

Tender for
RUNNING OF CATERING SERVICES FOR STAFF
CANTEEN
AT
AIIMS BHUBANESWAR



File No.	:	AIIMS/BBSR/ADMIN/CMS/01/2023-24
Issue Date	:	18/01/2024
Pre-Bid Meeting	:	29/01/2024 at 03:00 PM
Start date and time of submission	:	05/02/2024 at 03:00 PM
Closing date and time of submission	:	26/02/2024 at 12:00 PM
Tender opening date (Technical bid)	:	28/02/2024 at 03:00 PM

All India Institute of Medical Sciences

Sijua, (Patrapada), Dumuduma
Bhubaneswar - 751019

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR

(An Autonomous Institute of Ministry of Health & Family Welfare, Govt. of India)

Sijua, Patrapada, Bhubaneswar - 751019

Email : aaoga@aiimsbhubaneswar.edu.in; Tel : 0674 -2476044

website : www.aiimsbhubaneswar.edu.in

E-TENDER DOCUMENT

Name of the e-Tender : Running of Catering Services For Staff Canteen at AIIMS, Bhubaneswar

Notice Inviting E-Tender

E -Tender No. AIIMS/BBSR/ADMIN/CMS/01/2023-24

Dated 18-01-2024

The Executive Director, AIIMS Bhubaneswar, invites E-Bids in Two Bid System (i.e. Technical Bid and Financial Bid) from eligible Companies / Firms / Individuals online through CPP Portal as per terms and conditions contained in this document for satisfactory performance for Running of Catering Services For Staff Canteen at AIIMS Bhubaneswar as per the details mentioned in Technical Bid. *The duration of the contract shall be initially for a period of 2 (two) years from the date of award of the contract and extendable maximum up to 2(two) years on Half-yearly basis on mutually agreeable terms & conditions.*

The Bidder is expected to examine all Instructions, Terms and Conditions, Forms, and Specifications in the bidding document. The bid should be complete and in the prescribed format as per the requirement of the bid document. **The bid should not be conditional.** Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in all respect will be at the Bidder's risk and may result in rejection of the bid.

The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order on 04.06.2020 and 16.09.2020 of MoC&I (DIPP), Govt. of India and the condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy and Promotion) subject to meeting of quality& Technical Specification.

Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

E-Tendering Portal:

<https://eprocure.gov.in/eprocure/app>

For any technical related queries please call the Helpdesk.

The 24 x 7 Help Desk Number +91 0120-4200462, +91 0120-4001002, +91 0120-4001005.

E-Mail: support-eproc[at]nic[dot]in

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Senior Administrative Officer
AIIMS, Bhubaneswar

E-TENDERING SCHEDULE

Name of the e-Tender: Running of Catering Services for Staff Canteen at AIIMS, Bhubaneswar.

Date of availability of E-Tender document in the CPP Portal	As per e-Tendering Portal of AIIMS Bhubaneswar www.aiimsbhubanewar.nic.in and CPP Portal https://eprocure.gov.in/eprocure/app downloading for / participating
Last Date of downloading/ participating in the E-Tendering Solution for this E-Tender	As per e-Tendering Portal of AIIMS BBSR https://eprocure.gov.in/eprocure/app
Date, Time & Place of submission of Hard Copies of indicated/ desired documents in the Sealed Envelope	In the Tender box kept at the Executive Director's Mini Board Room, 1st Floor, Administrative Block, AIIMS Bhubaneswar -751019 (Odisha)
Date, Time & Place of Opening of Technical Bid	The Technical Bid will be opened online as per the schedule given in the https://eprocure.gov.in/eprocure/app . In case the Scheduled date is declared Holiday the tender shall be opened on next working day.
Tender Document Cost payable to AIIMS Bhubaneswar	NIL. To be downloaded from the website, hence no cost is applicable.
E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process	As applicable and displayed on https://eprocure.gov.in/eprocure/app and payable to https://eprocure.gov.in/eprocure/app directly by the prospective bidder.
Bid Security/ EMD	Rs. 50,000/- (Rupees Fifty Thousand Only)
Important Dates of Tender:	
Issue / Publishing Date	Dt. 18/01/2024
Date & time of Pre-bid Conference	Dt. 29/01/2024, at 03:00 PM Venue: DDA's Office, 1 st Floor, Administrative Building, All India Institute of Medical Sciences, Bhubaneswar 751019
Start date and time of submission	Dt. 05/02 /2024, at 03:00 PM
Closing date and time of submission	Dt. 26/02/2024, at 12:00 PM
Date & time of online Technical bid opening	Dt. 28/02/2024, at 03:00 PM
Date & time of opening of Financial Bid	To be notified in due course in the portal

INSTRUCTIONS TO BIDDERS (ITB)

1.1 The Bidders must go through the complete Tender Document for details before submission of their Bids. The bid submitted by Bidder and all subsequent correspondence and documents relating to the bid exchanged between Bidder and the Procuring Entity shall be written in English or the Official Language. However, the language of any printed literature furnished by Bidder in connection with its bid may be written in any other language provided a translation accompanies the same in the bid language. For purposes of interpretation of the bid, translation in the language of the bid shall prevail. Instructions to Bidders shall form part of this bid document and consequent contract out of this bid.

1.2 The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

1.3 Bid Validity: The validity of the Bid/ Tender Document shall be for **90 days** from the date of opening of the bid.

1.4 Bidder' Eligibility: The Bidder must have its own kitchen set up in Bhubaneswar within 20 km radius. AIIMS Bhubaneswar shall not provide a kitchen set up at all. The bidder must provide No Objection Certificate if it uses the kitchen set up of other Organisation/entity to serve the needs of AIIMS Bhubaneswar.

Tender should only be quoted only by the original Caterers/ Canteen Owners or by their authorized selling agent. Bidder other than Caterers/ Canteen Owners shall submit a current authorization letter from the original Caterers/ Canteen Owners concerned in the format given at “**Annexure-III**”.

1.4.1 The bidder must be a natural person, private entity, or public entity (State-owned enterprise or institution).

1.4.2 The bidder must not be a Joint Venture/ Consortium (an association of several persons, firms, or companies - hereinafter referred to as JV/C).

1.4.3 The bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.

1.4.4 The bidder must not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India/ State Government from participation in Tender Processes of all of its entities.

1.4.5 The bidder must not be of the near relations of executives of the Procuring Entity involved in this Tender Process.

1.4.6 Any bidder having a conflict of interest as described in clause 5.1.4 (ix of Manual for Procurement of Goods as updated till June 2022), which substantially affects fair competition,

shall not be eligible to bid in this tender. Bids found to have a conflict of interest shall be rejected as nonresponsive.

1.4.7 Service providers having adequate experience in running same/similar type of Canteen Services in Government Organisation/Sector, Public Sector Undertakings, renowned Private educational institutions/Organizations/Entities/corporations may apply along with sufficient proof of their experience.

1.4.8 In case where the Caterers/ Canteen Owners has submitted the bid, the bids of its authorised selling agent will not be considered and EMD will be returned.

1.4.9 Minimum 3 (Three) year of experience in the food catering business in Govt./ Public/ Private organizations/Entities.

1.4.10 Minimum service for 100 nos. of plates each for breakfast, lunch, evening snacks & dinner in a single service.

1.4.11 Minimum Average turnover of the bidder should be Rs.1.00 crore during each F.Y. 2020-21, 2021-22 & 2022-23.

1.4.12 Bidder should produce Performance Certificate (as to satisfactory) from serving organisations. However, “No Dues Certificate” should be produced if serving at present or earlier served AIIMS Bhubaneswar issued by AIIMS Bhubaneswar authorities.

1.6 Earnest Money Deposit (Bid Security):

Item No.	Description	Qty.	EMD (Rs.)
1.	Running of Catering Services for Staff Canteen at AIIMS, Bhubaneswar	01	Rs. 50,000/-

1.6.1 The bidder needs to submit **Bid Security** as mentioned above in the form of FDR (duly endorsed by the issuing bank in favour AIIMS Bhubaneswar) or Bank Guarantee in favour of “**AIIMS Bhubaneswar**” valid for a period of 180 days issued by a scheduled commercial bank and its legible scanned copy must be uploaded in the E-Tendering Solution and Hard copy of the EMD should be submitted along with Technical Bid in the Tender Box kept in the Office of Executive Directors, Mini Board Room, 1st Floor, Admin Block, AIIMS Bhubaneswar -751019 on or before the Date and Time of Submission of e-Bid.

The FDR or BG submitted as EMD are subject to verification from the issuing bank before its acceptance. If at any time the said instrument is found to be fake or not as a valid banking instrument, the bidder submitting such instrument shall be black listed and shall be debarred from participating in future tenders of the Institute.

The EMD of the successful bidder shall be returned after the successful completion of the contract (in case of failure by the bidder, EMD will be forfeited) and in case of unsuccessful bidders, the same will be returned after award of the contract. **AIIMS, Bhubaneswar shall not pay any interest on EMD to any bidder.**

1.6.2 **Exemption:** Firms registered with NSIC (for Running of Catering Services / Canteen Services) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective departments/ firm have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption.

1.6.3 Further, to enjoy the benefits as per Public Procurement Policy of MSEs Order, 2012, the firms/ units registered as MSME vendor, declaration of UAM (Udyog Aadhar Memorandum)

number by the vendor on CPPP is mandatory. The documentary evidence in support of UAM number must be attached with the bid document.

