



Ref : J-11064(004)/AIIMS BBSR/22-23

DEPT OF S&P
AIIMS BHUBANESWAR

SHORT TENDER

for

Food & Tent house arrangements for the
Delegates/Faculty/Students/ Staffs for the 4th

Convocation on 07 Jan 2023

of

AIIMS, Bhubaneswar

Tender Enquiry

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 Tender Enquiry process in single-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 **Tent House arrangement and providing Lunch for 4th Convocation Ceremony of AIIMS, Bhubaneswar to be held on 07 Jan 2023.**

S. No.	Item Description	Quantity (Approx.)	Tender Fee	EMD FEE
1.	<u>Event : 4th Convocation of AIIMS, BBSR to be held on 07 Jan 2022</u> 1. Tentage (Tent House) arrangement. 2. Providing Lunch (1800 Approx) 3. Providing Snacks (600 Approx)	As per details given at <u>Chapter-III, IV & V</u>	(To be downloaded from website of AIIMS, BBSR)	₹ 20,000/-

(Refer Details as per chapter-'III')

Tender(s) should be sealed and Superscribed with Tender on "Food & Tent House Arrangements" for the 4th Convocation Ceremony of AIIMS, Bhubaneswar and Addressed to:

"Sr. Procurement-Cum-Store Officer"

All India Institute of Medical Sciences,
1st Floor, Academic Building, Patrapada, Sijua
Bhubaneswar- 751019

The sealed Tender(s) should reach the Institute as per the following schedule. 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. 16-12-2022
Last date and time of receipt of tender	:	Dt. 23-12-2022, at 13:00 Hr
Date & time of opening of tender	:	Dt. 23-12-2022, at 13.30 Hr
Tender Fee (non refundable)	:	No tender fee, to be downloaded from website.
Amount of Earnest Money Deposit (EMD)	:	Rs.20,000/- (Rupees Twenty Thousand only)
Venue	:	All India Institute of Medical Sciences Bhubaneswar - 751019

Chapter-II- General Terms and Conditions of Contract

Terms & Conditions:

1. **Tender Fee** : No cost of tender document shall be charged for the tender documents and to be 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 90 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 rate to be quoted column-wise against the respective heads and order to be placed to the cumulative L1 bidder based on total cost (Basic cost + GST).**
4. **Quantity**: The quantity mentioned are indicative in Chapter-III and may be altered to the extent of $\pm 10\%$ at the time of placing the Work Order. Payment will be made as per actual supply as per Purchase Order.
5. **Validity**: The quoted rates must be valid for a period for 60 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.

6. QUALIFICATION CRITERIA

The Bidder should have the turnover of minimum Rs.50.00 lakh and above per annum (Certified copy from the Chartered Accountant to be produced) and should have valid food and catering license. Xerox copy of the following documents duly attested by the proprietor/ Partner/ Director must be submitted along with the technical bid:

- a) Income tax Return (Last 3 years i.e. 2019-20, 20-21 & 21-22)
- b) PAN
- c) Balance Sheet and Profit & Loss Account - last 3 years
- d) GST Certificate
- e) Municipal License/ Trade License issued by Competent authority of Govt. of India
- f) Food & catering License
- g) EPF/ ESI registration of employees
- h) Must have adequate experience in the field of Institutional/ Official conference & functions of Central/ State Govt, Minimum 05 conferences must have been conducted successfully.

- i) All pages of the tender document should be signed and sealed by the bidder and should be numbered serially.

7. Performance Security: (a) The successful tenderer will be required to furnish a Performance Security Deposit value i.e. Rs.50,000/- in the form of FDR 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.

8. Payment Term: 100% payment of the total order value shall be released after the successful completion of Service. Payment will be made as per actual supply as per Purchase Order. The provision of Advance/Part payment is not permissible.

9. 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.

10. After due evaluation of the bid(s) Institute will award the contract to the responsive tenderer who has quoted the lowest Price (both price for tent house and food supplies taken together). The L1 bidder has to complete the allotted tentage work at the designated places by **06 Jan 22 (afternoon) positively for verification by authorities and food distribution on lunch (1230 Hr) will be on 07 Dec 22.**

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

11. *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.*

12. *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 tender at any time without assigning any reason.*

13. TENDER EVALUATION

Tenders evaluation will be done in one stage (Single bid).

