



कर्मचारी राज्य बीमा निगम आदर्श चिकित्सालय

E. S. I. C. MODEL HOSPITAL

श्रम एवं रोजगार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Govt. of India

भारत नगर, लुधियाना-141001 / Bharat Nagar, Ludhiana- 141001

(AN ISO 9001: 2008 QMS CERTIFIED)

Dy. Director (Admn):0161-2775539; Dy.Medical Superintendent: 0161-2403393, Medical Superintendent.0161-2772435,
Fax: 0161-2774357; E-mail:- ms-ludhiana@esic.nic.in; Website:- <http://www.esichospitals.gov.in>

Cost of tender form Rs. 500/-

No. 122-D-40/27/3/15-Kitchen II

Dated: 12/11/17

To

Subject: Tender for Supply of Kitchen Diet (vegetables, fruits, butter, bread, cheese & eggs) items in ESIC Model hospital, Ludhiana on daily basis. (Please read complete Tender form carefully).

Dear Sir(s),

With reference to the Advertisement appearing in the newspapers inviting Tenders/ quotations in two separate sealed envelopes (2 bid system) on above subject, I am directed to inform you as follows: -

1. That the Tender forms duly filled up will be accepted by this office up to 1 PM on 11/12/17 along with Earnest money of Rs. 60,000/- (Rupees sixty thousand only) in form of a crossed Demand Draft drawn from any Nationalized Bank, payable at Ludhiana in favour of the ESI Fund Account No. 1. Please note that Tender form not accompanied with requisite Earnest money, will be rejected out rightly without assigning any reason/entertaining any correspondence. The Earnest money deposited with earlier Tender will not be adjusted against this Tender. The Earnest money of unsuccessful Tenderers will be refunded without accrual of any interest, within the stipulated time limit. Tenderers are advised to submit pre-receipt along with application for refund of EMD.
2. That the two separate sealed envelopes containing the quotation and documents must be marked in capital letters "FINANCIAL BID OF Tender FOR VEGETABLES, FRUITS, BUTTER, BREAD, CHEESE & EGGS" and "TECHNICAL BID OF TENDER FOR VEGETABLES, FRUITS, BUTTER, BREAD, CHEESE & EGGS". The sealed envelope containing both the financial bid & technical bid must be marked in capital letters "Tender FOR SUPPLY OF VEGETABLES, FRUITS, BUTTER, BREAD, CHEESE & EGGS" and the envelope must also bear the sender's name and address. The sealed Tender as above must be dropped in the Tender Box placed in the chamber of the Deputy Medical Superintendent of this Hospital.
3. **Last date and time for Receipt of Tender:** - Tenders form may be obtained from the office of Dy Director, ESIC Model Hospital, Ludhiana between 10AM to 1PM on all the working days from 12/11/17 to 09/12/17 on payment of Rs 500/- in cash or Demand Draft drawn in favour of ESI Fund A/c No.1, payable at Ludhiana.. Tender form can also be downloaded from our website www.esichospitals.gov.in. Form down loaded from website must be accompanied with the Tender form cost of Rs 500/- in the form of Demand Draft drawn in favour of ESI Fund A/c No 1 payable at Ludhiana and to be attached with the Tender. Tender must be dropped in the Tender box by 1PM on 11/12/2017. The Tender box will be opened in the Chamber of Deputy Medical Superintendent ESIC Model Hospital, Ludhiana at 02:30 PM on 11/12/2017. In case the above date is declared as holiday, the Tender will be accepted and opened on next working day.

