fit will be initiated against the Tenderer by the hospital authorities.
33. The canteen shall remain open round the clock and the Tenderer or his agent will remain present at canteen.
34. The Medical Superintendent, Rao Tula Ram Memorial Hospital , Jaffarpur , Delhi-73 , reserves full right to accept or reject any or all tender without assigning any reason whatsoever.
35. The Medical Superintendent or his authorized officer will have the right to review the working of the contract from time to time. If at any time, it is found that the Tenderer has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the Medical Superintendent may terminate the contract after giving the Tenderer one month's notice. No such notice will be necessary if the contract is terminated on the ground of misconduct or any other act the Medical Superintendent may deem fit.
36. Exit Clause – On mutual agreement between MS, RTRMH and the successful bidder, the bidder may be allowed to exit the contract one month after giving notice.

B. Rules Governing Kitchen

1. Child labour will be strictly prohibited.
2. Medical Superintendent shall constitute a committee which shall periodically inspect the quantity, quality and price of food stuffs sold in the canteen. The Committee can recommend or send any sample of such food stuff to Prevention of Food Adulteration Department for testing. This committee shall periodically inspect/monitor quality of food, hygienic condition & ambience of cooking and eating areas, medical status of workers in canteen and the licensee/Tenderer will have to maintain the standard upto the satisfaction of committee & prescribed norms.
3. Tenderer shall fix a Complaint-cum-Suggestion Box near the cash counter and shall be responsible for the safety of such box. The above referred committee shall be authorized for opening the Complaint-cum-Suggestion Box and taking cognizance of such complaints/suggestions.
4. Only commercial L.P.G. based cooking will be allowed and L.P.G. cylinder will have to be arranged by the Tenderer at his own cost. Use of electricity for cooking purpose shall not be allowed.
5. All furniture items, utensils and canteen equipments shall be arranged by the Tenderer himself.
6. The Tenderer will arrange soap, towel etc, at the wash basins/ toilets at his own cost.
7. The Tenderer will install sub-meter of electricity and water and all charges in this regard shall be borne by the Tenderer. The Tenderer shall also pay the bills for electricity /water facilities used in Canteen.
8. Any damage to Hospital property/fixtures will be recovered from the Tenderer. Currently the canteen has 4 Nos. ceiling fan, 7 Nos. tube light with fitting & 7 Nos. fire extinguishers. The notional cost of these items is Rs 1000/ for each ceiling fan , 500/ for each tube lights and 2000/ for each fire extinguisher However, it will be discretion of MS , RTRMH to ask the PWD to fix the cost of such losses at the time of recovery and decision of MS., RTRMH will be final in this regard.
9. Sale and service of alcoholic drinks and tobacco products will be strictly prohibited
10. The number of persons employed should be adequate to provide quick, clean and efficient service. The Tenderer shall be responsible for ill health and injury caused to the workers while working in the canteen. The Tenderer will also be liable for the good behavior and conduct of the workers. He also ensure that no employee deputed in the canteen has any criminal record and lodged in any jail. All liabilities arising out of accidents or death while on duty shall be borne by the Tenderer.
11. All the workers/employees will have to be medically fit initially at the time of appointment. Only medically fit personnel shall be allowed to work in the canteen. A medical certificate of employees is to be submitted every 6 months.
12. All workers will wear clean uniform with caps and name plate purchased and provided by the Tenderer
13. The premises of the canteen shall not be used for any other purpose except canteen services. The Hospital shall not be responsible for providing residential accommodation to any of the personal of Tenderer.
14. The Tenderer shall not bring or cook anything which may incite the religious sentiments of any community.
15. Addition/alteration and modification in the existing canteen premises is not permissible without prior approval of the Medical Superintendent

C. Rules Governing Employees of Tenderer

1. The Tenderer shall abide by all the provisions under the Minimum Wages Act and Contract Labour Act., PF, ESI, Bonus, Gratuity, PF Act and other relevant laws as applicable from time to time. The copy of details of the same should be submitted within a month of starting of the services.
2. The Tenderer has to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Fund Commission and Employees State Insurance

