

# North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, GPO Post Bag No.92, Mawdiangdiang, Shillong 793 018, Meghalaya

Store & Procurement:

Extension No – 3509/ (D) (0364) 2538032

File No. NEIGR/S&P/9/2001(Dietary)

**Enquiry No: NEIGR/S&P/OT -07A/2009-10**

Email: [store\\_neigri@bsnl.in](mailto:store_neigri@bsnl.in)

Website: [www.neigrihms.nic.in](http://www.neigrihms.nic.in)

Dated: 06/01/2010

**Sub: Limited Tender Notice for selection of Service Agency for operation, supervision and running of 24 (hrs) x 7 (days) Snacks Corner at one/two location within the campus of NEIGRIHMS, Mawdiangdiang, Shillong-793018**

Sealed tender are invited on behalf of Director, NEIGRIHMS, Shillong-793018, for operating, managing & running of 24 (hrs) x 7 (days) Snacks Corner at NEIGRIHMS, Mawdiangdiang, Shillong, indicated against the schedules attached to this Invitation for Bid/Tender, under two bid system in two separate sealed covers duly marked "Techno-Commercial: Bid/Tender-A" and "Price/Finance: Bid/ Tender- B", placed in another sealed cover/envelope

Offers for tentative requirement of stores /services in sealed cover addressed to the Deputy Director (Admn.), NEIGRIHMS, Mawdiangdiang, Shillong - 793018 with the words "Tender for 24 (hrs) x 7 (days) Snacks Corner at NEIGRIHMS-Tender No: and File No:", enquiry number with due date boldly superscribed on the top of the envelope and the offer sent by registered / speed post or dropped in the Tender Box placed near the Store & Procurement Section, top floor of Director's Block of the Institute.

Bid document/Tender Schedules can be had from the Stores and Procurement Officer-Procurement Section- II Floor, Director's Block, NEIGRIHMS, Shillong-793018 (Tel: 0364-2538032), Meghalaya on all working days during the office hours till 05/02/2010 (before closing time) on payment of non-refundable tender Fee for Rs.500/- (Rupees five hundred only) by hand or by Post Rs.600/- (Rupees Six hundred only) ,in the form of Demand Draft drawn on any nationalized Bank in favour of Financial Adviser, NEIGRIHMS, Shillong-793018. The agency may refer to the Institutes website for detailed terms/ conditions, addendum or corrigendum relating to tenders.

The documents can also be downloaded from our website: [www.neigrihms.nic.in](http://www.neigrihms.nic.in) . The tender document downloaded from the website will be accepted only on furnishing of non-refundable tender fee in the form of crossed demand draft/pay order for Rs. 500/- separately drawn on or any nationalized bank in favour of Financial Adviser, NEIGRIHMS, Shillong-793018 and the tender cost should not be mingled with EMD and both the instruments should be enclosed along with techno-commercial bid .Otherwise, tender will not be considered. Tender document may be referred to for EMD details. If the tender document is downloaded from our website, while furnishing the tender, it should be superscribed legibly on the left corner of the sealed cover as "TENDER COPY IS DOWNLOADED FROM NEIGRIHMS WEBSITE". The prospective agency may note that Pre-Bid meeting will be held on 15/01/2010 at 16.00 hrs in the Conference Room of Director's Block of the Institute. All prospective Agencies may attend the Pre-Bid Meeting.

ENQUIRY No/BID Reference No: NEIGR/S&P/Enquiry/OT- 07A/2009-10

DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT	: 06.01.2010
LAST DATE FOR SALE OF BIDDING DOCUMENT	: Before the closing hours of 05.02.2010
LAST DATE AND TIME FOR RECEIPT OF BIDS	: 13.30 hrs of 05.02.2010
TIME AND DATE OF OPENING OF BIDS	: 14.00 hrs of 05.02.2010
PRE-BID CONFERENCE AND CLARIFICATION SESSION	: 16.00 hrs of 15.01.2010

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the engaged times, in the presence of attending agencies or their authorized representatives, if any.

Stores & Procurement Officer  
For or on behalf of Director, NEIGRIHMS

CC.