4. Tender Form & Conditions: - The application form of Tender on which the offer of price/rates and other information are to be quoted is enclosed as Annexure-A. The quoted offer must be inclusive of all excise duty, surcharge, state tax, VAT and local taxes, if any and should also be inclusive of packing and delivery charges, wherever applicable. The terms and conditions governing the Tender are mentioned in the enclosed form Annexure-II, which must be signed and submitted along with Annexure-I. The Tender is liable to be rejected if incomplete information is given or any document asked for in the schedule to the Tender is not duly filed in or is not enclosed. Individual signing the Tender or other documents concerned with the contract must specify whether he/she signs as: -
 - a. A sole proprietor of the firm, or constituted attorney of such proprietor.
 - b. A partner of the firm if it is a partnership concern. In that case he must have authority to refer disputes to arbitration in case of any dispute.
 - c. Constituted attorney of the firm, if it is a company.
5. The bidder must enclose the following documents.
 - (i) Copy of Proof of business centre or Trade License number
 - (ii) Copy of Pan No/ Tan No.
 - (iii) Copy of residential proof.
 - (iv) Copy of one year experience certificate (minimum 1 year)
6. Vague tenders/quotations: -Quotations qualified by vague and indefinite expressions such, as subject to immediate acceptance or approx. etc. will not be considered. Open bids/not sealed quotations must outrightly be rejected.
7. Opening of Tender - You are at liberty to be present or authorize a representative to be present during the opening of Tender s at the time and date as specified above. The name and address of the representative who would be attending at the time of the opening of the Tender on your behalf should also be indicated in the Tender.
8. Right of Acceptance: - ESIC Model Hospital, Ludhiana does not pledge itself to accept the lowest or any Tender and reserves with itself the right of accepting the whole or part of Tender and the tenderer shall supply the same at the quoted rate.
9. Acceptance of the Tender: - The formal acceptance of the Tender will be forwarded to the successful tenderer as soon as possible, and the instructions contained in the letter must be acted upon immediately by the successful tenderer. In case the successful tenderer fail to comply with the formal acceptance of the Tender or fail to provide the services within stipulated time, the offer of acceptance will be treated as cancelled and in such eventuality the Tender will be awarded to the next party and the earnest money so deposited will be treated as forfeited.
10. The party/Tenderer whose Tender is accepted will send a letter to Medical Superintendent, ESIC Model Hospital, Ludhiana, conveying his acceptance of the terms and conditions and the rates/price. The receipt of this letter by Medical Superintendent will conclude the contract. The successful Tenderer will execute an agreement on above subject within the time span as may be specified by the Medical Superintendent.

Yours faithfully

MEDICAL SUPERINTENDENT

TENDER FORM

COST RS. 500/-

**TENDER FOR SUPPLY OF KITCHEN DIET(VEGETABLES, FRUITS,
BUTTER, BREAD, CHEESE & EGGS) ITEMS IN ESIC MODEL HOSPITAL,
BHARAT NAGAR, LUDHIANA.****GENERAL PARTICULARS**

| | |
|--|---|
| 1. Name of Firm/Party | |
| 2. Address (attach proof) | <hr/> <hr/> <hr/> PIN CODE NO. ----- |
| 3. Whether Proprietorship/ Partnership (attach proof) | |
| 4. Telephone/Mobile No./ E-Mail ID. | <hr/> <hr/> ----- |
| 5. Pan Card No. (attach photo copy) | |
| 6. Copy of previous year(2015-16) Income Tax return filed | |
| 7. Whether you are having proof of business or Trade License No. If Yes, attach photo copy. | |
| 8. Minimum 1 year <u>experience</u> for supply of edible items to any Government/Semi- government/Reputed private organization. | |
| 9. Bank account details:- Bank name, branch address, branch code, A/C No. , IFSC/RTGS Code No. (where the tenderer has its functional bank account) | |

Note:

- In case of Partnership, a copy of the Partnership Deed, duly attested by a Notary Public should be furnished.
- In the case of Partnership firms, where authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tender and all other related documents must be signed by that partner of the firm.
- A person signing the Tender form or any documents forming part of the contract on behalf of the another shall be deemed to be construed that he has authority to sign and if on enquiry it is found that the person is

signing has no authority to do so, the purchaser, without prejudice to other civil criminal remedies, will cancel the contract and hold the signatory responsible for all costs and damages.

