

**OFFICE OF THE PRINCIPAL
DR. RADHAKRISHNAN GOVERNMENT MEDICAL COLLEGE & HOSPITAL,
HAMIRPUR (HP)**

UNDER DEPARTMENT OF DIRECTOR MEDICAL EDUCATION AND RESEARCH,

HIMACHAL PRADESH, SHIMLA-9

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**TENDER TO RUN CAFETERIA FOR PROVIDING OF BEVERAGES
& EATABLE ITMES AT DR. RADHAKRISHNAN GOVERNMENT
MEDICAL COLLEGE, HAMIRPUR (HP).**

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Tender Document
TERMS AND CONDITIONS

1. SCOPE OF WORK:-

- 1.1. The college shall provide space 10 X 12 Sq.feet near Administrative Block, Dr.RKGMC Hamirpur for construction of pre-fabricated removable booth which will be carried by the successful bidder at his own cost within 15 days of award letter.
- 1.2. The successful bidder will provide branded Beverages & Eatable items as per Annexure-I in Cafeteria in the premise of Dr. RKGMC Hamirpur (HP) on monthly rent basis.
- 1.3. The minimum rent of pre-fabricated booth of cafeteria will be assessed by HP PWD.
- 1.4. The Successful bidder will sell Beverages & Eatable items of best Branded Product.
- 1.5. The Cafeteria shall be opened 24x7 hours.
- 1.6. The Successful bidder will have to deposit rent of three months advance before taking the possession of booth.
- 1.7. The successful bidder will install fire-extinguisher in cafeteria in the premises of Dr.RKGMC Hamirpur.

2. RESPONSIBILITY & INSTURCTIONS TO THE BIDDER.

- 2.1 The bidder must submit bids in two sealed envelopes separately i.e. the Tender form duly signed on every page along with all the required documents in one envelope (**Envelope-A**) super-scribed as Technical Bid and second envelope (**Envelope-B**) super-scribed as Financial bid and both the envelopes **A & B** shall be put in single envelope super-scribed as Tender for cafeteria.
- 2.2 The Booth Vender will bear all the expenses for running the shop and Medical College shall not in any manner be responsible for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury caused to its workmen during discharging their duty.
- 2.3 The Booth Vender will not be allowed to use the booth allotted by the Medical College for any other purpose or business and if found to be used for other purpose, the contract shall be terminated immediately.
- 2.4 The persons associated with selling specified items will be required to undergo periodical medical checking to rule out the possibilities of communicable disease /infectious diseases and if anybody found suffering from such diseases has to be kept out of engagement till he/she is fully recovered. Annual medical certificate of fitness is to be deposited in the office of Principal, Dr. RKGMC Hamirpur (HP).
- 2.5 All pages of the tender and related papers should be in proper page number are to be duly authenticated by tenderer or authorized signatory on behalf of tenderer.
- 2.6 The behavior of Booth Vender/seller will be courteous to the students and staff and general public so that there may not be any complaint. The Booth vender shall undertake not to permit or to indulge in gambling, drinking or any other unlawful and anti-social activity in or around booth and in case he/she is found indulging in such activities his/her contract will be cancelled immediately.

- 2.7 The College & Hospital Campus is a “**NO SMOKING ZONE**” hence sale and use of tobacco products is strictly prohibited & board of No smoking Zone to be displayed prominently.
- 2.8 The Substandard eatable item will be prohibited if substandard eatable item is found it will be destroyed immediately by Committee framed by Principal and no compensation/claim will be given.
- 2.9 The authorized Govt. Agencies will have the liberty of taking samples for Chemical analysis to ensure quality as per provisions of the Acts/Rules. The quality assurance of product items shall be done by periodically sampling by the Institution. The vendor will be wholly responsible for contravention of any provision of the Acts/Rules.
- 2.10 There will be cleanliness in and around the booth. The Booth vender, his servants and representatives shall obey all order given to them by the Principal, Dr. RKGMC Hamirpur (HP) or his representative in writing or orally.
- 2.11 The Booth vender, his servants and representatives shall have proper uniform. No servant will be engaged on booth who is underage as per labour Act.
- 2.12 The Successful booth vendor shall ensure to dispose off Bio Medical Waste as well as General Waste, if any at his own cost/level in an eco-friendly manner.
- 2.13 The Booth vender will be responsible to pay minimum wages as notified by the state Govt. to their workers deployed in the shops through RTGS/NEFT.
- 2.14 In case of breach of the contract, Principal, Dr. RKGMC Hamirpur (HP) may forfeit the performance security money without assigning any notice to the tenderer.
- 2.15 The authority reserves the right to cancel the Tender at any stage of Tender process without assigning any reason thereof.
- 2.16 The Booth vender /bidder will pay the rent assessed by HP PWD on monthly basis to this office.
- 2.17 The vendor will be liable to pay all other rent, rate & taxes payable under GST/service Act/ VAT/ income tax Act.
- 2.18 The successful Booth Vender will have to sign an agreement on non-judicial paper of Rs. 100/- for fulfilling the terms & conditions of shop.