A) TECHNICAL & FINANCIAL BID:

The firm should submit the bid in a sealed cover super-scribed "**Tender reference No. and name of Tender**" along with Name and address of the Bidder. Technical & Financial bid should contain information and copy of documents as required in **Chapter – III, IV & V.**

The Committee constituted by the Competent Authority shall evaluate the Bid on the basis of Specification at Chapter-III and eligibility criteria as per Chapter-IV (**documents/ information furnished as per Qualification criteria**).

The price should be quoted as indicated in clause 3 of the Terms & Conditions above. 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. **Grand total and amount per person must be filled in by the Bidders in the Financial Bid. L1 will be decided on the basis of rate per person.**

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.

14. 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.
- **The selected vender must obtain the fire safety clearance from competent authority of Bhubaneswar on or before 27.01.2020. Bill must be submitted to AIIMS Bhubaneswar for reimbursement. It has no link with financial bid.**

Chapter- III

SCOPE OF WORK

The Specifications of Food arrangement are as follows:

SI No	Description	Quantity
1	Round Table	30
2	Steel Chair	600
3	Food Stall	Two locations (10 Counters)
4	Buffet	1800
5	Food serving staff (In proper dress code)	04 nos. per stall
6	a. Roof cover with ceiling with best quality cloth b. Matting floor (green cloth) c. Decorative walling all around	2000 Sq ft (40'X50')
7	<u>Open roof</u> a. Decorative walling all around b. Matting floor (green cloth)	20,000 Sq Ft
8	Box Gate (well decorated, standard size with flex)	4 Nos
9	Wash Basin (At the Buffet area)	Adequate No..
10	Dustbin	Adequate nos. in each area
11	<u>Lunch Menu-</u> Jeera Rice, Roti, Dal Fry, Dry Mix Veg, Paneer Butter Masala, Rice Khiri, Green Salad, Mineral Water Bottle (300 ml) Bisleri/ Aqua including adequate manpower for serving.	(1800 Approx.) with good quality of food (10 days prior to the Convocation, if there is any change, will be intimated).
12	<u>Tiffin Packets</u> Veg Cutlet-01, Samosa-01, Gulab Jamun-01, Tomato Ketchup-01, Mineral Water Bottle (300 ml) Bisleri/ Aqua - 01, Tea/ Coffee.	(Total Qty -600 Approx. Pkt) (in 3 phases) (10 days prior to the Convocation, if there is any change, will be intimated).
13	<u>Coupon</u> For Lunch & Tiffin, a coupon is to be separately printed with each serially numbered from 01 onwards.	(10 days prior to the Convocation, we will intimate the exact no. required for the programme).
14	For Buffet, the necessary arrangement for 1800 persons will be arranged with good quality crockery and serving staff with good dress.	
15	You have to follow the State & Central Govt Covid guidelines very strictly.	
16	All the above terms and conditions may change according to Covid guidelines, even if the technical and Finance bid is finalised.	
17	Food will not be prepared in AIIMS premises. However, the Technical Committee will visit the site and check the cleanliness and hygienic condition of the food preparation area.	
18	Must have adequate experience in the field of institutional/ official conference & functions of Central/ State govt, Minimum 05 conferences must have been conducted successfully	
19	Trade License, issued by Competent Authority of Govt. of India	
20	Food/ catering license is mandatory.	

Chapter – IV

Documents to be submitted for technical evaluation (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	GST Registration Certificate of the firm		
F	Income Tax return for the last Three years (19-20, 20-21 & 21-22)		
G	Financial Statement (Balance sheet & P/L Account for last three years (19-20, 20-21 & 21-22)		
H	Food & Catering License (Copy to be attached)		
I	Trade License/ Municipal License (Copy to be attached)		
J	Details of the Earnest Money Deposit (EMD) Rs.20,000/- (Rupees Twenty Thousand only)		
K	Firms registered with MSME/NSIC (for service of Food/ Catering etc.) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Copy of MSME/ NSIC Regn. Certificate to be attached.		
L	Undertaking as per Annexure-I to be furnished on Company Letter head.		
M	Notarised affidavit on Indian Non judicial stamp paper of Rs.10/- as per Annexure-II		
N	Must have adequate experience in the field of Institutional/ Official conference & functions of Central/ State govt. Minimum 05 conferences must have been conducted successfully		
O	List of supply of major Customers may be given on a separate sheet and proof of previous satisfactory supply, if any.		
P	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFSC Code : Branch Address :		
Q	Any other information, if necessary		

Date:

Place:

(Signature of the bidder with seal)

Notes Below :

- 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 copies of the document(s) is kept.
- Wherever necessary and applicable, the Bidder shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement. In case a Bidder 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.