- Accounts Officer / IPC / Tender Committee members- For information and wide circulation please
- Deputy Director (Admn.): for information please & to direct the concerned section to upload on the Institute's website and send details by e-mail/fax to State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: [sio-megh@nic.in](mailto:sio-megh@nic.in)
- State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: [sio-megh@nic.in](mailto:sio-megh@nic.in) : For kindly upload details in the relevant section of website of Government of Meghalaya/ Government Tenders.

**SECTION I: NOTICE INVITING TENDERS(NIT)**

**North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong-793018**

NEIGRIHMS is a super specialty medical institution for post graduate education, research and customer care services. The Institutes hospital in the permanent complex at Mawdiangdiang, Shillong-793018, presently has a capacity of around 500 beds.

The institute is planning to engage a service agency for operating, managing & running of 24 (hrs) x 7 (days) Snacks Corner at NEIGRIHMS, Mawdiangdiang, and Shillong.

The technical supervision and quality of the food and nutritional requirement have to be done under the strict supervision of the Dietician, DNS and the Medical Superintendent of the hospital and associated technical manpower.

Offers should be based in 2 bid systems -

- i) Technical and commercial bid. (Sealed Envelope-A)
- ii) Price Bid (Sealed Envelope- B)

The bids should be two separate envelopes clearly super scribed in the sealed envelope as Technical Bid & Commercial Bid- (Envelope-A) & Price Bid - (Envelope--II). If the bids are not submitted separately, the tender will be automatically disqualified.

The agency qualified in the Techno-Commercial Bid, their Price Bid will be opened in the presence of the agency/ representative ( the date will be intimated).

1. Sealed tenders in two-bid system are invited by the Director, NEIGRIHMS, Shillong as per enclosed specification and related terms and conditions.
2. Tender is to be duly signed on all the pages as a token of having accepted all the terms and conditions (no thumb impression is to be affixed).The tender document is deemed to be part of the contract agreement, once the selected agency is awarded the contract.
3. The contract will be operative initially for a period of one year with effect from 12.02.2010 (from the date of award), thereafter renewable for next two years, on year to year basis, based on the satisfactory performance as evaluated by Director, NEIGRIHMS or delegated officer/committee of the Institute ,till the finalization of the next tender , whichever, earlier.
4. Earnest Money Deposit (EMD) of **Rs 36500/-** (*Rupees thirty six thousand five hundred only*) -Calculated on the average estimated sales per day @ Rs 2000 x 365 (days)X 1 year, in the form of Call deposit, Fixed deposit or Demand draft in favour of Financial Adviser, NEIGRIHMS, Shillong, is to be enclosed with Techno-commercial BID 'A' (Un priced Bid). EMD of all unsuccessful bidders shall be refunded and a successful bidder has to submit performance guarantee (10% of estimated sales per day), valid for a period of 60 days beyond the contract period.
5. The service agency should enclose attested copy of VAT/Sales tax registration, PAN Number/Card, valid document regarding the existence and registration of the firm along with the with Techno-commercial BID/tender 'A' (Un-priced Bid).
6. Please note that no counter proposal is acceptable to us and conditional / late tenders are liable to be rejected.
7. A proof of ownership/partnership etc. shall be submitted along with verification of address, telephone & fax numbers.
8. No work will be allotted to Non-tribal Agency, Stockists, bonded warehouse, private carriage, cooperative societies etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
9. The agency has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not supplying the same item at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE" adhered by DGS & D and other Government agencies.
10. The agency has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that there is no vigilance/CBI case pending against the firm/supplier.
11. The agency has to agree to all the terms and conditions, stipulated in the tender document, in this connection including service, penalty etc. Bids for the item is to be submitted under sealed cover /sheets and may be considered on their face value.
12. The agency has to undertake to sign the rate contract agreement within 15 (fifteen)days from the issue of the letter of acceptance, failing which EMD/security deposit may be forfeited and name may be removed from the list of suppliers at NEIGRIHMS, Shillong. The successful agency shall have to enter into an agreement with the Institute and the cost incurred in this connection, shall be borne by the agency.
13. In case the agency furnishes false information their tenders/ bids will be rejected and their security deposit/EMD will stand forfeited.
14. At any time prior to the date of submission of bid, Director, NEIGRIHMS may, for any reason, whether at his own initiatives or in response to a clarification from a prospective agency, modify the bidding documents by an amendment. All prospective agency who have received the bidding document will be notified of the amendment in

writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, NEIGRIHMS, may at his discretion, extend the date and time for submission of bids.

