



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR
SIJUA, BHUBANESWAR, ODISHA**

F.No. AIIMS/BBSR/VM/2013/258

Date: 11/05/2013

TENDER NOTICE FOR TEA/ COFFEE VENDING MACHINE

Sealed applications are invited from experienced persons / firms to undertake 11 months contract for the installation of Hot/Cold Tea and Coffee Vending Machine at AIIMS Bhubaneswar. The details are available on the website www.aiimsbhubaneswar.edu.in.

Application should be submitted as per prescribed format (Tender document may be downloaded from website) in sealed envelope to the Director AIIMS Bhubaneswar, on or before 03/06/2013 up to 1.00 p.m.

The above contract will be awarded on purely temporary basis. The tender will be opened on 03/06/2013 at 3.00 p.m. in the Board Room of Academic Block, AIIMS, Bhubaneswar. **Terms & Conditions:** As laid down in the tender documents. The Director, AIIMS, Bhubaneswar reserves the right to reject any or all tenders without assigning any reason thereof.

Administrative Officer



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR
SIJUA, DUMDUMA, BHUBANESWAR, ODISHA**

F.No. AIIMS/BBSR/VM/2013/258

Date: 11 /05/2013

TENDER NOTICE FOR TEA/ COFFEE VENDING MACHINE

Sealed applications are invited from experienced persons / firms to undertake 11 months contract for the installation of hot and cold beverages (as mentioned in the list below) Vending Machine at AIIMS Bhubaneswar.

Sl. No.	Item
01.	Hot Tea
02.	Hot Tea Cardamom Flavour
03.	Hot Lemon Tea
04.	Hot Coffee
05.	Ice Tea Lemon Flavour
06.	Cold Coffee

Application should be submitted as per prescribed format (Annexure I) in sealed envelope to the Director AIIMS Bhubaneswar, on or before 03/06/2013 up to 1.00 p.m.

The above contract will be awarded on purely temporary basis.

The applications will be opened on 03/06/2013 at 3.00 p.m. in the Board Room, Academic Block, AIIMS, Bhubaneswar.

Note: The beverage vending machine at AIIMS Bhubaneswar are facilities for students, Faculty members and other staff members. General terms and conditions are given in Annexure-III.

Note: No application will be entertained without necessary certificates or evidences catalogues and other annexure that would required as mentioned in the application form under the head `Enclosures`.

Administrative Officer
AIIMS, Bhubaneswar

List of Annexures

- Annexure I : Application format
- Annexure II : Undertaking to be furnished
- Annexure III : General terms and condition
- Annexure IV : Specification of the beverages
- Annexure V : Format for rate proposal

ANNEXURE-I

APPLICATION FORM

Name and full address of
the quoting firm / individual:

Photograph
(Self attested)

Telephone No.:

Email Id:

Security Money: As mentioned in the Annexure III

Enclosures (signed on every page and numbered) to be submitted:

Bio-data including educational qualifications, financial capability, previous experience and performance, along with necessary certificates or evidences Catalogues and other annexure that would help in providing evidences of capability to run the establishment efficiently providing quality food and Services at a nominal cost.

Signature

Name & full address

Telephone No.

Note: No application will be entertained without necessary certificates or evidences catalogues and other annexure that would require as mentioned in the application form under head `Enclosures`.

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)

Name (in full):

Address (in full with PIN code)

Telephone Number:

E mail:

Note:

1. 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,
2. Authorized signatories of firms / organizations must provide letter of authorization.

ANNEXURE-III

GENERAL TERMS AND CONDITIONS

1. Application forms duly complete in all respect should be submitted in the office of the Director, All India Institute of Medical Sciences, Bhubaneswar in a sealed cover, failing which the Application may be liable to be rejected.
2. The Application 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.
3. The Application should be signed by the tenderer himself/themselves or his/her authorized agent/representative. (The authorization to be enclosed wherever applicable)
4. The successful applicant will be allowed to sell the items listed in Annexure-II as per rates given against each and no other items will be allowed to sell.
5. The contract shall be for a period 11 months from the date of signing of the contract and thereafter may be renewed with mutual consent on terms and conditions to be settled mutually.
6. The firm should be financially sound, having annual minimum turnover of Rs.10 lacs for the last 3 years.
7. The firm should have valid TIN No./required License No.
8. At the first phase two small Tea / Coffee Vending Machine each one for Boy's Hostel and Girl's Hostel and one big Tea / Coffee Vending Machine at Academic Block is required to be installed. This numbers will increase in phase-wise manner.
9. The tea/coffee and other items supplied should be of good quality as per specifications mentioned in Annexure IV
10. The tea/coffee machine to be installed should be brand new. The vendor will have to ensure proper cleaning of the machine, its operations, functioning of electrical points, plugs etc.
11. Machine should be fully automated.
12. There should be a provision for periodic checking of grammage per serving for quality check.
13. Manpower will be arranged by the vendor for operation of the Vending Machine from 8:00AM to 7:00PM.
14. All raw material provided should be branded and in sealed packets with manufacturing date/batch number and MRP printed on it.
15. AIIMS Bhubaneswar will only provide space, water and electricity connection to the vendor. The electricity charges will be borne by the vendor (depending on the sub-meter reading) to AIIMS Bhubaneswar every month.

