



**Employee's State Insurance Corporation**  
**(Ministry of Labour & Employment, Government of India)**  
**Sector-15, Rohini, Delhi -110089**

**TENDER DOCUMENT**

**CMC OF KITCHEN EQUIPMENTS/APPLIANCES & PNG**  
**PIPELINE**

**Date & Time of Submission – 5<sup>th</sup> June 2018, 1:00 PM**

**Date & Time of Opening – 5<sup>th</sup> June 2018, 2:30 PM**

**EMD Amount Rs. 5,000/-**

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**EMPLOYEE'S STATE INSURANCE HOSPITAL,**

**SECTOR -15, ROHINI, NEW DELHI**

No. DM(RH)B-15/11/6/2001 Kit

Date- 08-05-18

To,

**SUBJECT- Annual Comprehensive Maintenance Contract for Kitchen Equipments/ Appliances and PNG pipeline spares for a period of one year at ESIC Hospital, Rohini.**

Sir,

Sealed quotations are invited by the Medical Superintendent, ESI Hospital, Rohini as per **two bid system i.e. technical and financial** in separate envelope for Comprehensive Maintenance Contract of Kitchen Equipments/ appliances and PNG pipeline spares installed in the Dietary Department of this hospital for a period of one year.


The sealed quotations along with EMD of Rs. 5000/- (Rupees Five Thousand only) in the form of Account Payee Demand Draft issued by any Nationalized Bank in favor of "ESI Fund Account" payable at Delhi.

The last date of accepting the sealed quotation is on or before 5<sup>th</sup> June 2018 up to 1:00 PM. The sealed quotations should be dropped in the tender box kept in the MS office, ESI Hospital, Rohini.

Please note that tender document not accompanied with requisite earnest money and supporting documents will be rejected out rightly without assigning any reasons/ entertaining any correspondence. The earnest money of unsuccessful tenderers will be refunded without any interest after finalization of tender.

Name of work	Estimated Cost	Earnest Money Deposit (EMD)	Security Deposit (SD)	Last Date & Time of Submission	Last Date & Time of Opening
Annual Comprehensive Maintenance Contract for Kitchen Equipment's & PNG Pipeline spares	1,80,000	5,000	15,000	5 <sup>th</sup> June 2018 Before 1:00 PM	5 <sup>th</sup> June 2018 2:30 PM

The equipment's of the Dietary Department can be physically inspected to see the work scope four days prior from the tender date between 10:00AM to 4:00PM.

  
Asst. Director  
ESI Hospital, Rohini

**TECHNICAL INFORMATION**  
**CMC OF KITCHEN EQUIPMENTS AND PNG PIPELINE**

1. **Name of Work:** Annual Comprehensive Maintenance Contract for Kitchen Equipment's and PNG Pipeline for a period of one year at ESI Hospital, Rohini.
2. **Scope of Work:** Details of Items requiring CMC are as under:-
  1. **Dough Kneading Machine (2No.)-** Dough kneading machines, S.S mixing bowl of approximate capacity of 25 ltr and 10ltr respectively, with S.S rod/ strip, mixing arm mounted on steel tubular frame work duly painted, with 1 H.P. electric motors with control switches.
  2. **Food Service Trolleys (04No.)-** with S.S containers
  3. **Pulvanizer- (01 No.)-** S.S body with 1.5 H.P. motor (2 HP single phase) with S.S filter jaali.
  4. **Mixer Grinder (02 No.)-** S.S Jar with 0.5 HP Motor
  5. **Potato Peeler (01 No.)** – S.S body with a capacity of 10Kg having 1 HP motor.
  6. **Refrigerators (03 No.)-**
    - 2 door refrigerator S.S with dimensions 750X750X2100
    - LG double door refrigerator of 595 ltr capacity
    - LG double door refrigerator of 420 ltr capacity
  7. **Exhaust Hood with centrifugal blower (01 No.)-** Exhaust hood of dimensions 2500X800X500 and 2450X1650X500. Centrifugal blower (complete with all accessories like V belt drive unit, belt guard, common channel base frame etc.). Electric motor of 5 HP Kirloskar make with starter. 3.7 KW.
  8. **Chapati plate cum puffer (01 No.)-** 1800X750X850. M.S. Angled mounted on S.S Tubular legs, all sides' panels and undershelves of S.S sheet with cast iron puffing drills.
  9. **Six Burner Cooking Range (01 No.)-** 2100X1500X450 made of S.S sheet.
  10. **PNG Pipeline and related parts installed in the Kitchen area including paint of the pipeline inside the kitchen.**