15. NEIGRIHMS reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
16. Settlement of disputes - Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

**SECTION II: GENERAL CONDITIONS OF CONTRACT (GCC)**  
**North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong-793018**

1. All pages of the tender and related papers are to be duly authenticated by agency or authorized signatory on behalf of the service agency.
2. Prequalification /Post Qualification shall be entirely upon the capability and resources of prospective agency to perform the particular contract satisfactorily, taking into account their (i) experience and past performance on similar contracts (*catering services, hotels, hospital diet servicing*) for the last two years (ii) Capabilities with respect to Personnel (*Qualified Cook ,experienced attendant , Professionals with degree /diploma in hotel management & catering technology*), Equipment (*automized equipments for catering purpose*) (iii) financial standing through annual report (*balance sheet and Profit & Loss account*) of last 3 (*three*) years. Fulfillment of eligibility criteria is to be supported with documentary evidence in the form of certified /self attested copies of work order, completion certificates, report, payment certificates, indicating the period of work .In case of Joint venture/partnership firm, the experience of the signatory /lead agency will be taken into consideration for qualification of the agency.
3. The area of the Snacks Corner at the main Hospital (Ground Floor /alternate area /any other alternate area) is approximately 248.77 sq. feet and the
4. The agency will have to pay the establishment and maintenance cost on or before the 10<sup>th</sup> day of each and every month, as per the Meghalaya Urban Development Authority (interior/remote location rental rate), which is presently Rs 15 (fifteen only) per sq. feet and will stand amended as & when amended by Meghalaya Urban Development Authority, Shillong .
5. The participating agencies should offer/ quote minimum 75% of the items (foodstuff/menu) indicated by the Institute.
6. The agencies offering the highest average discount on the items(foodstuff/menu) offered by the purchaser (Subject to qualifying Clause 5 of GCC) will be taken for the purpose of price evaluation /selection.
7. Preference will be given to agencies (Added 2 % cost/discount benefit while considering Price evaluation as per GCC 6) having qualified professional like degree /diploma in hotel management & catering technology with minimum two years experience and submitting relevant documents with the techno-commercial bid.
8. The agency while submitting their tender form shall enclose certified Photostat copies of experience, license essential for carrying out the activities under reference, license and any other documents in support of carrying out the activities under reference from Competent Authority.
9. The agency must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying with all laws pertaining to the services in question as well as those pertaining to engagement of persons under him and should obtain necessary license/ clearance certificate of the State Food inspector/ health authorities and should produce certified copies of certificate fulfilling the requirements.
10. The personnel engaged by the selected agency must have proper and clean uniform for their identification. The personnel so engaged should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
11. The personnel engaged by the selected agency associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable disease/ infections diseases and anybody found suffering from such has to be kept out of engagement till he/ she is fully recovered. Whatever circumstances it may be the agency must insure that the facility is not hampered and serving standard is maintained as mentioned in the contract
12. The agency is not authorized to serve tea /coffee.
13. The list of personnel deployed for food preparation, handling and serving have to be intimated to the administrative authority of the Institute from time to time. The manpower engaged by the agency will not join or form any union associated with the Institute or otherwise any political party.
14. There shall be no compromise on the quality of food supplied by the agency and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply. The Food safety checklist "Annexure-A" prescribed by the Food Safety and Standards Authority of India , New Delhi ([www.fssai.gov.in](http://www.fssai.gov.in)) as amended from time to time, should be signed and adhered to by the bidders/agency.
15. The agency has to abide by all statutory rules and regulation of the Government of India and will be responsible for complying of all payment of minimum wages and other social security benefits (ESI, PF, leave /holiday, etc) as per manpower law, in force from time to time for the manpower engaged by the agency and deployed in the hospital.
16. The agency will be responsible for such conduct of the persons engaged by him in the hospital, which will be conducive for maintaining the harmonious atmosphere in the hospital and will be responsible for any act commission & omission of such persons.
17. The rates for different types of snacks /food /beverages, etc, once accepted, will remain the same for the entire period of contract or extended period, if any.
18. The agency shall be providing round the clock services and accordingly, the agency shall take necessary steps, and any lapse in this matter shall be considered as breach of contract. The agency shall have to provide specified services to the departments and shall engage manpower to supply snacks /food /beverages to the departments/sections, as and when required.