1.7 Pre-Bid Conference (PBC):

All the prospective bidders are requested to attend the Pre-Bid Conference at DDA's Office, 1st Floor, Administrative Building, AIIMS Bhubaneswar on 29/01/2024 at 3.00 PM to have a clear understanding on schedule of requirements, specifications and on terms & conditions of the tender. After due deliberation, changes if any may be incorporated in the tender document and will be uploaded on our official website as "Corrigendum". Therefore, bidders may submit their bid accordingly as per changes if any incorporated after PBC. No press advertisement will be made for corrigendum(s).

Local representative of the prospective bidders may participate in PBC. Those who are not able to attend the PBC may submit their queries/ doubts/ representation/ clarification by e-mail to below below-mentioned IDs on that day which will be taken care of by the Joint Tender Committee in consultation with the user department.

1.8 Clarification of bidding documents:

The Tender Inviting Authority shall not be responsible for individually informing the prospective bidders for any notices published related to this bid. Bidders are requested to browse the e-Tender portal or website of the Tender Inviting Authority for information/general notices/amendments to bid documents etc. on a day-to-day basis till the bid is concluded before submission of bid.

A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser's e-mail address i.e. aaoga@aiimsbhubaneswar.edu.in & saoadm@aiimsbhubaneswar.edu.in. The purchaser will respond in writing (through e-mail) to any request for clarification, provided that such request is received not later than 10 (ten) days prior to the deadline for submission of bids.

1.9 Amendments in Bidding Documents:

(i) At any time prior to the deadline for submission of Bid, the Tender Inviting Authority may, for any reason, modify the bid document by amendment and publish it in Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

(ii) At any time till **7 (seven) days** before the deadline for submission of bids, the AIIMS Bhubaneswar may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, BBSR shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, BBSR till 7 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders.

1.10 Terms of Two Bid System:

The tender shall be submitted in 2 (Two) parts online:

1.10.1 Technical Bid: All required documents to be submitted online.

1.10.2 Financial Bid: Financial Bid is to be submitted online. The Financial Bid of bidders, who qualify at Technical Bid Evaluation, will be opened thereafter. While submitting Financial Bid following points need to be taken care of by the bidder.

1.10.2.1 The Rates are to be quoted in the given format as per Annexure-VII & VIII.

1.10.2.2 The quoted rate should be for License Fee (Rent) over and above the amount provided in this document plus GST and the rate for food items.

1.10.2.3 The rates should be quoted in Indian Rupees in figures as well as in words.

1.10.2.4 If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered. Further if any vendor quotes rates for the service beyond the minimum and maximum rate threshold, their bids shall summarily be rejected.

1.10.2.5 After due evaluation of the bids, the Institute will award the contract to the responsive Bidder who obtains the **Highest Marks in the Financial bid**.

1.10.2.7 The License Fee quoted by Bidder shall remain firm and fixed during the 1st year of the contract and will be increased by 10% for subsequent periods till the currency of the contract. However, the price quoted for food items shall remain fixed throughout the contract period and any request for subsequent increase shall not be considered under any circumstances.

1.10.3 Manual Submission of Following Document in original:

The following documents are to be sent to The Senior Administrative Officer, AIIMS, Bhubaneswar-751019, separately in a sealed envelope superscripted as: e-Tender for Running of Catering Services for Staff Canteen at AIIMS, Bhubaneswar at AIIMS, Bhubaneswar. The sealed envelope should reach on or before the last date & time of submission of the e-Tender online.

- a. Original copy of EMD as mentioned at 1.6 & 1.6.1 in the tender document.
- b. Undertaking for acceptance of all Terms & Conditions as per **Annexure- I**.
- c. Eligibility Declaration Notarized on Indian Non-judicial stamp paper of Rs.10/- as per **Annexure-II**
- d. Details of Caterers/Canteen Owners with address of existing Shop, Equipment available and varieties maintained.
- e. Documents that are technically relevant and supportive to the bid.
- f. Authorization certificate in case of authorized selling agent as per **Annexure- III**.
- g. The Performance Statement of the Bidder as per **Annexure – IV**.

1.11 Withdrawal, Substitution and Modification of Tender:

No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD).

1.12 Public Procurement (Preference to Make in India/MSEs/Start-ups):

1.12.1 The Procurement of goods and services under this tender will be regulated as per the applicable provisions of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Government of India and revised orders issued on 04.06.2020 & 16.09.2020. As per said orders Bidders/Contractors are divided into three categories based on Local Content. Local content in the context of this policy is the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.:

- a) 'Class-I Local Supplier' with local content equal to or more than 50%.
- b) 'Class-II Local Supplier' with local content equal to or more than 20%, but less than that applicable for Class-I Local Supplier.
- c) 'Non - Local Supplier' with local content less than that applicable for Class-II local Supplier, in (b) above.

The 'Class-I Local Supplier'/'Class-II Local Supplier' at the time of bidding shall be required to indicate the percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I Local Supplier'/'Class-II Local Supplier', as the case may be. Bids with false declarations regarding Local contents shall be rejected as unresponsive, in addition to punitive actions under the MII orders and for violating the Code of Integrity as per the Tender Document.

Bidders have to submit self-declaration of their local content and their status as Class-I/ Class-II/ Non-local Supplier and their eligibility to participate in this tender.

If a Bidder is claiming exemption (as obtained from relevant authorities) from meeting the stipulated local content on account of manufacturing the product in India under a license from a foreign manufacturer with the precise phrasing of increase in local content, he must provide proof thereof.

1.12.2 Purchase preference as per Make in India will be exercised as follows:

(a) *If the Goods are Not Divisible in nature:*

Among all qualified bids, the lowest bid shall be termed as L-1. If L-1 is 'Class-I Local Supplier' (Under MII clause at 1.12.1), the contract shall be awarded to L-1.

If L-1 is not 'Class-I Local Supplier', the lowest bidder among the 'Class-I Local Supplier' shall be invited to match the L-1 price subject to Class-I Local Supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I Local Supplier' subject to matching the L-1 price.

If such lowest eligible 'Class-I local Supplier' fails to match the L-1 price, the 'Class-I local Supplier' with the next higher and so on, bid within the margin of purchase preference shall be invited to match the L-1 price, and the contract shall be awarded accordingly. If none of the 'Class-I local Supplier' within the margin of purchase preference matches the L-1 price, the contract shall be awarded to the L-1 bidder.

(b) *If the Goods are Divisible in nature:*

Among all qualified bids, the lowest bid shall be termed as L-1. If L-1 is 'Class-I local Supplier', the contract for full quantity shall be awarded to L-1.

If the L-1 bid is not a 'Class-I local Supplier', 50% of the order quantity shall be awarded to L-1. After that, the lowest bidder among the 'Class-I local Supplier' whose quoted price falls within the margin of purchase preference shall be invited to match the L-1 price for the remaining 50% quantity, and a contract for that quantity shall be awarded to him, subject to matching the L-1 price. In case such lowest eligible 'Class-I local Supplier' fails to match the L-1 price or accepts less than the offered quantity, the next higher 'Class-I local Supplier' within the margin of purchase preference shall be invited to match the L-1 price for the remaining quantity and so on, and the contract shall be awarded accordingly. If some quantity is still left uncovered on Class-I local Suppliers, such balance quantity shall also be ordered on the L-1 bidder.

(c) *Where contract is to be awarded to multiple bidders:*

In Bids where contracts are to be awarded to multiple bidders subject to matching of L-1 rates or otherwise, the 'Class-I Local Supplier' shall get purchase preference over 'Class-II Local Supplier' as well as 'Non-Local Supplier', as per the following procedure:

If there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only Class I Local Suppliers shall be eligible to bid. As such, the multiple Contractors, who would be awarded the contract, should be all and only 'Class I Local Suppliers'.

In Bids, other than the sufficient local capacity and competition for the item to be procured, 'Class II local Suppliers' or both 'Class II local Suppliers' and 'Nonlocal Suppliers' may also participate in the tender process along with 'Class I Local Suppliers'.

If 'Class I Local Suppliers' qualify for the contract award for at least 50% of the tendered quantity in tender, the contract shall be awarded to all the qualified bidders as per award criteria stipulated

in the Tender Documents. However, in case 'Class I Local Suppliers' do not qualify for the award of contract for at least 50% of the tendered quantity as per award criteria, purchase preference should be given to the 'Class I local Supplier' over 'Class II Local Suppliers'/'Non-local Suppliers' provided that their quoted rate falls within the margin of purchase preference of the highest bid considered for award of contract. To ensure that the 'Class I Local Suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.

First purchase preference has to be given to the lowest among such eligible 'Class-I local Suppliers', subject to its meeting the prescribed criteria for the award of contract as also the constraint of the maximum quantity that can be sourced from any single Contractor. If the lowest among such 'Class-I local Suppliers' does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity shall be given to next higher among such 'Class-I local Supplier', and so on.

1.12.3 This tender will also be regulated under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time and Start-up Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications. The condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy & Promotion) subject to meeting of quality & technical specifications. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

1.13. Procurement outside GeM:

As per the Circular No. F.6/18/2019-PPD issued by Ministry of Finance, Dept of Expenditure dated **23 Jan 20** and DO No.214/CEO-GeM/2020 dated 10.11.2020 regarding procurement of goods/services outside GeM, bidders are required to submit documents in support of their registration with GeM i.e., Unique GeM Seller Id. with their bid. However, the bidder who is not registered with GeM at the time of submitting the tender needs to submit an undertaking on firm's letter head that GeM seller Id. will be provided at the time of award of contract positively failing which their contract will be treated as null & void and will be dealt suitably.