SOME PHOTOGRAPHS ARE ATTACHED FOR REFERENCE PURPOSE







Chapter- V

Financial Bid

Name of the E-Tender **Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar**

Sl No.	Description	Quantity required	Units	Basic cost per unit	GST(%)	Total Amount (Basic Cost +GST) (Rs)
(A) TENTAGE						
1	a. Roof cover to protect from rain (Tarpolin Cover) b. Roof ceiling with best quality cloth c. Matting floor (green cloth) d. Decorative walling all around	2000/- sq.ft.	Per 1sq.ft.			
2	Open roof a. Decorative walling all around b. Matting floor (green cloth)	20,000 Sq ft	Per 1sq.ft.			
3	Box Gate (well decorated, standard size with flex)	04	Entrance (04)			
4	Round Table with cover	30	Ea			
5	Steel Chair with cover	600	Ea			
6	Food Stall/ counter	10 stalls	Stall			
7	Utensils like Plates (bone china), Spoons (Good quality)	For 1800 persons	Set			
8	Food serving staff in proper dress code	One Person/Per item				
9	Wash Basin (Adequate No.)					
10	Dustbins (Adequate Nos.)					
(B) CATERING/ FOOD						
11	Jeera Rice, Paratha, Dal Fry (Arhar), Dry Mix Veg, Paneer Butter Masala, Gulab Jamun/ Rasgullah, Green Salad, Mineral Water Bottle (300 ml) Bisleri/ Aqua	1800 (Buffet)	Per person			
12	Veg Cutlet-01, Samosa-01, Gulab Jamun-01, Tomato Ketch up-01, Mineral Water Bottle (300 ml) Bisleri/ Aqua -01, Tea/ Coffee.	600 (3 Phases)				
	GRAND TOTAL : (A)					
	Total cost for organizing the event (Tentage + Lunch for 1800 persons) including GST = GRAND TOTAL (A) + (B)					
	Cost per Person = GRAND TOTAL (A)+(B) / 1800					

The Cost per person shall be taken into account for evaluation of L1.

I/We have gone through the Terms & Conditions as stipulated in the Tender enquiry document and confirm to accept and abide by the same.

1. No other charges would be payable by the Institute.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respects.
4. The total rates on individual items shall be derived on the basis of unit rates quoted per unit and the L1 bidder shall be decided on the basis on **Grand total (Basic Price + GST)**.

Signature of the bidder with seal.

Date:

Place:

Annexure-I

Name of the Tender : Tent House Preparation and providing Lunch for 4th Convocation of AIIMS, Bhubaneswar.

UNDERTAKING

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

To

**The Director,
AIIMS Bhubaneswar,**

Sir / Madam,

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR, ODISHA-751019 to supply the approved / awarded items in the approved prices to AIIMS Bhubaneswar.
3. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated time positively.
4. I/We undertake that the tent house arrangement will be done keeping in mind all safety needs. We also undertake to get *Fire Safety clearance* from local authority by depositing required amount which will be reimbursed by AIIMS Bhubaneswar along with our service bill.
5. I/We hereby undertake to supply the food items of good quality and prepared under utmost hygienic conditions. All manpower required for preparation of tent house, preparation and serving of food will be provided by us at no extra cost to AIIMS Bhubaneswar. Utensils provided for preparation and serving of food including cleaning after servings will be done by us with no extra cost to AIIMS Bhubaneswar.
6. All items required for preparation of tent house as per tender document including its carrying and dismantling will be borne by us.
7. Performance security of Rs.1,00,000/- (Rupees One Lakh only) shall be deposited by me/us in the form of FDR/ Irrevocable Bank Guarantee in favour of All India Institute of Medical Sciences, Bhubaneswar on award of the contract from a Nationalised / Commercial Bank and shall remain in the custody of the Director, AIIMS BBSR till completion of the event and its settlement.
8. I/We declare that no legal/financial irregularities are pending against the proprietor Partner/Director of the tendering firm.

Signature of Bidder

With seal of firm

Place

Date.....

Annexure – II

Name of the Tender: Tent House Preparation and providing Lunch for 4th Convocation of AIIMS, Bhubaneswar.

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.10/-Non-judicial Stamp Paper duly attested by Public Notary)

I.....S/o.....

Resident of

.....

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of M/s.
2. No police case and/or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company. (Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted by any Government authority/ organisation.

Signature

(Name)

Seal of the participating Bidder Company

Affirmation/Verification
By Notary Public