19. The agency should submit /quote consolidated rates against each item as per the Annexure (Schedule) which should include all incidentals and establishment cost to the agency for running the services as stated in the document.
20. The hospital will provide only open space .Institute shall not provide kitchen accessories, appliances gas connection, utensils, crockery, cutlery and other Infrastructure. The agency shall use the water-supply and electricity economically, however consumption of water-supply and electricity shall be paid within the 10<sup>th</sup> of each and every month by the agency on actual basis or as conveyed by the Executive Engineer/Estate Section.
21. Only purified water (purified by Aquaguard/ Modiguard /Aquasure or other purifier of similar standard) has to be served in the mass
22. Burning of fuels except cooking gas is forbidden and shall be arranged by the agency. Use of electricity and solid fuel is strongly discouraged.
23. The agency should keep the outlet clean. If, at any point the out and its premises are found to be unclean, the agency shall be held responsible and action deemed fit shall be taken by the competent authority. All floors and counter tops are to be scrubbed regularly and non corrosive detergents or soap, and all vertical surfaces/wall are to be dusted /cleaned regularly. The standard of cleaning should be such that there is no visible dirt or marks at on point of time.
24. The agency shall not be allowed to prepare food in the Institute's premises, other than for NEIGRIHMS clients.
25. The agency shall bear at the expenses for running the outlet and the Institute shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury caused to its workmen during discharging their duty.
26. The agency shall not be entitled to use the area allotted by the Hospital for any other purpose or business other than the specified services. In the event of loss/theft/damage of property caused due to negligence of any of the manpower of the agency, the Institute shall be entitled to get compensation from the agency as decided by Director, NEIGRIHMS or his authorized representative.
27. NEIGRIHMS would not be liable for any compensation due to stoppage/change in scope of work due to local disturbance, change of Govt. policy, Law and any other Judiciary, obstruction of delay by any out side elements agency.
28. The agency shall not sell cigarette, bidi, pan, gutka, tobacco items, alcohol or any other prohibited items. If anyone is found indulging in these businesses, the agency shall be asked to leave the campus immediately and the agency shall be liable to loose the service for breach of this condition.
29. If the agency gives wrong information in their tender and creates circumstances for acceptance of the tender, the company reserves the right to reject such tender or rescind contract at any stage.
30. The agency shall submit to NEIGRIHMS a list of all workers engaged to carry out the work, indication name, age, home address, qualification, etc and would also intimate as and when changes takes place. The agency shall not at any time engage any minor to carry out the work under the contract.
31. No subletting of work as a whole by the agency is permissible. Subletting of work in piece rated jobs is permissible with the prior approval of the Institute.
32. The agency and its manpower should not cause any disturbance, obstruction & hospital unrest in and around the hospital premises or within the said building or snacks corner at any time for any reason.
33. The agency should keep the snacks corner, other movables such as furniture, utensils etc., in good condition. If there is damage to building or other Institute property because of willful or negligent act or poor maintenance, the agency shall repair the same to reflect the original aesthetics or else the Institute shall levy a service charge of 200% over the cost or such repair work.
34. The agency should obtain all necessary permission, registration permits Licenses/ Sanctions from the appropriate Government/regulatory authorities concerned at his own cost, to run the snacks corner.
35. The agency shall be responsible for complete job of running and maintenance of the above premises and shall include house-keeping, cleanliness, room services, and catering services. All manpower required for the jobs shall be provided by the successful agency at its own cost. The agency should not permit to sub-lease the building or any part of the building or premises to any one.
36. The manpower engaged by the agency should wear the Uniform, be free from any contagious diseases and should obtain the Medical Fitness Certificate from the Office of the Medical Superintendent.
37. No revision of rates will be allowed during the contract period. The agency will be monitored by the Director, NEIGRIHMS or his authorized representative, at regular intervals. The agency is required to use 'A' class raw materials/Vegetables & ingredients for preparation of the food.
38. The agency is required to dispose-off the wastage properly, as advised by the Institute from time to time.
39. The agency shall not use the name of the NEIGRIHMS, Shillong in business dealing with other persons or traders.
40. The hospital campus is a "No Smoking Zone", hence sale and use of tobacco is prohibited.

