

EARCH &
DDC (EZ)

Tender No. 412.A.52/13/Tender/Misc /02/Part-II/Diet

Dated: 21.10.2011

Sub: Invitation to tender for Running of Canteen for Hospital and Visitors and instructions to the tenderer.

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Medical Superintendent', ESIC Hospital & O.D.C. (E.Z), Diamond Harbour Road, P.O.: Joka, Kolkata, 700 104, West Bengal. All communications must be addressed to the officer named above by title only and not by name.)

From: **The Medical Superintendent,
ESIC Hospital & O.D.C. (E.Z),
Diamond Harbour Road,
P.O.: Joka, Kolkata: 700 104.**

To: _____

Sir(s),

The Medical Superintendent invites sealed tender for "Running of Canteen for Hospital and Visitors" as per specifications and/or quantities detailed in the **Schedule** attached. The "Tender Documents" comprising the **General Terms and Conditions of Contract (Annexure I)** and the **Special Terms and Conditions of Contract (Annexure II)** which will govern any contract made, the **Tender Application Form (Annexure III)** and the **Schedule of contract / specifications of items / proforma for quoting rates (Annexure IV)** are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or sending tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant case.

The tender document may be obtained from the office of the Medical Superintendent in person by the bonafide applicant or his authorised representative by applying in their letter head at a cost of **Rs.100/-**

The "tender documents" can also be downloaded from the web site (www.esic.nic.in) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the "tender documents" @ **Rs.100/-**

All the payment shall be made by **Demand Draft; drawn in favour of ESI Fund A/c No.1, payable at Kolkata; Cheques/cash will not be accepted.**

The Tender form containing the Terms and Conditions and the Schedule should be returned in original, intact, after filling up the tender form and signing in full, on each page, whether you are quoting for any item or not, failing which the bid is liable to be rejected. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as 'not quoting'.

In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases, reference to the additional pages must be made in the Tender Form.



If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST		
1	Tender document fee by demand draft only	Submitted [Yes/No]
2	Earnest Money Deposit by Demand Draft only	Submitted [Yes/No]
3	Original Tender document must be signed all pages	Submitted [Yes/No]
4	Valid Trade Licence	Submitted [Yes/No]
5	PAN/TAN other statutory documents	Submitted [Yes/No]
6	Labour Licence, if applicable.	Submitted [Yes/No]
7	ESI & PF Registration Certificate, if applicable	Submitted [Yes/No]
8	The bidder should have at least 2(two) years of catering experience of serving at least 200 persons in a reputed organization. Suitable documentary evidence to be supported along with the Tender application.	Submitted [Yes/No]
9	Price should be quoted in original sheet in Annexure IV. Prices quoted in other sheet will not be accepted.	Submitted [Yes/No]

Yours faithfully,

MEDICAL SUPERINTENDENT

Enclosures:

- Annexure – I (General Tender Terms & Conditions)
- Annexure – II (Special Tender Terms & Conditions)
- Annexure – III (Tender Application Form)
- Annexure – IV (Schedule Of Work /Proforma for quoting rates/ Specifications for **Running of Canteen for Hospital and Visitors**)



**ESI-POST GRADUATE INSTITUTE OF MEDICAL SCIENCE & RESEARCH &
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC (EZ)**
(A Statutory Body Under Ministry of Labour, Govt. of India)
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104
An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

Tender No. 412.A.52/13/Tender/Misc /02/Part-II/Diet

Dated: 21.10.2011

GENERAL TERMS AND CONDITIONS FOR TENDER

Cost of each Tender Document with one schedule	Rs.100/-
Period for supply of Blank Tender Forms and related documents at the Hospital on all Working Days (Except Saturdays, Sundays and Holidays)	08.11.2011 to 29.11.2011 at any day upto 3PM
Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of ESIC Hospital.	30.11.2011 upto 2 PM
Date & Time of Opening of Tender	30.11.2011 at 2.30 PM
Bid Security / Earnest Money to be deposited	Rs.5000/-
Performance security / Security Deposit Money	Rs.10000/-

INSTRUCTIONS**1. PREPARATION OF TENDER:**

- a. The Tender form containing the Terms and Conditions (General and Special) and the Schedule should be returned in original after filling up the form and duly signing in full on each page with stamp, whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by writing 'not quoting'.
- b. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be duly signed and stamped by you. In such cases, reference to the additional pages must be made in the Tender Form.
- c. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the Tender.
- d. The Tenderer shall give full assistance and information as may be required in connection with the contract to the Medical Superintendent or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times.

2. SIGNING OF TENDER:

- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must specify:
 - i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
 - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
 - iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.

3. DELIVERY OF TENDER:

The original copy of tender (Annexure – I to annexure - IV), duly completed and signed on each page, should be submitted, enclosed in a double cover. The outer as well as the inner covers should be sealed and addressed to the Medical Superintendent. At the top of the inner and outer cover, the following words should be written in block letters. "Tender for Running of Canteen for Hospital and Visitors".