- Corporation or other local bodies as per the existing rules or as amended from time to time. Such records should be available for inspection by Hospital authorities from time to time.
3. The personnel of Tenderer have to be extremely courteous with very pleasant mannerism in dealing with the staff/visitors/patients, especially with female staff/patients and should project an image of utmost discipline
 4. The Tenderer shall not remove / change the deployed staff frequently. The Tenderer shall seek prior permission from hospital authorities for any such change.
 5. In case any person engaged by the Tenderer is found to be inefficient, quarrelsome, infirm, invalid or found indulging in unlawful or union activities the Tenderer shall replace such person with a suitable substitute at the direction of the hospital.
 6. In case of any violation of statutory provision under labour laws/or otherwise on behalf of the Tenderer there will not be any liability on principal employer.
 7. That the Tenderer shall not at any stage, cause or permit any sort of nuisance in the premises of the hospital or do anything which may cause unnecessary disturbance or inconvenience to other's working there as well as to the general public in the hospital.
 8. The hospital will be under no legal obligation to provide employment to any of the personnel of the Tenderer, and the hospital recognizes no employer – employee relationship between the hospital and the personnel deployed by the Tenderer.
 9. That the hospital shall not be liable to provide any sort of accommodation to the staff or person deployed by the Tenderer in the premises of the hospital at any time
 10. The hospital shall not be responsible financially or otherwise for any injury to the staff deployed by the Tenderer in the course of performing the duty for and on behalf of the Tenderer.
 11. The Tenderer should note down that use of Pan Masala, Tobacco products, Liquor, drugs etc. are banned in the hospital premises.
 12. The Tenderer shall submit the list of staff employed and documents of police verification of employees.

D. Penalty

1. For any breach of the terms and conditions on the part of the Tenderer, the Medical Superintendent, Rao Tula Ram Memorial Hospital will be fully empowered to impose penalty to the extent of Rs. 5000/- (Rs. Five thousand only) and forfeit the performance security deposit besides termination of the contract. Decision of MS, RTRMH will be final in this regard.
2. Subletting of any portion in any form is not permissible. If found, action will be taken as deemed fit including forfeiting the security deposit and termination of the contract.
3. That the Tenderer, himself, shall be responsible for any type of statutory/mandatory claims or penalties in light of the default, if any, with reference to statutory rules and /or government directives.
4. The MS, RTRMH reserves the right to cancel the contract agreement in the event of non-commencement of services within two weeks of offer letter or unsatisfactory performance of work contract, the Tenderer will be black listed in the hospital for a period of 4 years from participating in such type of tender & his earnest money and security deposit may also be forfeited if so warranted.
5. In case, the Tenderer fails to render the services to the satisfaction of hospital authority, the authority will have full liberty to get the work done by the other party or enter into a fresh contract for the remaining period at the risk and expenses of the Tenderer.
6. In every case in which by virtue of the provisions of the Workman's compensation Act, the government of India/government of Delhi is obliged to pay compensation to such person employed by the Tenderer in execution of the work the government will be entitled to recover from the Tenderer the amount of compensation so paid.
7. The Tenderer shall indemnify the hospital against all other damages /charges and expenses for which the government may be held liable or pay on account of the negligence of the Tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or other wise and against all claims and demands thereof.

(Dr. Sanjay Kumar Jain)
MEDICAL SUPERINTENDENT

TENDER NO:
TENDER NAME:

UNDERTAKING

(to be executed on Rs. 100/- NJ Stamp Paper)