### **SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)**

#### **North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong-793018**

##### **1. Operational**

The agency shall be responsible for procurement of all the raw materials. The raw materials procured will be of the highest quality, (FPO, AGMARK, or ISI marked should be adhered to as far as possible) fresh and fit for human consumption. The raw materials must be stored properly to avoid contamination and infestation with pests. Sample of the food materials in the store will be checked by the hospital representative from time to time. The Food safety checklist "Annexure-A" prescribed by the Food Safety and Standards Authority of India, New Delhi ([www.fssai.gov.in](http://www.fssai.gov.in)) as amended from time to time, should be signed and adhered to by the bidders/agency.

Vegetarian and non-vegetarian items should be segregated properly at all stages; storage, preparation and serving. The agency will be responsible for collection, washing and cleaning of the serving trays/utensils/bottles etc (in case of non-disposable) with safe and standard quality of cleaning material.

The agency will be responsible for safe disposal of the left over food/vegetable peels/and other kitchen garbage hygienically so that it does not pollute the environment etc. If disposables are used in any of the snacks corner, they should be disposed off, as per Civic/Municipal Authorities requirement from time to time.

Only LPG (or electricity when required for certain cooking procedures) will be used for cooking. No coal, wood or any other fossil fuel shall be used as fuel for cooking of food, heating of food etc.

##### **2. Cleanliness**

The agency shall keep the cooking area scrupulously clean and in a sanitary condition to the satisfaction of the dietary department and administration. The agency shall not damage the cooking area as well as the fittings and fixtures in the cooking area provided by the Institute. In case of damage the agency shall be responsible for repair and replacement. It shall be the responsibility of the agency to engage adequate number of cleaners and safaiwalas and to provide them with adequate and necessary equipments/chemicals for keeping the area scrupulously clean. Anti rodent and pest control measures are to be strictly followed which will be the responsibility of the agency.

##### **3. Manpower**

The agency shall engage adequate number of well trained manpower (cooks and bearers) at his own expense for the proper discharge of the responsibility entrusted to him under the agreement and such manpower shall be persons with enough experience. They shall be provided with uniforms, aprons, headgears, etc by the agency at their own cost and they are to be maintained in neat and tidy condition. The manpower engage by the agency shall be of good character and sound health. Manpower of the agency shall be provided with Identity Card that will be issued by agency under intimation to Security Officer and Deputy Director, NEIGRIHMS. The agency at his own shall not entertain any outsider in the cooking area.

##### **4. Security and Safety**

NEIGRIHMS, Shillong shall not be held responsible for any loss or damage due to any reasons whatsoever to any type of inventory that maybe kept in the area store by the agency. The premises provided to the agency should only be used for the purpose as mentioned in the contract (i.e Snacks Corner for NEIGRIHMS only). Under no circumstances, should the premises be used for any other purpose, than what has been mentioned in the contract. Agency will not store any hazardous and/or inflammable/ combustible goods or substances or articles in or around the cooking area.

##### **5. Space and Accommodation**

Space will be provided by NEIGRIHMS, Shillong to the agency for a specified period of the contract. At the time of termination of the contract, the agency will have to hand over to NEIGRIHMS. On the expiry or earlier termination of this Agreement, the said area shall be vacated peacefully by the agency and handed over to the NEIGRIHMS, Shillong in the condition they had received. In case during the period of contract, the agency decides to terminate the contract, a notice for a period of not less than three months must be given to the NEIGRIHMS administration.