An undertaking also to be given in company letter head that **“Such already registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM”**.

1.14. Bid Opening:

The Technical Bid will be opened online as per schedule mentioned in E-Tender Schedule. The bidder(s) or their authorised representative(s) may remain present at the scheduled date and time. In case the scheduled date is declared Holiday, the tender shall be opened on next working day at same time.

1.15 Evaluation of Bid:

Financial bids of those vendors shall be opened who qualify in the Technical Bid

The financial bid will be evaluated with a marking system having highest marks against quoted price towards Licence fee (Rent) exclusive of GST and quoted price towards food items following which a highest mark out of the two shall be calculated as under:

Sl. No.	Minimum Rate of Licence Fee	Rate of Licence Fee as quoted by Bidder		Rate of food items	Rate quoted by the bidder		Total mark of the Bidder
	A	B	C	D	E	F	G
	Rs. 38,139/- Plus GST as applicable.	Highest quoted licence fee shall get mark 10/10.	40 % weightage for selection	Minimum and Maximum rate as mentioned in the Annexure VI & VII. Min & Max threshold quote price is Rs. 1698 and Rs. 2432	The lowest total of breakfast, lunch, evening snacks, dinner (not below minimum threshold price) quoted rate shall get highest mark	60% weightage on services	C+F
Illustrations for better understanding of vendors only							
	Quoted Licence fee	Marks obtained as per quoted rate	40 % weightage for selection	Quoted Rate	Marks obtained as per quoted rate	60% weightage on services	40% of quoted rate for Licence fee+ 60 % weightage of Service rate
Bidder 1	50000	05	02	1698	10	6	8 marks
Bidder 2	40000	04	1.6	2000	8.49	5.09	6.69 marks
Bidder 3	60000	06	2.4	2433	Disq	Disq	Disqualified
Bidder 4	70000	07	2.8	1800	9.43	5.65	8.45 marks
Bidder 5	100000	10	4	1698	10	6	10 winner
Bidder 6	60000	06	2.4	1700	9.98	5.98	8.38 marks
Bidder 7	35000	Disq.	Disq.	1730	9.81	5.88	Disqualified

Formula for mark in Quoted Licence Fee

(Quoted Licence fee rate/Highest Quoted Rate) *10

Formula for mark in Quoted Service Rate

(Lowest quoted service rate*10)/Bidder Quoted service Rate.

Final selection: Highest mark of (40% of quoted rate for Licence fee+ 60 % weightage of Service rate)

In case of any tie, the highest turnover shall be taken into for the selection of the final bidder.

1.16 Disclaimers and Rights of Procuring Entity:

The issue of the Tender Document does not imply that the Procuring Entity is bound to select Bid(s) and it reserves the right to reject any or all of the Bids or cancel the tender process; or abandon the procurement process; or issue another tender for same or similar services, without assigning any reason.

Senior Administrative Officer
AIIMS Bhubaneswar

2.0 GENERAL TERMS AND CONDITIONS :

2.1 The validity of the Bid/Tender Document shall be for 90 days from the date of opening of the bid.

2.2 Tenders should be quoted only by the Original Caterers/Canteen Owners or their authorized distributor/ franchisee or selling agent, who shall submit a current authorisation letter in support of the same from the OSO concerned in the format given at “**Annexure-III**”.

2.3 Bidders are required to quote Licence fee (Rent) exclusive of GST subject to minimum rent provided in this document. Before quoting their price, the bidder may visit the site/ location of the space for their convenience. Bidders are required to quote a Higher rate of License Fee (Rent) over and above the minimum rent fixed by AIIMS Bhubaneswar i.e. Rs. 38,139/-, as per their paying capacity. The minimum rent fixed for the designated space as per Government rules are exclusive of GST. GST as applicable (currently 18 %) will be paid extra by the selected vendor over their quoted rate. The quoted rate will be increased by 10% every year till the currency of the contract.

(i) The duration of the contract shall be initially for a period of 2 (two) years from the date of award of the contract and extendable up to 2(two) years on mutually agreeable terms & conditions. The first 6 months will be probation/observatory period, within which the contract can be cancelled subject to an unsatisfactory services report of the Joint Tender Committee (JTC) and approval of the Executive Director with a 15 days’ notice. However, if the contractor wants to cancel the contract, he has to give at least three months notice within the 6 months period. After the probation period, the notice period shall be 1 months and 4 months respectively.

(ii) The 2 years extension is subject to 6 months extension at a time and shall also be based on mutually agreed terms and conditions and a satisfactory performance report submitted by the Joint Tender Committee(JTC) and as per the satisfaction and approval of the Executive Director.

(iii) ***AIIMS, BBSR shall not provide any kitchen or kitchen space to the successful bidder. The bidders participating in the tender should have own/ authorised base kitchen arrangements outside which should be within 20 km from AIIMS, BBSR campus.***

(iv) The vendors using the kitchens of other institutions/ organizations must have to submit an authorization letter/No Objection certificate from the Head of that Institute/ Organization allowing him to cook food for AIIMS, BBSR.

2.4 Bidders are required to quote the rate for all listed food items that are to be served every day to staff 24 x 7 throughout the year as per the following schedule. No outsiders except the faculties/residents and other staff shall be allowed by the contractor. Accordingly has to provide the services without any excuse.

Canteen Timings:

1	Breakfast	:	7:00 AM to 10 AM
2	Lunch	:	12.30 PM to 2:30 PM
3	Afternoon Snacks	:	4:00 PM to 6:00 PM
4	Dinner	:	8.00 PM to 10.30 PM
5	Packed Snacks, Tea & Coffee must be available	:	24h x 7

2.5 FOOD ITEM MENU FOR TENDER

Break Fast Menu	
Sl. No.	MENU NAME
01	GUGUNI (100G) +IDLI(4 NO, 25G EACH)
02	GUGUNI (100G) + BARA (4 NO, 25G EACH)
03	UPAMA(100G)+ SAMBHAR(100G)
04	UTTAPAM(2NO, 50G EACH)+ SAMBHAR(100G)
05	AALOO PARATHA(2 NO, 50 EACH)+AALOO VEG (WITH GRAVY, 100G)
06	PANEER PARATHA (2 NO, 50 GM EACH)+ AALOO VEG (WITH GRAVY, 100G)
07	PLAIN PARATHA (2 NO, 30 GM EACH)+ AALOO VEG (WITH GRAVY, 100G)
08	CHAKULI PEETHA (2 NO, 25 EACH)+ GUGUNI (100G)
09	NAMKEEN SEWAIYAN (100G)+ GUGUNI (100G)
10	PURI(4 NO, 20GM EACH)+ AALOO VEG (WITH GRAVY, 100G)
11	DAHI BARA(25G X 4 NO)+AALOO DUM(100GM)
12	COLESLAW SANDWITCH(50GM)
13	MOONG SPROUTS(50GM)
14	BOILED EGG(1 NO)
15	ASSORTED SEASONAL CUT FRUITS (100GM)
16	FRESH FRUITS JUICE (200ML)
17	TEA(100ML)
18	COFFEE(100ML)
19	LEMON TEA(100ML)

Lunch Menu	
Sl. No.	MENU NAME
01	VEG THALI: SEASONAL VEGETABLE WITH GRAVY (100GM)+ SEASONAL VEG (DRY) (100G)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (200GM)+CHAPATIS-02 NOS
02	SPECIAL VEG THALI: PANEER CURRY PREPARATION (150GM HAVING 50GM PANEER)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (200GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS+ CHAPATIS-02 NOS
03	CHICKEN THALI: CHICKEN PREPARATION (150GM HAVING 100GM CHICKEN)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (200GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS +CHAPATIS-02 NOS
04	CHICKEN BIRYANI (500 GM HAVING 3 PC CHICKEN OF EACH 50GM)+BOONDI RAITA/CUCUMBER+ ONION+TOMATO RAITA(100GM)
05	VEG BIRYANI(500 GM HAVING 50 GM PANEER+100 GM SEASONAL VEGETABLES)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM
05	PANEER BIRYANI (500GM HAVING 150GM PANEER)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM
06	FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (300GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS

07	EGG MEAL: PREPARATION (200GM HAVING 2 NOS EGG + 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (300GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS
08	ROTI 25GM
09	SALAD 100GM
10	FRESH CURD
11	BOONDI CURD 100GM
12	CUCUMBER +ONION+TOMATO RAITA 100GM

Evening Snacks Menu	
Sl. No.	MENU NAME
01	SAMOSA 150G+CHUTNEY
02	CHICKEN MOMOS 10GM, 6 PIECES+ CHUTNEY
03	PANEER MOMOS 10GM, 6 PIECES+ CHUTNEY
04	BREAD PAKODA150GM+CHUTNEY
05	DAHI BARA 25G, 4 PIECES+AALOO DUM 100G
06	SPRING ROLL 25 G, 2 EACH+TOMAOTO SAUCE
07	COLESAW SANDWITCH 50GM
08	CHICKEN PATTY 100GM
09	PANEER PATTY 100G
10	VEG PATTY 100G
14	BOILED EGG(1 NO)
15	FRESH FRUITS JUICE (200ML)
16	TEA(100ML)
17	COFFEE(100ML)
18	LEMON TEA(100ML)