- d) Tenderers shall have to deposit an Earnest Money of Rs 60,000/- (Rs sixty thousand only) in the form of crossed Demand Draft drawn on any nationalized bank, payable at Ludhiana, in favor of ESI Fund A/c No. 1 along with the Tender form/bid..

Tender s/bids without Earnest Money shall out rightly be rejected.

2) Demand Draft No. _____ dated _____ for Rs. 60,000/- (Rs sixty thousand only) drawn on _____ Bank Branch at _____ as Earnest money is enclosed.

It is certified that the particulars given above are true to the best of my knowledge/belief and I/We have gone through the terms and conditions and have also understood the same and do hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions I/We shall be responsible for the consequences of the same.

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Of Authorized Signatory of the Agency/firm and also affix seal of the Agency/Firm)

TERMS AND CONDITIONS

1. The contract shall be valid for a period of two years from the date of signing of an agreement. It can be extended further up to one year at the sole discretion of the Medical Superintendent, ESIC Model Hospital, Ludhiana, after taking into consideration various factors governing such extension including performance of the contractor. MS may increase the quoted rate to the extent of 10%, after one year of the contract period, if it is satisfied that there has been steep increase in prices of diet items. Decision of the Medical Superintendent in this regard shall be binding on the contractor.
2. The all items must be of good, hygienic and standard quality, which will be adhered to strictly.
3. All the supplies will be delivered at the **Hospital's Kitchen Store and no** transportation charges (cartage), in any form whatsoever, will be paid extra.
4. Day & time of delivery will be decided by authorized representative Medical Superintendent, ESIC Model Hospital, Ludhiana.
5. The goods (butter, bread & cheese) supplied must be in proper packing and should have complete information in all respect i.e. Price, Batch No, Mfg date and Expiry Date etc. with statutory details.
6. In case of non supply/partial supply within the prescribed time slot, the Hospital may purchase the same from the open market and extra expenditure so incurred due to rate difference plus transportation/cartage etc will be deducted from the present or subsequent bills of the Contractor and also the penalty of Rs.1000/-(Rs. one thousand only) per day of partial supply/non supply will be imposed to contractor.
7. Signed & dated challan showing items name, quantity, price and amount must be submitted daily for each supply and take receiving on his own copy from authorized official at the time of supply.
8. In case of non supply due to some unavoidable circumstances prior intimation will be given by the contractor to the Hospital authorities and this will be dealt with in accordance with terms and conditions as laid down at Serial No. 6 above.
9. The rates of items shall also include all vat, excise duty, surcharge, State tax and local taxes etc, if any and are also inclusive of packing and delivery charges, if applicable.
10. If the supplied material is not found as per laid down standard the same will be returned without assigning any reasons and replacement would be made on the same day with in required time period by the contractor.
11. If the Hospital authorities are not satisfied with the quality of supplies and services the contract shall be cancelled after giving 10 days notice and security money will be forfeited.
12. In both the situations as mentioned at Serial No.6, 10 & 11 above, the decision of the Hospital authorities will be final and binding.
13. The successful bidders shall have to deposit a performance security @ 5% (i.e. Rs.100000/-) of total value of the contract (i.e. approximately Rs. 2000000/-) in the form of Demand Draft drawn in favor of ESI Fund A/c No.1, payable at Ludhiana, before signing of contract, which shall be refunded without accrual of interest, within 60 days of the expiry of the