##### **6. NEIGRIHMS MANAGEMENT SHALL HAVE THE RIGHT**

- A. To stop the supply of or to destroy any article of food or drinks sold if found adulterated, contaminated, and unfit for human consumption or of unsatisfactory quality.
- B. To stop the service rendered by the agency, if detected not of the requisite standard.
- C. NEIGRIHMS Management shall on demand be supplied with a sample of any article of food or drinks for inspection and analysis.
- D. The agency shall allow the official of NEIGRIHMS to enter the cooking area in order to inspect and execute, any structural additions and alterations or repairs to the said cooking area premises, repairs to electric, water and sanitary installation, which maybe found necessary from time to time. The time and date for this purpose will be fixed with the mutual convenience of both the parties.
- E. The food analysts and Public Health Authority of the Government will have the right to inspect the premises and to collect the food sample as per the law. The agency will be solely responsible of any shortfall/deficiency in this regard.

##### **7. Arbitration**

All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed there under. Such Disputes shall be adjudicated by an arbitral tribunal comprising of three arbitrators, one to be engaged by each party and the two engaged arbitrators shall jointly appoint the third arbitrator for the purposes of constituting the arbitration tribunal. The arbitrators shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Shillong. The language of arbitration shall be English or Hindi.

**8. Jurisdiction:**

Notwithstanding any other court or courts having jurisdiction to decide the questions(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Shillong and only the said courts shall have jurisdiction to entertain and try such action(s) and /or proceedings to the exclusion of all the other courts.

**9. Waiver**

No failure or delay by NEIGRIHMS in enforcing any right to remedy of NEIGRIHMS in terms of contract or any obligation or liability of the contractor in terms thereof shall be deemed to be a waiver of such right, remedy obligation or liability, as the case may be, by NEIGRIHMS and notwithstanding such failure or delay, NEIGRIHMS shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.

Format to be placed in the Techno-commercial Bids- "Envelope: A:"

Please attach all relevant documents as per NIT (Section I), GCC (Section II) and SCC (Section III) in "Envelope: A:"

**TENDER APPLICATION FORM**

1.	Name of the firm:-		
2.	a	Full Postal Address:-	
	b	Cell Phone No.	
	c	Telephone No:-	
	d	Fax No.	
3.	a	Date of Establishment of Firm:-	
4.	a	If your Firm Registered under:-	
	b	The Indian Factories Act:-	
	c	Any other Act, if not, who are the owners (Please give full address):-	
5.	Name and Address of your Bankers stating the name in which the Account stands:-		
6.	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-		
7.	Total number of Manpower:-		
8.	Are you in the list of approved agencies of any other organization/ institutions, if any give details (Append extra page if necessary):-		

9.	Give details of any Government contracts executed during the last twenty four months (Append extra page if necessary):-	
10.	Any other information which you consider necessary to furnish:	
12.	No. of man-power engaged :: by the agency at present	

**UNDERTAKING:**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/ hospital in India.
3. The earnest money of Rs. \_\_\_\_\_ to be deposited by me has been enclosed herewith vide FD/Demand Draft no. \_\_\_\_\_, Dt. \_\_\_\_\_, drawn on bank \_\_\_\_\_, Branch \_\_\_\_\_.
4. I/We give the rights to NEIGRIHMS, Shillong to forfeit the earnest money deposited by me/us if any delay occur on my/agent's part or failed to supply the article within the engaged time or the items of desired quality.
5. There is no vigilance/CBI case or court case pending against the firm.
6. I hereby undertake to supply the items as per directions given in the tender document / supply order within stipulated period.
7. I shall be vacating any space that may be provided to me by the hospital authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

**Date: -**  
**Place:**

**Signature of the agency:-**  
**Designation:-**  
**Full Name:**

**(Office seal of the agency)**

To be placed in the Price Bids- Envelope: B

**PRICE SCHEDULE**

Offer of rates to be submitted in following sub-heads and shall be inclusive of all charges, statutory obligations, and any other expenses related to or incidental to performance of the job under reference and with regard to terms & conditions specified hereinbefore:

Sl. No.	Items	Specification	Market Retail Price (MRP)	Discount offered % (price)	VAT /Other Taxes, if applicable	FOR Rate for NEIGRIHMS, Shillong <i>(Inclusive of all taxes including Service tax)</i>
<b>The Service Agencies should quote not less than 75% of the items listed.</b>						
1.						
2.						
3.						
4.						
5.						
6.						