Dinner Menu	
Sl. No.	MENU NAME
01	VEG THALI: SEASONAL VEGETABLE WITH GRAVY (100GM)+ SEASONAL VEG (DRY) (100G)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)+CHAPATIS-02 NOS+ PAPAD 2 NOS
02	SPECIAL VEG THALI: PANEER CURRY PREPARATION (150GM HAVING 50GM PANEER)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+ RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)+CHAPATIS-02 NOS+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS
03	CHICKEN THALI: CHICKEN PREPARATION (150GM HAVING 100GM CHICKEN)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+ RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)+CHAPATIS-02 NOS + SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS
04	CHICKEN BIRYANI (500 GM HAVING 3 PC CHICKEN OF EACH 50GM)+BOONDI RAITA/CUCUMBER+ ONION+TOMATO RAITA(100GM)

05	VEG BIRYANI(500 GM HAVING 50 GM PANEER+100 GM SEASONAL VEGETABLES)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM
06	PANEER BIRYANI (500GM HAVING 150GM PANEER)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM
07	FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS + SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS+ RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)
08	EGG MEAL: PREPARATION (200GM HAVING 2 NOS EGG + 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+ RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS
09	ROTI 25GM
10	SALAD 100GM
11	FRESH CURD
12	BOONDI CURD 100GM
13	CUCUMBER +ONION+TOMATO RAITA 100GM
14	KHIRI 100GM
15	RASGULLA 20 GM EACH
16	GULAB JAMUN 20GM EACH

BREAKFAST MENU

DAYS	MENU	DAILY AVAILABLE FIXED ITEMS
MONDAY	GUGNI (100G) + IDLI (4 NO, 25G each) OR GUGNI (100G) + BARA (4 NO, 25G each)	COLESLAW SANDWICH (50G), MOONG SPROUTS (50G) BOILED EGG (1NO) ASSORTED SEASONAL CUT FRUITS (100G) FRESH FRUIT JUICE (200ML)
<i>TUESDAY</i>	UPMA (100G)+SAMBHAR(100G) OR UTTAPAM (2 NO,50 G EACH)+SAMBHAR(100 G)	COLESLAW SANDWICH (50G) MOONG SPROUTS (50G) BOILED EGG (1NO) ASSORTED SEASONAL CUT FRUITS (100G) FRESH FRUIT JUICE (200ML)
<i>WEDNESDAY</i>	AALOO PARANTHA (2 NO, 50G EACH) +AALOO VEG (WITH GRAVY,100G) OR PANEER PARANTHA(2 NO,50 GM EACH)+AALOO VEG(WITH GRAVY,100G) OR PLAIN PARANTHA(2NO, 30 GM EACH)+AALOO VEG(WITH GRAVY,100G)	COLESLAW SANDWICH (50G) MOONG SPROUTS (50G) BOILED EGG (1NO) ASSORTED SEASONAL CUT FRUITS (100G) FRESH FRUIT JUICE (200ML)
<i>THURSDAY</i>	CHAKULI PEETHA (2 NO, 25 EACH) +GHUGNI (100G) OR NAMKEEN SEWIYAN(100G)+GHUGNI(100G) OR PURI (4NO,20 GM EACH)+ AALOO VEG(WITH GRAVY,100G)	COLESLAW SANDWICH (50G) MOONG SPROUTS (50G) BOILED EGG (1NO) ASSORTED SEASONAL CUT FRUITS (100G) FRESH FRUIT JUICE (200ML)
<i>FRIDAY</i>	DAHI BARA (25 G X 4) +AALOO DUM (100G) OR IDLI (4 NO, 25G EACH) + GUGNI (100G)+ OR BARA(4 NO, 20 GM EACH) +GUGNI(100G)+	COLESLAW SANDWICH (50G) MOONG SPROUTS (50G) BOILED EGG (1NO) ASSORTED SEASONAL CUT FRUITS (100G) FRESH FRUIT JUICE (200ML)
<i>SATURDAY</i>	UPMA (100G) + SAMBHAR(100G) OR UTTAPAM(2 NO , 50GM EACH)+SAMBHAR (100G)	COLESLAW SANDWICH (50G) MOONG SPROUTS (50G) BOILED EGG (1NO) ASSORTED SEASONAL CUT FRUITS (100G) FRESH FRUIT JUICE (200ML)
SUNDAY	AALOO PARANTHA(2 NO, 50G each)+AALOO VEG(WITH GRAVY,100G) OR PANEER PARANTHA (2 NO, 50 GM EACH) +AALOO VEG(WITH GRAVY,100G) OR PLAIN PARANTHA (2 NO, 30 GM EACH) +AALOO VEG (WITH GRAVY,100G)	COLESLAW SANDWICH (50G) MOONG SPROUTS (50G) BOILED EGG (1NO) ASSORTED SEASONAL CUT FRUITS (100G) FRESH FRUIT JUICE (200ML)

LUNCH MENU

DAYS	MENU	DAILY AVAILABLE FIXED ITEMS
MONDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM WITH 50G PANEER) OR CHICKEN PREPATION,150G (100G CHICKEN WITH GRAVY) +YELLOW DAAL TADKA(150GM)/CHOLE(100GM)+ RICE(300GM)+SESONAL VEG (DRY)(100G)+PAPAD(2)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), BOONDI RAITA (100GM)/CUCUMBER +ONION+TOMATO RAITA (100GM)
TUESDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM WITH 50G PANEER) OR EGG MEAL: PREPARATION (200GM HAVING 2 NOS EGG + 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (300GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), BOONDI RAITA (100GM)/CUCUMBER +ONION+TOMATO RAITA (100GM)
WEDNESDAY	FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (300GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS OR VEG BIRYANI(50 GM PANEER PC) + BOONDI RAITA/CUCUMBER +ONION+TOMATO RAITA(100GM)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), BOONDI RAITA (100GM)/CUCUMBER +ONION+TOMATO RAITA (100GM)
THURSDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM WITH 50G PANEER) OR CHICKEN PREPATION,150G (100G CHICKEN WITH GRAVY) +YELLOW DAAL TADKA(150GM)/CHOLE(100GM)+ RICE(300GM)+SESONAL VEG (DRY)(100G)+PAPAD(2)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), BOONDI RAITA (100GM)/CUCUMBER +ONION+TOMATO RAITA (100GM)
FRIDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM WITH 50G PANEER) OR FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (300GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), BOONDI RAITA (100GM)/CUCUMBER +ONION+TOMATO RAITA (100GM)
SATURDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM WITH 50G PANEER) OR CHICKEN PREPARATION,150G (100G CHICKEN WITH GRAVY) +YELLOW DAAL TADKA(150GM)/CHOLE(100GM)+ RICE(300GM)+SESONAL VEG (DRY)(100G)+PAPAD(2)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), BOONDI RAITA (100GM)/CUCUMBER +ONION+TOMATO RAITA (100GM)
SUNDAY	CHICKEN BIRYANI (250GM,25 GM x2 PC OF CHICKEN) OR PANEER BIRYANI (500GM HAVING 150GM PANEER)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), BOONDI RAITA (100GM)/CUCUMBER +ONION+TOMATO RAITA (100GM)

EVENING SNACK

DAYS	MENU	DAILY AVAILABLE FIXED ITEMS
MONDAY	SAMOSA (150G) +CHUTNEY	COLESLAW SANDWHICH (50 GM) +CHICKEN PATTY (100 GM)/PANEER (100GM) +VEG PATTY (100GM)
TUESDAY	CHICKEN MOMOS (10GM, 6 EACH) OR PANEER MOMOS (10GM, 6 EACH) +CHUTNEY	COLESLAW SANDWHICH (50 GM) +CHICKEN PATTY (100 GM)/PANEER (100GM) +VEG PATTY (100GM)
WEDNESDAY	BREAD PAKODA (150G) +CHUTNEY	COLESLAW SANDWHICH (50 GM) +CHICKEN PATTY (100 GM)/PANEER (100GM) +VEG PATTY (100GM)
THURSDAY	DAHI BARA (25 GM, 4 EACH) +AALOO DUM (100GM) OR SPRING ROLL (25 GM, 2 EACH)	COLESLAW SANDWHICH (50 GM) +CHICKEN PATTY (100 GM)/PANEER (100GM) +VEG PATTY (100GM)
FRIDAY	SAMOSA (150G) +CHUTNEY	COLESLAW SANDWHICH (50 GM) +CHICKEN PATTY (100 GM)/PANEER (100GM) +VEG PATTY (100GM)
SATURDAY	CHICKEN MOMOS (10 GM, 6 EACH) OR PANEER MOMOS (10 GM, 6 EACH) +CHUTNEY	COLESLAW SANDWHICH (50 GM) +CHICKEN PATTY (100 GM)/PANEER (100GM) +VEG PATTY (100GM)
SUNDAY	BREAD PAKODA (150G) +CHUTNEY	COLESLAW SANDWHICH (50 GM) +CHICKEN PATTY (100 GM)/PANEER (100GM) +VEG PATTY (100GM)