1. I/We the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil/Criminal/Income Tax/Service Tax/Blacklisting case is pending against my firm.
3. The rates quoted by me/us are valid and binding on me/us for acceptance for the entire period of contract.
4. I/We undersigned hereby bind myself/ourselves to the Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, Delhi to provide canteen services in Rao Tula Ram Memorial Hospital during the period of contract.
5. The Security Money deposited by me shall remain in the custody of the MEDICAL SUPERINTENDENT, Rao Tula Ram Memorial Hospital Jaffarpur Delhi-110073 till two months after the expiry of the contract.
6. I/We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for running the canteen.
7. In case of any lapse occur on my part or on my staff while discharging the services the Hospital authorities may cancel my/our contract and award the work to another agency and the costs difference may be recovered from me/us and can forfeit security money.
8. The food/eatable items will be genuine, fresh, hygienic and good quality.
9. In the event of any breach/violation of the terms and conditions, the competent authority shall be at liberty to terminate my contract and can forfeit the security money deposited by me/us.
10. I/we shall abide by all the terms and conditions of the contract
11. I /we will be wholly responsible for providing Canteen Services at Rao Tula Ram Memorial Hospital Jaffarpur Delhi-110073 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behavior / act of employees engaged by me for running of Canteen Services of the hospital.
12. I/we shall be responsible for health and injury caused to the worker while working in the canteen.
13. I/we shall be responsible for any loss or damage to the hospital property by the employee engaged by me/us.
14. The Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, Delhi has the right to accept or reject any or all the tender without assigning any reason. The decision of the Medical Superintendent, Rao Tula Ram Memorial Hospital, will be binding upon me.
15. I /we shall conspicuously display the Price List per unit of all available cooked items on the two separate boards ; first at the entrance of the canteen and second at the cash counter.
16. The Canteen will remain open round the clock and the Tenderer or his agent will remain present at the canteen.
17. I/we shall vacate the canteen premises on completion of the contract period. In case of unauthorized retention of the canteen premises beyond the contract period, a penalty of 50% over the above the pre existing rate will be levied on me/us during the period of unauthorized retention.
18. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax, Service Tax etc.
19. I/we shall be responsible for any theft / loss / damage to Hospital property/fixtures and I will rectify/replace the same.

Place:

Date:

**SIGNATURE OF THE TENDERER
NAME OF THE FIRM/TENDERER**

Seal of Firm

OFFICE OF THE MEDICAL SUPERINTENDENT

RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR, NEW DELHI

GOVT. OF NCT OF DELHI

BIDDER DETAILS

(To be submitted on letterhead of the firm)

Tender Name.....

Tender Number.....

Affix duly

Attested Passport Size
recent photograph of the
prospective bidder.

1. Due date for tender :

2. Opening time and date of tender :

3. Name, Address of Firm/Agency :

and telephone numbers

.....

4. Registration No. of the Firm/ :
Agency (if any)

5. Name, Designation, Address :
Tel. No. of the Authorized person
of the Firm/ Agency for dealing with.....

6. Please specify as to Whether :
Tenderer is sole proprietor of the
firm/Partnership firm - If partnership.....

Name, Address and Tel No. :
of Directors/partners should :
be specified :

7. PAN No. issued by :
Income Tax Department, if any

8. Details of Bid Security/Earnest Money
deposited

- a. Amount :
- b. FDR/Bank Guarantee No. :
- c. Date of Issue :

- d. Name of issuing authority :
or Bank
9. ID Proof (see point 6)
(Self attested copy of Driving license or Voter ID or Passport/Aadhar card to be enclosed)
10. Any other information:

11. Declaration by the bidder:

This is to certify that I/We have read and fully understood all the terms and conditions of the tender contained herein and undertake myself/ourselves to abide by them and the information provided by me in this reference is true. If at any stage, any information given by me is proved to be false, the Medical Superintendent/HOD has the right to forfeit the EMD/Performance Security deposited in this regard and the Medical Superintendent/HOD has the right to blacklist my/our firm/company/agency for 4 years.

(Signature of the Bidder)

Date:

Place:

Name and Address.....
.....
.....

Seal of Firm.....

ANNEXURE - III

TENDER NAME:
TENDER NUMBER:

PRICE BID

**TENDER FOR PROVIDING CANTEEN SERVICE AT RAO TULA RAM
MEMORIAL HOSPITAL, JAFFARPUR, DELHI**

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Reserved LICENCE FEE Rs.1,25,000/-(Rs.One Lacs Twenty Five Thousand only)

License Fee Quoted per Annum Amount (in Rupees) in digits	Amount in words

Name of the firm/Tenderer

Name & signature of

Prop./Partner/Authorized

Person with seal

Address & Tele. No.

.....

.....

Note:- Selection will be done on the basis of Highest quote by the firm qualified in Technical bid.

(Signature of the Bidder)

Date:

Place:

Name and Address.....

.....

.....

Seal of Firm.....