## TERMS & CONDITIONS OF THE TENDER

### **(A) Eligibility Criteria:**

- I. The agency / Tenderer should have minimum two years of experience in doing similar nature of work and have successfully completed contracts in at least one reputed Hospital/Hotel, Restaurant/Hostel having kitchen to cater to at least 100 people.
  - a. One similar nature of work 80% of estimated cost (i.e. Rs.1,44,000) or,
  - b. Two similar nature of work 50% of estimated cost (i.e. Rs.90,000) or,
  - c. Three similar nature of work 40% of estimated cost (i.e. Rs.72,000)

**Satisfactory performance report with estimated cost of the work certified by the institution is to be submitted.**
  
- II. The bidder Agency must be a registered agency or company have an average annual turnover of Rs. 10 Lac and above during the financial years 2014-15, 2015-16, and 2016-17.

(Certificate from the Chartered accountant indicating the same is to be submitted. / Copy of the balance sheets duly audited may be submitted.)
  
- III. The tenderer should submit a notarized affidavit on Rs. 100/- stamp paper that they have not been blacklisted by the Dept. / Ministries of the Govt. of India/PSUs (as per annexure.)
  
- IV. PAN number of company and GST registration number ( if available)

### **(B) Terms of Payment:-**

- I. The annual service contract charges will be paid on quarterly basis only after satisfactory service report duly verified by the Dietician of the hospital.
- II. ESIC shall deduct Income Tax at source as per prevailing rules.
- III. No payment in advance shall be considered.

**(C) Period of Contract: -** One year from the date of commencement of work order. It may be further extended for one or more years on mutual agreement as per the requirement after approval of competent authority.

**(D) Earnest Money Deposit: - EMD of Rs. 5,000/- (Rupees Five Thousand only)** through Demand Draft in favor of "ESIC Fund A/C". EMD along with Technical and Financial bid must be dropped in tender box kept in the M.S Office, ESIC Hospital, Sector-15 Rohini New Delhi on or before 5<sup>th</sup> June 2018 by 1:00P.M.

**(E) Security Deposit:-** The successful bidder shall have to pay Security deposit of an amount of **Rs. 15,000/- (Rupees Fifteen Thousand only)** as interest free Security Money through Demand Draft/ Banker's Cheque drawn on any scheduled bank in favor of "ESIC Fund A/C" payable at Rohini. It will not bear any interest and shall be refunded on successful completion of contract. In case of breach of any terms and conditions full security money or any part thereof shall be forfeited as per the orders of the Medical Superintendent Rohini. The decision of the M.S, Rohini shall be final and binding in this regard.

#### **GENERAL CONDITIONS OF CONTRACT (GCC)**

1. The contract shall initially be valid for a period of One Year and may be extended for further period of one year as per requirement based on satisfactory performance and with mutual consent, as per the rates, terms and conditions. Medical Superintendent reserves the right to finalize the matter.
2. The Agency has to ensure that the equipments are thoroughly checked, cleaned, serviced and adjusted twice in a month i.e. in the first and third week of the month and on complaint whenever lodged.
3. Attending all emergency calls made by the Department during normal working hours (10:00 AM to 4:00PM) and Sunday or Holiday in case of emergency. No extra charges will be paid other than CMC quoted price.
4. ESIC reserves the right to terminate the contract by serving one month's notice if the services of the contractor are not found satisfactory. The Contractor may also ask for the same by giving one month's notice but he has to provide the maintenance services till the next agency is engaged.
5. The successful bidder shall furnish a performance guarantee of **Rs. 15,000/- (Rupees Fifteen Thousand only)** before signing the contract.

6. EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee.
7. **Obligations of the Contractor:** - The contractor shall ensure full compliance with all applicable tax laws and labor safety laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall fully indemnify against liability of levies/taxes, interest, penalty etc. of the contractor up to full amount at his own cost.
8. **Default of Contractor:** - If the performance of the contractor is not satisfactory and complaint is not resolved within 3-4 days of receiving complaint, then ESIC shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the contractor. Cost of this will be deducted from the contract and this may lead to termination of contract with forfeiting of security deposit.
9. **Payment on Termination:** - In the event of termination of the contract, ESIC shall be at liberty to deduct any dues from the performance guaranty amount and release the balance.
10. The contractor has to maintain a register for the periodical inspections, which have to be counter signed by officer in-charge of ESIC. The contractor should depute only qualified/ experienced technicians for carrying out the preventive maintenance work.
11. **Accident or injury:** - The contractor to ensure all safety measures professionally and ESIC shall not be liable for / in respect of any damages/compensation payable to any workman for death/ injury resulting from any act/ default of the contractor. The Contractor shall indemnify and keep indemnified the Medical Superintendent, ESIC Hospital, Rohini, against all such damages, compensations and expenses whatsoever in respect thereof or in relation thereto up to full amount.
12. The present quantity may vary due to condemnation of equipment or new purchased item during the period of CMC. Payment in such cases would be made on proportionate basis considering the period of such CMC. Any increase or decrease will be after approval of Medical Superintendent. MS reserves the right to decide on this matter.
13. In case of any complaint / breakdown/fault in any equipment, the firm has to attend the fault within 24 hours of reporting on phone/FAX/Email etc. and equipments should be made functional within three days, failing which agency will invite a penalty of Rs. 1000/- per day per non-working item will be charged.
14. Deductions will be made on quarterly payments / performance guarantee, if items are not repaired and made functional within specified time, irrespective of working / non-working days.