DINNER MENU

DAYS	MENU	DAILY AVAILABLE FIXED ITEMS
MONDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM HAVING 50G PANEER) OR CHICKEN PREPARATION,150G (100G CHICKEN WITH GRAVY) +YELLOW DAAL TADKA (150GM) + JEERA RICE (300GM) +PAPAD (2)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), KHIRI (100GM), RASUGULLA (20 GM EACH), GULAB JAMUN (20 GM)
TUESDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM HAVING 50G PANEER) OR EGG MEAL: PREPARATION (200GM HAVING 2 NOS EGG + 2 SLICE AALOO) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM) +RICE (300GM) + SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), KHIRI (100GM), RASUGULLA (20 GM EACH), GULAB JAMUN (20 GM)
WEDNESDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM HAVING 50G PANEER) OR CHICKEN PREPARATION 150G(100G CHICKEN WITH GRAVY) +YELLOW DAAL TADKA(150GM)+ JEERA RICE(300GM)+PAPAD(2)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), KHIRI (100GM), RASUGULLA (20 GM EACH), GULAB JAMUN (20 GM)
THURSDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM HAVING 50G PANEER) OR FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM) +RICE (300GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), KHIRI (100GM), RASUGULLA (20 GM EACH), GULAB JAMUN (20 GM)
FRIDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM HAVING 50G PANEER) OR CHICKEN PREPARATION,150G (100G CHICKEN WITH GRAVY) + YELLOW DAAL TADKA (150GM) + JEERA RICE(300GM)+PAPAD(2)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), KHIRI (100GM), RASUGULLA (20 GM EACH), GULAB JAMUN (20 GM)
SATURDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM HAVING 50G PANEER) OR FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM) + RICE (300GM) + SEASONAL VEG (DRY) (100G) + PAPAD 2 NOS	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), KHIRI (100GM), RASUGULLA (20 GM EACH), GULAB JAMUN (20 GM)
SUNDAY	SEASONAL VEGETABLE WITH GRAVY (100GM) OR PANEER CURRY PREPARATION (150 GM HAVING 50G PANEER) OR CHICKEN PREPARATION,150G(100G CHICKEN WITH GRAVY) +YELLOW DAAL TADKA(150GM)+ JEERA RICE(300GM)+PAPAD(2)	ROTI (25 GM), SALAD (100GM), FRESH CURD (100GM), KHIRI (100GM), RASUGULLA (20 GM EACH), GULAB JAMUN (20 GM)

The successful bidder is required to keep adequate quantity and variety of listed food items. Packed food items without FSSAI trademarks, Expiry dates, MRP are not permissible.

Consumables required for the preparation of food items should be of standard brands available in the local market.

However, the use of Hydrogenated (vanaspati) oil and Palm oil is prohibited in food preparation.

The Joint Tender Committee/ any of its members/any officer or staff authorised by JTC may inspect the food preparation process at regular intervals to the premises of the contractor kitchen to ensure food is processed with proper hygiene, cleanliness with standard consumables. Any substandard consumables used in food preparation shall be discarded.

If substandard quality is repeated in food preparation, the committee may impose a penalty for the same or it may recommend for cancellation of the contract to the competent authority. If such a situation arises, the security deposit shall be forfeited.

Further, AIIMS Bhubaneswar reserves the right to send samples of the food for quality testing by relevant government food testing agency/Laboratory. If any adverse finding is detected, the contract shall immediately cancel and the matter shall be dealt with as per the law.

2.6 If at any point of time it is found that the selected vendor is charging an exorbitant price for any item beyond the quoted rate, the contract shall be dealt with as per the penalty clause.

The vendor shall install POS facility/ UPI/QR Code Facility/Card Facility for online transactions of food delivery/service in addition to a cash facility.

2.7 AIIMS Bhubaneswar will not guarantee any minimum business criteria to the bidders under any circumstances.

2.8 The selected bidder will be required to deposit monthly quoted rent and GST on regular basis by the 5th day of following month positively failing which penalty@ 10% shall be charged for monthly basis for non-payment up to three months. Non-payment of license fee more than three months even after imposing a penalty shall lead to cancellation of the contract.

2.9 The selected bidder will be required to deposit electricity and water charges as per actual consumption basis measured through a sub-meter installed by AIIMS Bhubaneswar on regular basis within seven days of communication failing which penalty @10% shall be charged for each month late payment (Fraction of month shall be treated as a month for calculation of penalty). The same is also applicable for water meters. The electricity meter/Water meter shall be locked and its key shall be with the Engineering Department AIIMS Bhubaneswar.

2.10 In case of emergencies, any office of the AIIMS Bhubaneswar may require some items of food items for its office use. In such cases, the selected bidder may be asked to provide quotation/written letter/email for required items and supply such items against an order which is to be honoured by the selected bidder with rates as per the quoted rate(for the approved food items) and reasonable rate for the non approved rate other than packed item. Payment shall be made within a month of submission of the invoice/bill.

2.11 The Delivery of services by the selected bidder shall be made over the counter against payment of the value. Any credit transaction with anybody shall be at owner's risk and AIIMS Bhubaneswar authorities will not be held responsible/ liable for any credit transaction or non-payment under any circumstances except any official orders/email/letter (No telephonic instruction/order).

2.12 The person(s) deployed by the selected bidder at the counter for delivery of services should be of above eighteen years old, courteous, sober and well behaved in nature.

The contractor shall maintain hygiene and cleanliness of the area and also be responsible for the disposal of garbage if any.

2.13 The furniture and fixtures required for stocking and display of required items shall be at the cost of the bidder. No damage to the existing premises of AIIMS Bhubaneswar shall be made, else penalty as deemed fit or cancellation of the contract shall be made. For any kind of small repair work/maintenance work JTC Chairman must be approached following which permission the repair /maintenance shall be made by the agency. AIIMS Bhubaneswar will provide only the vacate room/ space/ premises within its campus against a monthly rent.

2.14 The safety and security of the merchandise and furniture & fixtures and insurance of the same shall be at owner's risk and costs. AIIMS Bhubaneswar shall not be held responsible for any theft, pilferage and loss of any other nature under any circumstances.

2.15 PAYMENTS:

- For processing the payment against any official order, the supplier has to submit two copies of the Invoice along with a receipted challan copy duly counter-signed by the user department. Supplier's Bank Account should be mentioned in all invoices.
- All payments shall be made in Indian Rupees only by way of direct transfer to the supplier's bank account.

2.15A. Penalty Clauses:

Penalty to be imposed as under:

- For non-maintenance of hygiene, cleanliness of the canteen premises and utensils and clean dress up of canteen staff, Rs. 5000 for first instance, Rs. 7000 for 2nd instances, Rs. 10,000/- for 3rd instance and onwards.
- For substandard and poor quality, food including less quantity of food items served Rs. 5000 for first instance, Rs. 7000 for 2nd instances, Rs. 10,000/- for 3rd instance and onwards.
- For misbehaviour by the canteen, staff Rs. 5000 for first instance, Rs. 7000 for 2nd instances, Rs. 10,000/- for 3rd instance and onwards.
- For selling of non-approved products other than packed items may attract penalty of Rs. 5000 for first instance, Rs. 7000 for 2nd instances, Rs. 10,000/- for 3rd instance and onwards.
- For non-operating and non-maintaining, the canteen time schedule as per the tender shall attract penalty Rs. 5000 for first instance, Rs. 7000 for 2nd instances, Rs. 10,000/- for 3rd instance and onwards.
- License fee with GST must be deposited within 5th of next month. Otherwise, penalty amounting 10% of the License fee shall be charged for each month payment (Fraction of month shall be treated as a month for calculation of penalty) of late payment. Habitual nonpayment of license fee even after the imposition of penalty for a consecutive period of 3 months shall lead to cancellation of the contract.

- The selected bidder will be required to deposit electricity and water charges as per actual consumption basis measured through a sub-meter installed by AIIMS Bhubaneswar on regular basis within seven days of communication failing which penalty@10% shall be charged for each month late payment (Fraction of month shall be treated as a month for calculation of penalty). The same is also applicable for water meter. The electricity meter/Water meter shall be locked and its key shall be with the Engineering Department AIIMS Bhubaneswar. Non payment of these bills even after imposing penalty continuously for a period of 3 months shall lead to cancellation of contract.

2.16 PERFORMANCE SECURITY DEPOSIT:

2.16.1 The successful Bidder will be liable to deposit 10% of the contract value as Performance Security Deposit in favour of “AIIMS Bhubaneswar” by way of “Irrevocable Performance Bank Guarantee” or FDR (duly endorsed in favour of AIIMS Bhubaneswar) from a nationalized /Commercial Bank. These instruments are subject to verification from issuing bank before its acceptance by the authorities.

2.16.2 The Performance Security should be valid for at least 26 months from date of agreement, which is refundable after 2 months of expiry of the contract subject to successful fulfilment of terms and conditions and on receipt requisite “No Dues Certificate” from the concerned Departments /authorities. While making such instruments as PSD, bidders may take care of the period of coverage in the instrument as stated above.

2.16.3 The Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.

2.16.4 The amount of penalty/fine if any imposed upon the contractor and any damage caused to the property of AIIMS, Bhubaneswar will be deducted from the amount of Performance Security and the rest will be returned to the contractor after completion of the contract period.

2.17 The Executive Director, AIIMS Bhubaneswar has full authority to take into account the performance of the selected bidder to testify the proper dealing & performance in connection with this contract and reserves the right to decide whether to extend the contract or not on mutually agreed terms and conditions. The JTC Chairman shall submit a Mutually Agreed report. If JTC is satisfied with the service, then only the contract extension shall be recommended to the Executive Director.