16. Vendor 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.
17. An EMD of Rs.2,000/- (Rupees two thousand only) will have to be enclosed with the bid document by way of Demand Draft in favour of "AIIMS Bhubaneswar" payable at Bhubaneswar. The quotations received without EMD will be summarily rejected.
18. Successful vendor will have to deposit a Performance Security of Rs.10,000/- (Rupees ten thousand only) by way of Demand Draft/ Pay Order, Fixed Deposit Receipt or Bank Guarantee in favour of the Director AIIMS Bhubaneswar before execution of contract.
19. The Tea/Coffee Vending Machines are primarily for AIIMS Bhubaneswar staff/students. No outsiders should be allowed.
20. Approved rate list should be on display at all times as prominently as possible.
21. Vendor should maintain the hygiene / cleanliness of the area. The Vendor will be responsible for disposal of garbage and cleaning of litterage.
22. 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.
23. All employees are to undergo regular medical check-up as decided by the AIIMS, Bhubaneswar authority.
24. If, in the opinion of the Institute, there is any defect or deficiency in the performance of this contract, the Director AIIMS, Bhubaneswar may terminate the contract or impose a fine of Rs.100/- (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 sooner paid by the licensee.
25. 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.100/- will be imposed and further action as deemed fit will be taken.
26. Sudden closure of the machine and stoppage of work without prior permission from the Director AIIMS Bhubaneswar may result in cancellation of the license / contract and forfeiture of the security deposit.
27. The successful applicant should enter into an agreement with AIIMS, Bhubaneswar. While submitting the Application the applicant is deemed to agree abide by terms and conditions as given in tender document and as stipulated in agreement.
28. Also if the licensee fails to vacate the premises on expiry of contract period, is liable to pay damage charges Rs.10,000/- (Rupees Ten thousand only) per month.
29. 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.

30. 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.
31. The installation and operation of Vending Machines should start within 30 days of receipt of confirmed contract.
32. 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.
33. The Director AIIMS Bhubaneswar reserves the right to reject any or all applications/offers without assigning any reason.
34. Every page is to be signed by the applicant.
35. 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.

SPECIAL CONDITION:

1. 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.
2. 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.

(Signature)

Name (in full):

Address (in full with PIN code)

Telephone Number:

E-mail:

Note:

1. 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.
2. Authorized signatories of firms / organizations must provide letter of authorization

ANNEXURE IV

Technical Specifications for the Beverages

- a. Hot Tea:
 - i. Hot tea 100 ml per serving.
 - ii. Serving in branded Paper cup.
 - iii. 3 flavours Lemon, Plain and cardamom.
 - iv. Quality: beverage should contain at least 14 gm of premix /serving.
- b. Ice Tea:
 - i. Ice tea serving size 200 ml.
 - ii. Serving in branded paper cup.
 - iii. Should be in Lemon flavour.
 - iv. Quality: beverage should contain at least 28 gm of premix /serving.
- c. Hot Coffee
 - i. Hot coffee 100 ml per serving.
 - ii. Serving in branded Paper cup.
 - iii. Premix should have minimum of 50% pure blend coffee.
 - iv. Quality: beverage should contain at least 14 gm of premix /serving.
- d. Cold Coffee
 - i. Cold coffee serving size 200 ml.
 - ii. Serving in branded paper cup.
 - iii. Quality: beverage should contain at least 30 gm of premix /serving.

ANNEXURE –V

RATE LIST

[Only branded and reputed
firms may apply]

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.	Tamato Soup	100 ml		
6.	Ice Tea Lemon Flavour	200 ml		
7.	Cold Coffee	200 ml		

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 VENDER