Note:

1. The area of the Snacks Corner at the main Hospital (Ground Floor /alternate area /any other alternate area) is approximately 248.77 sq. feet
2. The agency will have to pay the establishment and maintenance cost on or before the 10<sup>th</sup> day of each and every month, as per the Meghalaya Urban Development Authority (interior/remote location rental rate), which is presently Rs 15 (fifteen only) per sq. feet and will stand amended as & when amended by Meghalaya Urban Development Authority, Shillong .
3. The participating agencies should offer/ quote minimum 75% of the items (foodstuff/menu) indicated by the Institute.
4. The agencies offering the highest average discount on the items(foodstuff/menu) offered by the purchaser (Subject to qualifying Clause 5 of GCC) will be taken for the purpose of price evaluation /selection.
5. Preference will be given to agencies (Added 2 % cost/discount benefit while considering Price evaluation as per GCC 6) having qualified professional like degree /diploma in hotel management & catering technology with minimum two years experience and submitting relevant documents with the techno-commercial bid.

AFFIDAVIT

I/We..... (Name)  
Contractor/Partner/Sole proprietor (strike out word which is not applicable) of (Firm)  
..... do hereby declare ad solemnly  
affirm to the fact that the individual firm/companies are not blacklisted by the Union or State  
Government or any partner or shareholder there of are not directly connected with or has any  
subsisting inters in business of my/our firm.

DEPONENT

Address:.....  
.....

I/We do hereby solemnly declare and affirms that the above declaration is true and correct to  
the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated:.....

DEPONENT

(Note: - To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner).

**DETAILED SPECIFICATION:  
(To be offered in Price bid)**

Sl. No.	Items	Specification /Unit	Maximum Retail Price (MRP)	Discount on MRP rate (%)	FOR NEIGRIHMS rate
1.	Vegetable Sandwich	125 gm (2 no triangles) with Tomato Ketchup	Rs 15		
2.	Chicken Sandwich	125 gm (2 no triangles) with Tomato Ketchup	Rs 25		
3.	Vegetable Burger	175 gm with Tomato Ketchup	Rs 30		
4.	Chicken Burger	175 gm with Tomato Ketchup	Rs 40		
5.	Lassi- (salted/sweet)	200 ml	Rs 30		
6.	Fried Rice (Chicken/Vegetable/Egg)	300 gm fried rice + 50 gm sauce	Rs 40 / Rs 30 / Rs 25		
7.	Fried Noodles (Chicken/Egg/Vegetable)	300 gm fried rice + 50 gm sauce	Rs 30 / Rs 20 / Rs 25		
8.	Maggie Noodles (cup)	100 gm with Tomato Ketchup	Rs 25		
9.	Drinking Water Bottle	1000 ml, 500ml	Rs 25 / Rs 15		
10.	Cheese /Vegetable Pizza	300 gms	Rs 60 / Rs 50		
11.	Cheese /Chicken Pizza	300 gms	Rs 75		
12.	Hot Dog (Vegetable)	100 gm	Rs 25		
13.	Hot Dog (Chicken)	100 gm	Rs 30		
14.	Chicken Patties	100 gm	Rs 10		
15.	Vegetable Patties.	100 gm	Rs 5		
16.	Brown Bread (full)	500 gm	Rs 12		
17.	Cheese Croissant	100 gm	Rs 8		
18.	Chocolate Croissant	100 gm	Rs 10		
19.	Cold drinks (Fanta, Pepsi, Coca Cola, etc)	250ml/500 ml /1.5 liter	As per printed rate		
20.	Pastry	100 gm	Rs 10 / Rs 12		
21.	Bread	500 gm	Rs 12		
22.	Fresh Fruit Juice	200 ml	Rs 10		
23.	Momo (Vegetable /Chicken)	50 gm x 4 pcs	Rs 20 / Rs 25		

\*Any other additional items offered shall not be taken for the purpose of price evaluation