2.18 DISPUTES AND ARBITRATION:

All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion, failing which the matter will be referred to an Arbitrator who will be appointed by the Executive Director, AIIMS Bhubaneswar for arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment, whose decision shall be binding on the contracting parties.

2.19 LAW GOVERNING THE CONTRACT AND JURISDICTION.

The contract shall be governed under Indian Contract Act 1872 and instructions thereon from the government of India. The Court in Bhubaneswar shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

2.20 POWER TO IGNORE MINOR DEVIATIONS:

AIIMS Bhubaneswar reserves the right to ignore any trivial nature of deviation(s) in tender documents as decided by the competent authority while processing the tender. The Institute may also seek any clarification/ documents to substantiate the claim of the bidder at a later stage if felt necessary. However, the bidder cannot claim it as a matter of right and will be bound to comply the Terms & Conditions of the tender without citing the ground of trivial deviation/ seeking of the clarification/ documents in support of the cancellation of his/ her bid. For any ambiguities in the tender document, the clarification by AIIMS Bhubaneswar shall be treated final and binding.

2.21 OTHERS:-

2.21.1 After due evaluation of the bid, **Institute will award the contract to the responsive Bidder who has secured the Highest marks against quoted price towards Licence fee (Rent) exclusive of GST and quoted price towards food items.** If any information furnished by the bidder is found incorrect at a later stage, bidder shall be liable to be debarred from tendering in AIIMS, Bhubaneswar for next 05 (five) years.

2.21.2 The furniture and fixtures required for stocking and display of required items shall be at the cost of the bidder.

2.21.3 The Shop premises (inside and outside) should not be used for any other purpose except for Running Catering Services For Staff Canteen and that the walls and surroundings of the shop should not be used for display of wall posters, writings etc. The contractor is responsible for minor repair and replacement works with electrical fittings without any expenses to the Institute.

2.21.4 The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the Executive Director, AIIMS Bhubaneswar. If it is found that the firm has given sub-contract to another Agency, the contract shall stand cancelled & the performance security deposit of such Bidder shall be forfeited by AIIMS Bhubaneswar.

2.21.5 The AIIMS Bhubaneswar shall not be responsible for any financial loss or other damage or injury to any person or item deployed/supplied by the selected bidder during the course of their performing the duties in connection with this contract.

2.21.6 If the bidder denies/ fails to execute the contract/ order after being awarded for the same or to submit the Performance Security, the bid security (EMD) shall be forfeited and the vendor will be debarred for a period of two years from participating in future tenders of the Institute.

2.21.7 In case of any lapses in services, delivery and quality, the contract shall be dealt as per the penalty clauses. If the contractor wishes to terminate the contract, they may do so by giving advance notice of at least four (4) months to the Institute.

2.21.8 Sudden closure of the services without prior permission of the Institute may result in cancellation of the contract and forfeiture of the Security Deposit, debarring the contractor for a period of 2 years and appropriate legal action as per rule.

2.21.9 The contractor is required to vacate the demised premises on expiry of the contract period or till the period of extension granted without any communication from the Institute end. However, if they fail to vacate the premises as stipulated, they will be liable to pay Liquidated

Damage of Rs.20,000/- (Rupees Ten Thousand) per day after expiry of the contract period (original/ extended as the case may be) which may be adjusted from the Performance Security Deposit (PSD) of the contractor. In the meantime eviction process will be started by the Institute.

2.22.1 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.

2.22.2 Code of Integrity:

No official of the bidder shall act in contravention of the codes which includes

- (i) Prohibition of
 - (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or other wise to influence the procurement process.
 - (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - (c) any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
 - (d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
 - (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - (g) obstruction of any investigation or auditing of a procurement process.
 - (h) making false declaration or providing false information for participation in a tender process or to secure a contract;
- (ii) Disclosure of conflict of interest.
- (iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause with any entity in any country during the last three years or of being debarred by any other procuring entity.

2.23 The purchaser will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

- 2.24 The contract may be terminated by the Contractor after giving a notice of four months whereas AIIMS, Bhubaneswar can terminate the contract after giving one month's notice period.
- 2.25 The Tender Document and associated correspondence are subject to copyright laws and shall always remain the property of the Procuring Entity and must not be shared with third parties or reproduced, whether in whole or part, without prior written consent of AIIMS Bhubaneswar authorities.
- 2.26 The Executive Director, AIIMS Bhubaneswar (Odisha, India) has the full and exclusive right to accept or reject, any or all Bids, abandon/ cancel the Tender process, and issue another tender for the same or similar Goods at any time before the award of the contract without assigning any reasons thereof. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).

Seal & Signature of Bidder

3. Technical Bid (Specification):

Name of the e-Tender: Running of Catering Services For Staff Canteen at AIIMS, Bhubaneswar.

3.1 Schedule of Requirements:

The institute requires to run Catering Services For Staff Canteen within its campus at two designated space for use by the staff and visitors

3.1.1 The selected bidder will provide good quality and hygienic food at the designated space as per need of staff and visitors at the quoted price in accordance with the tender document. The food items need to be prepared & to be served with utmost hygienic environment and method.

3.1.2 The vendor will keep adequate quantity of listed food items as per need of the staff and visitors to AIIMS Bhubaneswar campus.

Technical Bid (Submission Format):

The Scanned copies of the following Mandatory documents to be uploaded on Tender CPP Portal of AIIMS Bhubaneswar in the following format and hard copies to be sent to the Senior Administrative Officer, AIIMS Bhubaneswar in a sealed envelop :

Sl no.	Details / Particulars	Uploaded (Yes/No)	Page No
A	Annexure – I (To be Mentioned in the Letterhead of the Proprietary Firm) along with other requested documents.		
B	Annexure – II (To be Mentioned in the Letterhead of the Partnership Firm/Company/ Any other Association of Persons) along with other requested documents.		
C	Annexure – III (To be Mentioned in the Letterhead of the Partnership Firm/Company/ Any other Association of Persons) along with other requested documents.		
D	Notarised affidavit as per Annexure –IV on Indian Non Judicial Stamp Paper of Rs.10/-.		
E	Contractor Authorisation Form (Annexure-V)		
F	Have you previously supplied the required services at any government /PSU/ reputed private organization/corporations/entities within last three Financial years? If yes, submit a list Major Customers on a separate sheet (Work Order/PO copies of similar business must be enclosed along with Performance Certificate). As per Annexure- VI with supporting document.		
G	Copy of Registration Certificate issued under Shop & Establishment Act (Trade License/Municipal License by Municipal Corporation/NAC or any other statutory body like Office of the Labour Commission)		
H	Copy of valid Labour Licence issued under Contract Labour (R&A) Act,1970		

I	Copy of valid Labour Licence issued under Contract Labour (R&A) Act,1970 by Regional Labour Commission, Bhubaneswar if any. If not, an undertaking by the firm to submit the same within one month of issuance of the contract		
J	PAN No. (enclose the copy of PAN Card)		
K	GST No. (enclose copy of GST Registration Certificate of the firm)		
L	• Copy of Income Tax Return for the last Three years. • (Relating to F.Y. 2020-21, 2021-22 2022-23)		
M	Annual Turn Over Certificate specially for the catering services for last Three Financial Years (Duly signed by Chartered Accountant) along with Financial Statements of 2020-21,2021-22 & 2022-23 ending 31 st March.		
N	Details of the Earnest Money Deposit (EMD) FDR/BG/ DD No. Date: valid up to:		
O	For exemption of EMD, the firm must submit the copy of MSME Registration with full particulars (only micro & small enterprises whose last annual turnover are within the prescribed limit are eligible for such exemption), Start-up Registration Certificate or Firms registration with NSIC for required services.		
P	Undertaking for acceptance of all Terms & Conditions of the bid.		
Q	Complete address and Contact Number of Branch Office at Bhubaneswar. If not, Undertaking for opening of Branch Office at Bhubaneswar within one month of issuance of the contract.		
R	If any agency already providing service/earlier served service to AIIMS, Bhubaneswar he must have to submit No Objection Certificate along with Performance Certificate from AIIMS, Bhubaneswar failing which the agency shall be disqualified from the Techno Bid stage itself. Unsatisfactory/Poor Performance Certificate issued by AIIMS Bhubaneswar shall also lead to disqualification.		
S	Any other information relevant to this bid.		

Bid Covering Letter

(Should be submitted on Letter head of the bidding firm which should contain complete address, phone no. e-mail id. etc)

Reference No.

To
The Executive Director,
AIIMS Bhubaneswar,

Sir / Madam,

Having examined the abovementioned Tender Document, I/we, the undersigned, hereby submit/ upload our Techno-commercial and Financial bid for the Running of Catering Service for Staff Canteen in conformity with the said Tender Documents.

We declare that we are a Proprietorship/ Partnership firm/ Limited Liability Partnership/ Private Limited/ Public Limited Company/ Company Limited by shares. The registration copy to that effect is submitted.

We are submitting this bid on our behalf, and there are no agents/ dealers involved in this tender, and hence no agency agreement is involved. Our company law and taxation regulatory requirements and authorization for signatories and related documents are submitted herewith.

We are submitting this bid as authorised dealer/franchisee offering goods/ services dealt by our OSO. Our OSO's law and taxation regulatory requirements and authorization for signatories and related documents are submitted in Annexure-III (OSO's Authorization).