List of item to be Compulsorily provided in the Canteen of RTRMH

S.No.	Items	Rates (In Rs.) for Hospital Staff	Rates (In Rs.) for Hospital Patients & General Public
1	a) Readymade Tea one Cup of 100 ml (disposable cup/crockery cup) b) Tea with Tea bags 100 ml (disposable cup/crockery cup)	Rs. 6.00/- Rs. 8.00/-	Rs. 7.00/- Rs. 10.00/-
2	Coffee one Cup 100 ml (disposable dup/crockery cup)	Rs. 10.00/-	Rs. 15.00/-
3	Samosa 100 gm with chutney/sauce	Rs. 7.00/-	Rs. 8.00/-
4	Bread Pakoda 125 gm with chutney/sauce	Rs. 7.00/-	Rs. 8.00/-
5	Two Bhature (80 gm each) with chole & pickles	Rs. 30.00/-	Rs. 35.00/-
6	Thali :- One dal+One subji+Pickle+Salad+4 roti (extra roti Rs. 2/- per peice) Or One dal+One subji+Pickle+Salad+2 roti+125 gm cooked rice Or One dal+One subji+Pickle+Salad+275 gm cooked rice	Rs. 40/-	Rs. 50/-
7	Cold Drinks & Packed Snacks Items like, Frooti, Potato chips, biscuits, etc.	On MRP on the packed item	On MRP on the packed item

NOTE:

1. Rates may be reviewed quarterly in consultation with Hospital Authority, keeping in view the Market Conditions.
2. Vendor may sell the items at lower price keeping in view the market conditions.
3. Dairy products, bread, Ice cream, Cold drinks and mineral water should be available in original packing stored at proper temperature and rates should not more than MRP.
4. Expired items must not be sold in the canteen.
5. Cooked items prepared in the canteen shall only be served.
6. All packed and eatable items should be FPO/Agmark certified.
7. The tenderer must use Dhara/Fortune/Gemini/Nature fresh or any other branded or similar quality refined oil for cooking
8. All the raw material used for cooking should be of good quality.

Date:

Place:

Signature of tenderer.....

Name & Stamp.....

FORM OF AGREEMENT

THIS AGREEMENT is made on the ____ day of _____
(Month) _____ (Year) Between the Lt. Governor, NCT of Delhi through The Medical Superintendent ,Rao Tula Ram Memorial Hospital ,Jaffarpur, New Delhi-73 (hereinafter called “the Department” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called “the Contractor” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Canteen services to the _____ (Name of the Department)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Contract conditions and service level of the contract hereinafter referred to as bid documents.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. General/Special conditions of contract and service level;
 - c. Notice inviting Tender;
 - d. Financial Bid;
 - e. Scope of service;
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
3. This Agreement is for a normal contract period of 2 years unless terminated earlier as per the contract conditions. This is extendable also for an additional period up to one year maximum and each time extension shall not be for more than six months.
4. The Contractor agrees that in course of providing the requisite services, it will deploy adequate number of personnel required for providing Canteen services of desired standards and they will be the employees of

the Contractor for the purpose of this Agreement and not of the department.

5. The bidder hereby covenants to pay the Contractor in consideration of the execution and completion of the services as per this Agreement and tender document at the rate of Rs. _____ (Rupees (in words) per quarter. The service tax shall be paid over and above the aforementioned amount which the Contractor shall regularly pay to the Service Tax Department.
6. The Contractor shall also timely disburse through electronic transfer mode to the employees the wages which should be compliant to the prevailing minimum wages and shall mandatorily include EPF, ESI, Bonus etc as admissible. In case, violation of the prevailing rules/laws in such matters occurs, it shall be the complete responsibility of the Contractor & the Contractor indemnifies the department from any loss or damage that may occur.

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

For and on behalf of the
Contractor

For and on behalf of the
Lt. Governor, NCT of Delhi

Authorized Signatory

Authorized Signatory

(Name: _____)
(Designation: _____)

(Name: _____)
(Designation: _____)

Seal of Contractor

Seal of Department

1. Witness _____

(From the Department side)

Name _____

Address _____

Telephone

No: _____

2. Witness _____

(From the Contractor side)

Name _____

Address _____

Telephone No: _____

(Note:- The department should ensure that the person signing the agreement on behalf of contractor should be either proprietor himself or one of the authorized partners or one of Directors in case of bidding company)