The right to ignore / reject any tender, which fails to comply with the above instructions, is reserved. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover.

4. LATEST HOUR FOR RECEIPT OF THE TENDER:

Your tender must reach this office not later than the date and time notified in the Tender Notice stated in the schedule of tender. Any tender received after that shall be rejected. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. offices, the date of opening of the tender(s) will be the next working day.

5. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:

- i) All tenders should remain valid for acceptance for a **period of twelve months** from the date of opening of the tender or for such period as stated in Special Terms & Conditions.
- ii) The contract / tender, if awarded, shall be valid **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the hospital, while accepting the tender. However the Competent Authority on his discretion can increase the price up to maximum 10% of the rate quoted, if it is felt that there has been excess price rise in dietary items.
- iii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

6. OPENING OF TENDER:

The tender shall be opened on the date and time mentioned here in the document. All tenderers and/or their representatives, if they should desire, may be present at the opening of the tender at the date and time as specified in the schedule.

7. PRICES:

- i) Prices quoted must be meaningful and measurable in the context.
- ii) The prices quoted must be per unit shown in the schedule inclusive of all packaging and delivery charges wherever applicable. Refunds on account of returnable package (if any) are to be separately specified. Price & Fund must be clearly shown in figures and words in Indian Currency.
- iii) Tenderers should clearly specify whether prices quoted are inclusive of Sales Tax/ VAT / duties / statutory charges or such charges as extra. Where no specific mention is made to Sales tax / VAT/ or other duties, prices quoted shall be deemed to be inclusive of such taxes / charges. **Price should be quoted in original sheet in Annexure IV. Prices quoted in other sheet will not be accepted.**

8. DELIVERY TERMS

- a) The delivery of the stores / execution of work / providing the services etc. are required within a period as specified and as the place mentioned therein.
- b) The tenderer shall deliver the stores/ execute the work at the destination / space defined to the consignee / authority in good order (of which the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, Kolkata shall be the sole judge) within the limits of the time as deemed reasonable and specify in such quantities/qualities as may be ordered by him from time to time.
- c) Time for and date of delivery: The essence of contract: - The time for and the date of delivery of the stores / date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery / execution must be completed not later than the date(s) specified.

The Medical Superintendent may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots etc.

9. SAMPLES

Wherever applicable / asked, the firms shall have to submit samples of item(s) for verification / inspection, approval, etc., if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) concerned to get their proofs / samples, etc verified / inspected before effecting supply at their own cost. Samples supplied should not



be less than the quantity necessary for the test given in the specifications (if any) or in the schedule to tender. Each sample should have a card affixed to the sample which should bear the following information:

- i. Your Name and address
- ii. Tender Number
- iii. Date of opening of tender
- iv. Item no. against which tendered
- v. Any other relevant description deemed fit.

Samples shall not be returned normally (until specifically asked for within one month of opening of tender in case of implants and instruments only) and shall be the property of the ESIC.

10. OTHER TERMS

- A. **Responsibility for executing Contract:** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- B. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Medical Superintendent. In the event of the contractor contravening this condition, Medical Superintendent be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, may sustain in consequence or arising out of such replacing of the contract.
- C. **Earnest Money:** The tenderer shall have to deposit **Rs.5000/-** as earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft** drawn **in favour of ESI Fund A/c No. 1, payable at Kolkata. NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stands forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the tenderer whose tender is not accepted.
- D. **Security Deposit:** On acceptance of the tender, within the period specified by the Medical Superintendent, the contractor shall deposit as security **a sum of Rs.10000/-**. The hospital authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts payable at Kolkata in favour of ESI Fund A/c. No. 1.**
- a) *If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Medical Superintendent shall be entitled to make other arrangements at the risk and expense of the contractor.*
 - b) *On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.*
- E. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.
- F. **Insolvency and breach of contract:** The Medical Superintendent may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-
- i) *If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or*
 - ii) *If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.*
 - iii) *If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter*