15. Bidder should quote the rates as per the detail of equipment / appliances mentioned in Financial Bid of the tender document. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder. No erasing or over-writings are permissible.
16. All statutory duties and taxes should be clearly specified in the Price bid.e quoted Any deviation in rates, prices or terms during validity of contract/extension will not be considered and thereof shall invite forfeiture of Security Deposit.
17. The prices once accepted by ESIC Hospital, Rohini shall remain valid till the end of the contract period.
18. The successful tenderer / agency will have to sign the contract agreement with the hospital on a non-judicial stamp paper of Rs.100/- (Rupees One Hundred Only) immediately after the award of the contract at his own cost.
19. The agency shall be responsible for effecting payment of ESIC, EPF (if applicable) and all other obligatory payments viz service tax etc. under the rules of Central and State Govt. applicable from time to time to the concerned department.
20. Company shall provide phone no. , mobile no. and email ID for lodging the complaints by the user department.
21. No extra payment will be made for any part changed / service provided.
22. The machines have to be checked and inspected before quoting and machines and the contractor will not claim that machine needed repair after award of CMC contract.



**DETAILS OF THE BIDDER**

**Annexure-1**

1	Name of the Bidder./Agency	
2	Address of the Bidder:	
3	Contact Details of the Bidder:	
a)	Tel.No. with STD (0)..... (Fax) .....	
b)	Mobile No: .....	
c)	Email Address	
d)	PAN and GST No. (copy enclosed)	
4	Name of Proprietor/ Partners/Directors of the firm/agency:	
5 a)	Bidder's Bank and Place of the Branch:	
b)	Account Number:	
c)	IFSC Code:	

**Bidders to ensure that**

- 1. All pages have been signed and stamped by the authorized persons**
- 2. Pages have been numbered**
- 3. Documents are legible (clearly readable)**

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to bid a tender.

Date.....

**Name & Address of Firm**

Place.....

**Authorized Signature & Seal of the Firm**

**DECLARATION**

**Annexure-2**

**(To be Submitted on Non-Judicial Rs. 100/- Stamp Paper)**

1. I, .....Son/ Daughter of Shri.....Proprietor / Partner/ Director/ Authorized Signatory of ..... And competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I declare that I have not been blacklisted by the Dept./Ministries of the Govt. of India / PSU's.

**Date:**

**Signature of Authorized Person**

**Place:**

**Full Name:**

**Company's Seal**

## FINANCIAL BID

Name of Bidder agency :

S.No	Description of Item of Work	Quantity	CMC Rate per unit per annum (Rs.)
1	Dough Kneading Machine	2	
2	Food Service Trolley	4	
3	Pulvanizer	1	
4	Mixer Grinder	2	
5	Potato Peeler	1	
6	Refrigerator	3	
7	Exhaust Hood with centrifugal blower	1	
8	Chapati Plate cum Puffer	1	
9	Six Burner Cooking Range	1	
10	PNG Pipeline & Spares with paint	1	
	<b>Grand Total (Rs)</b>		

Grand Total: in words (Rs.).....

Note:

1. Bidders should ensure that all the items are included in CMC; else financial bid will not be evaluated and treated as cancelled.
2. Financial bid will only be evaluated based on grand total of all the items.
3. The tender will be awarded to the lowest one and same will be decided on the basis of total CMC charges of all the above equipments.

Date.....

Place.....

Authorized Signatory &

Seal of the Firm

## CHECKLIST

S.No.	Checklist	Yes	Page No.
1	Proof of Experience		
2	Copy of Completed Contract		
3	Satisfactory Performance Report		
4	Balance sheet / Certificate from CA		
5	Copy of PAN		
6	GST Registration No.		
7	Notified Affidavit for Blacklisting		
8	EMD		
9	Company MOU/MOA Or Partnership deed Or Proprietorship self declaration of the ownership on the letterhead of the proprietor firm		