We hereby certify that We / our Principals/ OSO M/s..... are proven, established, and reputed business records with office at We comply with all the eligibility criteria stipulated in this Tender Document. We offer to supply the subject Goods/services of requisite quality in conformity with the Tender Document. We have submitted the Bid Security of Rs._____ in the shape of FDR/BG. No. _____ date _____ valid up to _____ and other documents as required under this bid.

Signature of the bidder with seal

Name of the E-Tender : Running of Catering Services For Staff Canteen at AIIMS, Bhubaneswar.

UNDERTAKING

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

To

**The Executive 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 services at reasonable prices to AIIMS Bhubaneswar.
3. The Equipment to be installed shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Executive Director, AIIMS Bhubaneswar, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. I/We hereby undertake to supply the services during the validity of tender as per directions given in the NoA within stipulated period positively.
6. I/We undertake that the items to be supplied are as per the requirement at the Institute.
7. If I/We fail to supply the services in stipulated period, necessary action can be taken by the Executive Director, AIIMS Bhubaneswar who has full power to compound or forfeit the Bid Security/ Security deposit.
8. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. Performance security equivalent to six months rent as quoted by me 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 Executive Director, AIIMS BBSR till the validity of the contract period plus two month (i.e. valid for 26 months from date of contract).
10. I/We declare that no legal/financial irregularities are pending against the proprietor/Partner/Executive Director of the tendering firm.
11. I/we do hereby confirm that the prices/rates to be charged are at par with the prices prevailing in the local market.
12. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
13. I/we undertake to provide the required services diligently during the contract period and to solve any complaint regarding quality and quantity amicably, failing which any penalty as decided by AIIMS Bhubaneswar authorities shall be deducted from pending bill/ Performance Bank Guarantee before releasing the same to us.
16. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of tendering authority during the validity of tender period, the Executive Director, All India Institute of Medical Sciences, Bhubaneswar (India) will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder
With seal of firm
(Name of Bidder)

Place

Date.....

(To be submitted on Letter Head of the Proprietary firm)

1. Name of the Firm:
2. Name of the Proprietor:
3. Complete Postal Address:
4. E-mail communication Id.
5. Telephone No. (Office)
6. Mobile No. of Proprietor:
7. Mobile No. of key person to manage this contract.
8. PAN No.
9. GST No.
10. UDYOG AADHAR No. of MSME:
11. EPF Code No. allotted by EPFO.
12. ESI Code No. allotted by ESIC.
13. License issued under Shop & Establishment Act.
14. License issued under CL (R&A) Act 1970.
15. Branch Office Address at Bhubaneswar (if any):
16. Any other information

Bank Details :

1. Beneficiary Name :
2. Bank Name :
3. Account No :
4. IFSC Code :
5. Branch Address :

(Attach copy of a cheque issued by above mentioned bank)

(To be submitted on Letter Head of the Partnership firm/ Company/ Association of Persons)

1. Name of the Firm/Company/AoP:
2. Name of the Managing Partner/Executive Director:
3. Complete Postal Address:
4. E-mail communication Ids.
5. Telephone No. (Office)
6. Mobile No. of Managing Partner/Executive Director:
7. Mobile No. of key person to manage this contract.
8. Name & designation of Authorised person to sign/ submit this tender:
9. PAN No.
10. GST No.
11. UDYOG AADHAR No. of MSME:
12. EPF Code No. allotted by EPFO.
13. ESI Code No. allotted by ESIC.
14. License issued under the Shop & Establishment Act.
15. License issued under CL (R&A) Act 1970.
16. Branch Office Address at Bhubaneswar (if any):
17. Any other information

18. Bank Details:

1. Beneficiary Name:
2. Bank Name:
3. Account No:
4. IFSC Code:
5. Branch Address:

Note: (Kindly attach the following documents with your bid necessary for Technical evaluation)

1. Kindly submit a copy of the Registration of Firm/Certificate of Incorporation.
2. Also submit a copy of the Partnership Deed/ Memorandum & Articles of Association
3. Kindly attach the resolution copy of the Partners/ Board of Executive Directors in support of the authorised person, or a copy of GPA in favor of such person.
4. Attach a copy of a cheque issued by above mentioned bank.

Name of the E-Tender: Running of Catering Services for Staff Canteen at AIIMS, Bhubaneswar.

ELIGIBILITY DECLARATION

(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/Executive 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 /Executive 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 /Executive Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted/ debarred/ banned by any Government authority/ organisation w.e.f. within last three years.

4. The firm/company has not been declared insolvent, bankrupt, not in receivership, or being wound up, not have its affairs administered by a court or a judicial officer.

5. Eviction Proceedings has not been initiated against my/our firm.

6. To our best of knowledge and belief, none of the Proprietor/Partner/Executive Director of the firm/ company is the near relations of executives of Procuring Entity involved in this Tender Process.

7. We certify that we have no conflict of interest in accordance with ITB clause 1.4.6, and the prices quoted against the Tender are competitive and without adopting any unfair/ unethical means including cartelization.

Signature

(Name)

Seal of the participating Bidder Company

Affirmation/Verification
By Notary Public

Original Caterers/ Canteen Owner's Authorisation Form

(The Bidder shall require the Original Caterer/ Canteen Owner to fill in this form in accordance with the instructions indicated. This letter of authorisation should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.)

Date : ***Insert date (as day, month and year)*** of Bid Submission

Tender No. : ***(Insert number from Invitation for Bids.)***

To
The Executive Director
AIIMS Bhubaneswar
Sijua, Odisha, India

WHEREAS

We (***Insert Complete name of Original Caterer/ Canteen Owner***), who are official Owner in (***Insert type of goods dealt***), having Office at (***insert full address of Original Caterer/ Canteen Owner***), do hereby authorise (***Insert Complete Name of Bidder***) to submit a bid the purpose of which is to provide the following goods/services dealt by us (***insert name and or brief description of the services***), and to subsequently negotiate and sign the contract.

We accept the Terms and Conditions mentioned in the tender documents of AIIMS Bhubaneswar.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorized agent including availability of required goods and services to AIIMS Bhubaneswar.

Signed : (***insert signature of authorised representative of the Original Caterer/ Canteen Owner***)

Name : (***insert complete name of authorised representative of the Original Caterer/ Canteen Owner***)

Duly authorised to sign this authorisation of behalf of: (***insert complete name of Original Caterer/ Canteen Owner***)

Date on _____ day of _____, _____
(***insert date of signing***)

Performance Statement Form

Name of the Firm

Sl No.	Order placed by (Full address of the organisation)	Order No. & date	Value of order	Has the shop run satisfactorily (Yes/No)

Signature and seal of the manufacturer / Bidder

Place :

Date :

Note : Documents to be attached in support of the above (i.e., recent PO copies for supply of similar equipment to other AIIMS/ INI/ PSU).

Annexure- VII

Financial Bid – I

Sl. No	Rate for Quote	Rate Per month	GST (%)	Total Amount (including GST)
1.	Minimum Monthly License Fee (Rent)	Rs.38,139/-	18%	Rs.45,005/-
	<i>To be quoted by the Bidder</i>			
2.	Monthly License Fee (Rent)			

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. The above quoted rate is monthly rent payable to AIIMS Bhubaneswar exclusive of other charges like electricity and water payable to the Institute. We also accept revision of rent as mentioned in the tender document.
3. That I/We shall supply the requisite services as per tender terms.
4. That the services will be provided as per conditions of GTC.
5. That I/We undertake that the information given in this tender are true and correct in all respect.

Signature of the bidder with seal.

Date:

Place:

Financial Bid - II

Food Item Menu for Tender

Breakfast Menu				
Sl. No.	MENU NAME	Minimum Rate	Maximum Rate	Bidder Rate
01	GUGUNI (100G) +IDLI (4 NO, 25G EACH)	20	35	
02	GUGUNI (100G) + BARA (4 NO, 25G EACH)	20	35	
03	UPAMA (100G) + SAMBHAR (100G)	15	25	
04	UTTAPAM (2NO, 50G EACH) + SAMBHAR (100G)	20	35	
05	AALOO PARATHA (2 NO, 50 EACH) +AALOO VEG (WITH GRAVY, 100G)	20	35	
06	PANEER PARATHA (2 NO, 50 GM EACH) + AALOO VEG (WITH GRAVY, 100G)	25	40	
07	PLAIN PARATHA (2 NO, 30 GM EACH)+ AALOO VEG (WITH GRAVY, 100G)	20	35	
08	CHAKULI PEETHA (2 NO, 25 EACH) + GUGUNI (100G)	20	35	
09	NAMKEEN SEWAIYAN (100G) + GUGUNI (100G)	20	35	
10	PURI (4 NO, 20GM EACH) + AALOO VEG (WITH GRAVY, 100G)	20	35	
11	DAHI BARA (25G X 4 NO) +AALOO DUM (100GM)	20	35	
12	COLESLAW SANDWICH (50GM)	20	35	
13	MOONG SPROUTS (50GM)	10	15	
14	BOILED EGG (1 NO)	6	10	
15	ASSORTED SEASONAL CUT FRUITS (100GM)	20	30	