to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

- G. **Arbitration:** In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to Arbitrator appointed by the medical superintendent. The procedure of the Arbitration will be governed by the provisions Arbitration Act 1940 (as amended as rules framed there under).
- H. **Document:** The tenderer should have a valid **Trade licence, PAN / TAN / other statutory document as applicable** and produce attested copies of such certificates along with the tender papers, **failing which the tender shall liable to be rejected.**
- I. **Right to accept / reject:** The hospital authority reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the tenderer.
- J. **Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.
- K. The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.
- L. The rates once accepted by the hospital shall remain unaltered throughout the period of contract, including any extended period.
- M. In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the hospital authority reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.
- N. The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant cases.
- O. Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.
- P. The tenderer shall quote the rates in respect of jobs / services described above in various paras and shall fill "**Annexure – III & IV**" appended herewith.
- Q. **Failure and Termination:** If the contractor fails to delivery the stores or any instalments thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expiry of such period, the Director (Medical)/Medical Superintendent may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.
- I. To recovery from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to 2% of the price of any stores which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or
 - II. To purchase elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the stores not delivered or stores of similar description (where stores exactly complying with the particulars are not in the opinion of the Director (Medical)/Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, readily procurable such opinion being final). Without cancelling the delivery in respect of the consignments not yet due for delivery, or
 - III. To cancel the contract or a portion thereof, and if so decided to purchase or authorise to purchase of stores not so delivered or other of a similar description (where stores exactly complying with the particulars are not, in the opinion of the Director (Medical) /Medical Superintendent readily procurable, such opinion being final) at the risk and cost of the contractor.

MEDICAL SUPERINTENDENT



**ESI-POST GRADUATE INSTITUTE OF MEDICAL SCIENCE & RESEARCH &
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC (EZ)**
(A Statutory Body Under Ministry of Labour, Govt. of India)
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An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

Tender No. 412.A.52/13/Tender/Misc /02/Part-II/Diet

Dated: 21.10.2011

SPECIAL TERMS AND CONDITIONS FOR CANTEEN SERVICE ON CONTRACT

- 1.0. The bidder should have at least 2(two) **years of catering experience of serving at least 200 persons** in a reputed organization. Suitable documentary evidence to be supported along with the Tender application.
- 2.0. The hospital shall also provide essential furniture like tables, chairs, free water for drinking and washing of the utensils and free electricity for general illumination, refrigeration and aeration of the kitchen / canteen / store but no electricity will be permitted for cooking.
- 3.0. The hospital will provide suitable space for Kitchen & eating within the hospital campus.
- 4.0. Canteen shall be meant for serving refreshments, snacks, tea, meals, etc. and such other items and at such prices, as may be settled between the contractor and the hospital authority.
- 5.0. The services of the staff canteen will be at the disposal of the staff of this hospital including doctors, other officers, nurses, etc., and bona fide visitors. The users of the canteen shall be paying for the services directly to the tenderer.
- 6.0. The staff canteen will run on all days including Sundays & Holidays and shall remain open during such hours as may be decided by the hospital.
- 7.0. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
- 8.0. The personnel appointed by the tenderer must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
- 9.0. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh.
- 10.0. The fuel to be used for cooking **will only be LPG** and shall be arranged by the contractor.
- 11.0. The contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.
- 12.0. The contractor should keep the staff canteen complex clean. If, at any point the Canteen & it's premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
- 13.0. The contractor shall bear at the expenses for running the canteen and the Hospital 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 or injury caused to its workmen during discharging their duty.
- 14.0. The contractor shall not be entitled to use the accommodation allotted by the Hospital for any other purpose or business other than staff canteen.
- 15.0. The contractor shall not use the name of the ESI Corporation in business dealing with other persons or traders.
- 16.0. The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
- 17.0. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.
- 18.0. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
- 19.0. There shall be no compromise on the quality of food supplied by the tenderer 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.



- 20.o. The agency will be responsible for complying with payment of minimum wages (State or Central whichever is higher) and other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule as per Labour Laws in force from time to time to its employees deployed in the hospital, all laws related to Social Security(E.S.I. & P.F., etc, in case the contractor engages manpower more than the specified number),Service Tax wherever applicable & other Labour legislations, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule / provision.
- 21.o. The contractor 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.
- 22.o. The agency while submitting their tender form shall enclosed certified Photostat copies of experience, trade license essential for carrying out the activities under reference, license under contract Labour Act, and any other documents in support of carrying out the activities under reference from Competent Authority.
- 23.o. The successful bidder / tenderer shall obtain a valid licence under the Contract Labour (R & A) Act, 1970 and rules framed there under and shall continue to hold it till completion of the contract. The contractor should be registered with E.P.F., E.S.I., and Service Tax authorities and shall possess valid Registration Numbers.
- 24.o. All pages of the tender and related papers are to be duly authenticated by tenderer or authorized signatory on behalf of tenderer.
- 25.o. Raw materials, cooking medium, fruits, biscuits, and other eatables should be as desired.
- 26.o. The contract, if awarded, will be **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect, the hospital reserve the right to terminate the contract. The period of one year can be extended for a further period at the discretion of the hospital authority, but not more than one year with the existing terms and conditions.
- 27.o. The tender application form and related documents along with Earnest Money is to be submitted in a sealed cover as per the Terms and Condition mentioned in Annexure –I and it will be dropped in them Tender Box kept for the purpose in the Office of the Medical Superintendent on the date and time as mentioned in 1st page.
- 28.o. The Hospital Campus is a “**NO SMOKING ZONE**”, hence sale and use of tobacco is prohibited.