- contract, (if the contract is not extended). In case the contract is discontinued the contract prematurely, the Security Money so deposited shall be forfeited and no correspondence in this regard will be entertained.
14. The items will be supplied by the contractor with credit facility for 30 days and at the end of each calendar month, the contractor will present a pre receipted bill in triplicate showing date wise supply made by him and amount due.
 15. The tenderer must sign on all pages of the Tender form.
 16. The supply shall be made by the contractor in the premises of the Kitchen Stores or at any other place as instructed by the authorized representative of the Medical Superintendent on all days of supply.
 17. Demand of the vegetables, fruits, butter, bread, cheese & eggs can be increased or decreased at any time depending upon the situation.
 18. Material supplied by the vendor would be subject to inspection by the Hospital Official. If rejected, then no payment would be made in respect of that rejected item & quantity without assigning any reason.
 19. Affidavit on Non judicial stamp paper of value Rs 25/- showing that the agency has not been black listed by any of the Govt Department or by any institution.
 20. The awardee of the contract shall at all times, indemnify and will keep indemnified ESIC Model Hospital, Ludhiana against all suits, claims, actions and demands brought or made against in respect of anything done or purported to be done by the Hospital in execution or in connection with the services under the agreement and against any loss or damage to ESIC in consequences to any action or suit being brought against the ESIC.
 21. All disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the Medical Superintendent or a person duly authorized by him on his behalf and his decision will be final and binding and it will be subjected to Ludhiana court only.
 22. Overwriting/Cutting should be avoided.
 23. Financial Bid must be inserted in a Separate Envelope. Financial Bid of only those parties shall be opened, who are found technically qualified and rest will be returned to party by post on address given in technical bid.
 24. Unsuccessful tenderer will not be informed of the result of the Tender .
 25. Rates must be quoted in original Performa i.e. Annexure-A .
 26. Medical Superintendent reserves the right to accept the lowest or any Tender or accept the whole or part of Tender and also the right to cancel the contract at any time without assigning any reasons thereof.

Signature & Stamp of the tenderer

ANNEXURE III

CHECK LIST

| <u>Sr No.</u> | <u>Particulars to be attached</u> | <u>Yes/No/NA.</u> |
|----------------------|--|--------------------------|
| 1 | Crossed DD/Pay order amounting to RS 60000/-in favor of ESI Fund A/c No.1 payable at Ludhiana attached | |
| 2 | If form downloaded from the website. DD/Pay order amounting to Rs 500/- (in favor of ESI Fund A/c No. 1 payable at Ludhiana attached. | |
| 3 | Copy of proof of business centre/ and or trade licence (Municipal corporation receipt, service tax number certificate, copy of partnership deed, etc. attached | |
| 4 | Proof of residence attached (Ration Card/Domicile/Registry) | |
| 5 | Experience certificate from any Govt./Semi-Govt./Reputed private organization (for minimum period of one year on the letter head of the issuing organization) attached | |
| 6 | An affidavit duly attested by the Notary that the firm has not been black listed or contract terminated prematurely attached. | |
| 7 | An signed undertaking in respect of understanding and abiding of all the terms and conditions of the Tender document attached. | |
| 8 | Copy of PAN/TAN No. (attached) | |

All the conditions are mandatory. Failing to comply with any of the above mentioned conditions, shall render the Tender out rightly rejected.

Signature & Stamp of Tenderer

ANNEXURE - IV

UNDERTAKING

- a. I/We, the undersigned hereby certify that I/We have gone through the terms and conditions mentioned in the Tender document and undertake to comply with them.
- b. The rates quoted by me/us are valid and binding upon me/us for the entire period of the contract.
- c. The Earnest Money and cost of form have already been paid and enclosed with the Technical Bid of the Tender document.
- d. I/We give the rights to Medical Superintendent to forfeit the Earnest **Money/Security Money deposit by me/us if any delay occur on my/agent's** part or fail to supply the items/services within the appointed time and of desired brand/quality.
- e. There is no vigilance/CBI case or court case pending against the firm/Agency.

Date :

Place :

Signature of the Tenderer

Full Name: -

Designation: -

(Office Seal of the Tenderer)

ANNEXURE V

Experience Certificate
(On the letter head of issuing organization)

It is certified that M/s-----has
supplied kitchen diet(vegetables, fruits, butter, bread, cheese &
eggs) items to our organization from _____ to _____
and his services have been found to be satisfactory.