16	FRESH FRUITS JUICE (200ML)	30	40	
17	TEA (100ML)	5	10	
18	COFFEE (100ML)	10	15	
19	LEMON TEA (100ML)	5	10	

2.5

Lunch Menu				
Sl. No.	MENU NAME	Minimum Rate	Maximum Rate	Bidder Rate
01	VEG THALI: SEASONAL VEGETABLE WITH GRAVY (100 GM)+ SEASONAL VEG (DRY) (100G)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (200GM)+CHAPATIS-02 NOS	50	70	
02	SPECIAL VEG THALI: PANEER CURRY PREPARATION (150GM HAVING 50GM PANEER) + YELLOW DAAL TADKA (150GM) OR CHOLE (100 GM)+RICE (200GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS+ CHAPATIS-02 NOS	60	70	
03	CHICKEN THALI: CHICKEN PREPARATION (150GM HAVING 100GM CHICKEN) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM) +RICE (200GM) + SEASONAL VEG (DRY) (100G) +PAPAD 2 NOS +CHAPATIS-02 NOS	60	70	
04	CHICKEN BIRYANI (500 GM HAVING 3 PC CHICKEN OF EACH 50GM) +BOONDI	70	100	

	RAITA/CUCUMBER+ ONION+TOMATO RAITA (100GM)			
05	VEG BIRYANI (500 GM HAVING 50 GM PANEER+100 GM SEASONAL VEGETABLES)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM	60	90	
06	PANEER BIRYANI (500GM HAVING 150GM PANEER) + CUCUMBER+ ONION+ TOMATO RAITA 100GM	70	100	
07	FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+RICE (300GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	60	70	
08	EGG MEAL: PREPARATION (200GM HAVING 2 NOS EGG + 2 SLICE AALOO) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM) +RICE (300GM) + SEASONAL VEG (DRY) (100G) +PAPAD 2 NOS	50	60	
09	ROTI 25GM	4	6	
10	SALAD 100GM	10	20	
11	FRESH CURD	15	20	
12	BOONDI CURD 100GM	10	15	
13	CUCUMBER +ONION+TOMATO RAITA 100GM	15	25	

Evening Snacks Menu				
Sl. No.	MENU NAME	Minimum Rate	Maximum Rate	Bidder Rate
01	SAMOSA 150G+CHUTNEY	8	15	
02	CHICKEN MOMOS 10GM, 6 PIECES+ CHUTNEY	30	40	
03	PANEER MOMOS 10GM, 6 PIECES+ CHUTNEY	30	40	
04	BREAD PAKODA150GM+CHUTNEY	10	15	
05	DAHI BARA 25G, 4 PIECES+AALOO DUM 100G	20	35	
06	SPRING ROLL 25 G, 2 EACH+TOMAOTO SAUCE	30	40	
07	COLESAW SANDWITCH 50GM	20	35	
08	CHICKEN PATTY 100GM	30	40	
09	PANEER PATTY 100G	30	40	
10	VEG PATTY 100G	20	30	
11	BOILED EGG(1 NO)	6	10	
12	FRESH FRUITS JUICE (200ML)	30	40	
13	TEA(100ML)	5	10	
14	COFFEE(100ML)	10	15	
15	LEMON TEA(100ML)	5	10	

Dinner Menu				
Sl. No.	MENU NAME	Minimum Rate	Maximum Rate	Bidder Rate
01	VEG THALI: SEASONAL VEGETABLE WITH GRAVY (100GM) + SEASONAL VEG (DRY) (100G) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM) +RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM) +CHAPATIS-02 NOS+ PAPAD 2 NOS	50	70	
02	SPECIAL VEG THALI: PANEER CURRY PREPARATION (150GM HAVING 50GM PANEER) + YELLOW DAAL TADKA (150GM) OR CHOLE (100GM) + RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM) +CHAPATIS-02 NOS+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	60	70	
03	CHICKEN THALI: CHICKEN PREPARATION (150GM HAVING 100GM CHICKEN)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+ RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)+CHAPATIS-02 NOS + SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	60	70	
04	CHICKEN BIRYANI (500 GM HAVING 3 PC CHICKEN OF EACH 50GM)+BOONDI RAITA/CUCUMBER+ ONION+TOMATO RAITA(100GM)	70	100	
05	VEG BIRYANI(500 GM HAVING 50 GM PANEER+100 GM SEASONAL VEGETABLES)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM	60	90	
06	PANER BIRYANI (500GM HAVING 150GM PANEER)+ CUCUMBER+ ONION+ TOMATO RAITA 100GM	70	100	
07	FISH MEAL: FISH PREPARATION (200GM HAVING 2 NOS FISH PIECE 75GM EACH+ 2 SLICE AALOO)+	60	70	

	YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS + SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS+ RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)			
08	EGG MEAL: PREPARATION (200GM HAVING 2 NOS EGG + 2 SLICE AALOO)+ YELLOW DAAL TADKA (150GM) OR CHOLE (100GM)+ RICE (300GM)/CHAPATIS-05 NOS/ RICE (200GM)+ SEASONAL VEG (DRY) (100G)+PAPAD 2 NOS	50	60	
09	ROTI 25GM	4	6	
10	SALAD 100GM	10	20	
11	FRESH CURD	15	20	
12	BOONDI CURD 100GM	10	15	
13	CUCUMBER +ONION+TOMATO RAITA 100GM	15	25	
14	KHIRI 100GM	10	20	
15	RASGULLA 20 GM EACH	5	10	
16	GULAB JAMUN 20GM EACH	5	10	

1. I/We have gone through the Terms & Conditions as stipulated in the tender inquiry document and confirm to accept and abide by the same.
2. The above quoted rate is monthly rent payable to AIIMS Bhubaneswar exclusive of other charges like electricity and water payable to the Institute. We also accept the revision of rent as mentioned in the tender document.
3. That I/We shall supply the requisite services as per tender terms.
4. That the services will be provided as per conditions of GTC.
5. That I/We undertake that the information given in this tender are true and correct in all respect.

Signature of the bidder with seal.

Date:

Place:

Form of Performance Guarantee / Bank Guarantee Bond

In consideration of the Executive Director of All India Institute of Medical Sciences Bhubaneswar (hereinafter called “AIIMS Bhubaneswar”) having offered to accept the terms and conditions of the proposed agreement between AIIMS Bhubaneswar and (hereinafter called “the said Vendor(s)”) for the supply, installation & commissioning of (hereinafter called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a bid security/performance guarantee from the vendor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement with reference to tender No.....

1. We, (hereinafter referred to as “the Bank”) hereby undertake to pay to the AIIMS Bhubaneswar an amount not exceeding Rs. (Rupees..... Only) on demand by the AIIMS Bhubaneswar.

2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the AIIMS Bhubaneswar stating that the amount claimed as required to meet the recoveries due or likely to be due from the said vendor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly)

3. We, the said bank further undertake to pay the AIIMS Bhubaneswar any money so demanded notwithstanding any dispute or disputes raised by the vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the vendor(s) shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the AIIMS Bhubaneswar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Executive Director AIIMS Bhubaneswar on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Vendor(s) and accordingly discharges this guarantee.

5. We, (indicate the name of the Bank) further agree with the AIIMS Bhubaneswar that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Vendor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable

by the Government against the said vendor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Vendor(s) or for any forbearance, act of omission on the part of the AIIMS Bhubaneswar or any indulgence by the AIIMS Bhubaneswar to the said Vendor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor(s).

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the AIIMS Bhubaneswar in writing.

8. This guarantee shall be valid up tounless extended on demand by the AIIMS Bhubaneswar. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor.....(indicate the name of the Bank)

(Name, designation and code No. of the Bank Officer(s) signing the guarantee)

(Address & other details of the Controlling Officer of the branch of the bank issuing the BG)

E-TENDERING INSTRUCTIONS TO BIDDERS

General:

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS BHUBANESWAR has decided to use the CPP Portal <https://eprocure.gov.in/eprocure/app> or www.aiimsbhubaneswar.edu.in

Instructions:

1. Tender Bidding Methodology:

Two-Stage Online Bidding

2. Broad outline of activities from prospective Bidders:

1. Procure a Class III Digital Signature Certificate (DSC)
2. Register on the e-Procurement portal CPP Portal
3. Create Users on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download the Official Copy of Tender Documents from the above portal
6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as an addendum, by AIIMS, BBSR
7. Bid submission on the above portal.
8. Attend the Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part
9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMSBBSR's Post-TOE queries.
10. Attend the Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with the IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration:

To use the Electronic Tender CPP Portal, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For

further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

1. The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
2. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
3. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
5. The Financial part may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

Bid submission

The entire bid-submission would be online on the CPPP portal <https://eprocure.gov.in/eprocure/app>

Broad outline of submissions are as follows:

- (i) Submission of Bid Parts (Technical & Financial)
- (ii) Submission of information pertaining to Bid Security/ EMD.
- (iii) Submission of signed copy of Tender Documents/Addendums.

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

The FINANCIAL PART shall consist of an Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. A scanned copy of duly filled price schedule as **Annexure** are to be uploaded.

Offline Submissions:

The bidder is requested to submit the following documents offline to **The Senior Administrative Officer, AIIMS, Sijua, Bhubaneswar (Odisha) – 751019** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the tender), the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

1. EMD-Bid Security in Original, in shape of FDR/BG only pledged in favour of AIIMS, Bhubaneswar/ Bid Security Declaration.

2. Documents as Per NIET

Public Online Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices.

For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal provides a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note: In case of internet-related problem at a bidder's end, especially during 'critical events' such as – a short period before the bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSBBBSR by the bidders in time, then AIIMSBBBSR will promptly reschedule the affected event(s).

Other Instructions

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal

3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc)

While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be imparted by the ASP, M/s. ITI, Bhubaneswar, if required, before participation in the online tendering.

For any further assistance, please contact

Signature and seal of contractor with date