MEDICAL SUPERINTENDENT

**TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a	Full Postal Address:-
	b	Cell Phone No.
	c	Telephone No:-
	d	Fax No.
3	Date of Establishment of Firm:-	
4	If your Firm Registered under:-	
	a	The Indian Factories Act:-
	b	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 Employees:-	
8	Are you in the list of approved contractors of any other organisations / institutions, if any give details (Append extra page if necessary):-	
9	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
10	Any other information which you consider necessary to furnish:	

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 Demand Draft no. _____, Dt. _____, drawn on bank _____, Branch _____.
4. I/We give the rights to Medical superintendent 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 appointed 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 tenderer:-
Full Name:-
Designation:-

(Office seal of the tenderer)

**PLEASE QUOTE YOUR RATE**

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 incident to performance of the job under reference and with regards to terms and conditions specified herein before.

TEA & SNACKS				
Item Code	Menu / Name of Item	Composition/ Description / Quantity	Unit	Rates quoted
1	Tea	Standard Cup	Per cup	
2		Special	Per Cup	
3.	Coffee	Standard Cup	Per Cup	
4.	Biscuit	Cream Cracker	Per piece	
5.		Good Day	Per piece	
6.		Marie	Per piece	
7.		Any Other Biscuit	Per Packet	
8.	Patties	Vegetable	Per Piece	
9.		Paneer	Per Piece	
10		Chicken	Per Piece	
11		Chilli Chicken	Per Piece	
12	Chop	Vegetable	Per Piece	
13		Egg Devil	Per Piece	
14	Samosa	Vegetable	Per Piece	
15		Chicken	Per Piece	
16.	Cake	Fruit Slice Cake	Per Piece	
17		Foil Cake	Per Piece	
18		Other Cake	Per Piece	
19	Spring Rolls	Vegetable	Per Piece	
20		Chicken	Per Piece	
21	Sweets	Laddu	Per Piece	
22		Son Papdi	Per Piece	
23		Pastry	Per Piece	
24	Other Fast Foods	Chicken Kabiraji	Per Piece	
25.		Chicken Lollypop	Per Piece	
26		Chicken Momo	Per Piece	
27		Cream Rolls	Per Piece	
28	Ice Creams	Branded Items	Per Piece	
29	Soft Drinks	Mineral Water	Per Piece	
30		Cold Drinks	Per Piece	
BREKFAST				
31	Toast	One Plain Bread	Per Piece	
32		One Bread with Butter	Per Piece	
33		With Egg (One Egg & Four Breads	Per Portion	
34	Luchi & Sabji	One Luchi & One service spoon Chholar Dal or Ghuguni	Per Portion	
35	Plain Paratha & Sabji	One Paratha & One service spoon ,Chholar Dal or Ghuguni	Per Portion	



36	Plain Paratha	One Paratha	Per Piece	
37	Plain Chapati & Sabji	One Chapati & One Service spoon, Sabji	Per Portion	
38	Plain Chapati	One Chapati	Per piece	
39	Ghughni	One standard Plate	Per Plate	
40	Hot Milk	One Cup (250 ml)	Per Cup	
LUNCH DINNER				
41	Meals	Vegetable(Rice,Bhaji,Dal,Sabji, Chutney,Papad)	Per Meal	
42		Special Vegetable (Rice,Bhaji,Dal, Special Sabji, Chutney,Papad)	Per Meal	
43		Fish(Items for Veg Meal plus One pc Fish Curry)	Per Meal	
44		Chicken(Items for Veg Meal plus Two pc Chicken Curry[75 grams])	Per Meal	
45		Mutton(Items for Veg Meal plus Two pc Mutton Curry[75 grams])	Per Meal	
46	Egg	Curry (One Pc Egg)	Per Plate	
47		Omelette (One Pc Egg)	Per Plate	
48		Bhujiya (One Pc Egg)	Per Plate	
49		Poach (One pc Egg)	Per Plate	
50		Boiled (One Pc Egg)	Per Plate	
51	Fish	Curry (One Pc Fish)	Per Plate	
52		Special Fish Curry	Per Plate	
53	Chicken	Curry (3 Pcs)[120 gm]	Per Plate	
54	Mutton	Curry (4 Pcs [120 gm]	Per Plate	
55	Sabji	Ordinary (Extra)	Per Plate	
56		Special (Extra)	Per Plate	
57	Bhaji	Extra	Per Plate	
58	Rice	Extra (Normal)	Per Plate	
59		Extra (Special)	Per Plate	

The Canteen shall remain open from 6.00 AM to 10.00 PM

Lunch Hour - 12 Noon to 2.00 PM

Dinner Hour - 7.30 PM to 9.30 PM

Date:-
Place:-

Signature of the tenderer:-
Full Name:-
Designation:-

(Office seal of the tenderer)