Further certified that he has not been black listed and his contract
has not prematurely been terminated by our
department/organization.

Sd/-
(Competent authority)
Seal with date
Phone No.

| FINANCIAL BID | | | | |
|----------------------|--------------------------|--|--|---|
| Sr No. | Name of the item | Approx. monthly requirement in kg) | Specification of diet items | (QUOTE RATES HERE) Rates per kg (in figures) |
| 1 | Fresh & green Vegetables | 2000 | | |
| | A Brinjal | | Fresh & good quality | |
| | B Parval | | Fresh & good quality | |
| | C Capsicum | | Fresh & good quality | |
| | D Carrot | | Fresh & good quality | |
| | E Cauliflower | | Fresh & good quality | |
| | F Soyabeen Nutri | | Fresh & good quality | |
| | G Lauki | | Fresh & good quality | |
| | H Palak | | Fresh & good quality | |
| | I Peas | | Fresh & good quality | |
| | J Tori | | Fresh & good quality | |
| | K Tinda | | Fresh & good quality | |
| | L Turnip | | Fresh & good quality | |
| | M Raddish | | Fresh & good quality | |
| | N Ghia | | Fresh & good quality | |
| | O Petha | | Fresh & good quality | |
| | P Tofu | | Fresh & good quality | |
| | Q Bitter Guard | Fresh & good quality | | |
| 2 | Potatoes | 250 | By weight not less than 100 gm each | |
| 3 | Tomatoes | 200 | By weight not less than 80 gm each | |
| 4 | Onions | 150 | By weight not less than 80 gm each | |
| 5 | Ginger | 30 | Fresh & good quality | |
| 6 | Garlic | 30 | Fresh & good quality | |
| 7 | FRUITS | 600 pieces/70Kg | | |
| | A Oranges | | Fresh & good quality(about 150gm each in weight) | |
| | B Sweet Lime (Mausami) | | Fresh & good quality(about 150gm each in weight) | |
| | C Apples | | Fresh & good quality(about 150gm each in weight) | |
| | D Mangoes | | Fresh & good quality(about 150gm each in weight) | |
| | E Tarbooj | | Fresh & good quality(about 1 Kg in weight) | |
| | F Plum | | Fresh & good quality(about 100gm each in weight) | |
| | G Pear | | Fresh & good quality(about 150gm each in weight) | |
| | H Papaya | | Fresh & good quality(about 1 Kg each in weight) | |
| | I Apricot | | Fresh & good quality(about 100gm each in weight) | |
| | J Chiku | | Fresh & good quality(about 100gm each in weight) | |
| | K Banana | | Fresh & good quality(about 125gm each in weight) | Rs. /dozen |
| | L Kharbuja | | Fresh & good quality(about 500gm each in weight) | |
| | M Babugosha | | Fresh & good quality(about 150gm each in weight) | |
| | N Naakh | Fresh & good quality(about 150gm each in weight) | | |
| | O Kinnu | 100 Kgs | Fresh & good quality(about 150gm each in weight) | |
| 8 | Cheese* | 80 Kg | Only Verka/Amul and fresh packed | |
| 9 | Butter* | 75 Kg | Only Verka/Amul and fresh packed | |
| 10 | Bread* (Brown) | 450 Kg | Only Britannia/Bonn/Cremica/Kitty and fresh packed | |
| 11 | Jam* | 50 Kg | Only Kissan/Tops/Patanjali and fresh packed | |
| | | | Fresh smooth skin, weight not less than 60 gm each | |

1. Rates of items quoted above must be inclusive of all taxes, packing and delivery charges.

2.-Over writing/cutting must be avoided.

3.-For * write the brand name and will be payable at M.R.P.

4.-For butter bill payment will be according to M.R.P. Of 500gm. Packing only.

Signature & Stamp of tenderer