- 2.19 The selected vendor shall have to install electricity and water meter in the allotted pre fabricated cafeteria at his own cost & his/her name.
- 2.20 The successful Booth vendor/bidder shall have to submit the certificate of Food Safety Standard Act of India within one month after taking possession of the booth.
- 2.21 The booth vendor will be responsible for compliance with all statutory requirements.

3. ELIGIBILITY CRITERIA

Following documents are required for Technical qualification of Bids.

- i) Self Attested copy of PAN No.
- ii) Self attested copy of Bona fide Himachali.
- iii) Permanent Residential document proof (Local /Permanent) either of Voter card/ Aadhar card/Ration card.
- iv) Declaration of the vendor/bidder that he has never been blacklisted.
- v) The Booth holder should submit declaration that there is no ongoing police case/ vigilance inquiry against him/ his Partner and he/she has never been convicted or punished by any Honorable Court of Law.
- vi) Bidder should have experience of not less than a total of three year to provide booth /cafeteria services in any government/ private institute.
- vii) The total turnover of the bidder should be minimum Rs.50 lakh or more for the last three financial years.
- viii) The bidder should have FSSAI License / registration certificate.

4. EARNEST MONEY DEPOSIT (EMD)

- 4.1 Earnest money for Rs.20,000/- (Rs.Twenty thousand only) in the shape of FDR in the name of Principal, Dr.RKGMC, Hamirpur-HP should be enclosed with the tender and should be valid till 180 days from the last date of submission of the bid.
- 4.2 The EMD of unsuccessful booth vendor will be returned to them without any interest, after conclusion of the resultant contract. The EMD of the successful vendor will be returned without any interest, after receipt of performance security as per the terms of contract.
- 4.3 The EMD of a bidder may be forfeited without prejudice to other rights of the vendor, if the bidder withdraws or amends its tender or impairs or derogates from the Tender in any respect within the period of validity of its Tender or if it comes to notice that the information/ documents furnished in its Tender is incorrect, false, misleading or forged. In addition to the aforesaid grounds, the successful bidder, EMD will also be forfeited without

prejudice to other rights of vendor, if it fails to furnish performance security within the specified period.

4.

5. PERIOD OF CONTRACT AND RENEWAL OF CONTRACT:

5.1 **The contract will be awarded to the bidder who will quote branded products and lowest (Lowest) will be decided on the basis of discount offered by the bidder on the rate of items.**

5.3 The contract, if awarded will be initially for **three years from the date of award of contract which can be extended for another two years subject to continuous satisfactory performance with a 10% hike in rent every year**, keeping all existing terms & conditions or till the finalization of new tender whichever is earlier.

5.4 The successful booth vendor will submit undertaking that he will vacate the space within fifteen days after completion of awarded contract period without any claim.

6. TERMINATION OF CONTRACT

6.1 On the recommendation of the committee, the Principal, Dr. RKGMC Hamirpur (HP) reserves the right to terminate the contract for repeated non-conformance of the terms & conditions of the tender.

7. Performance Security

7.1 The Successful booth vendor shall furnish a performance security of Rs.50,000/- (Rs Fifty thousand only) in the shape of fixed deposit issued by a Nationalized Bank in Favour of Principal, Dr. RKGMC Hamirpur (HP). This shall be submitted within 15 days (minimum) of receiving of notice for Award of Contract, failing which the EMD may be forfeited and the contract may be cancelled.

7.2 If the booth vendor/ contractor violate any of the terms & conditions of contract, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the Authority and the contract may also be cancelled.

7.3 The Authority will release the Performance Security without any interest to the firm/contractor on successful completion of contractual obligations.

8. PENALTIES

8.1 The vender selected for selling the Beverages & eatables items, will be required to maintain highest level of cleanliness and standard of hygiene in the booth. A penalty of Rs.500/- per occasion shall be levied for every non-conformance.

8.2 The cafeteria holder should keep daily needs items neat & clean. If at any point the booth/ its premises are found to be unclean, the booth holder shall be held responsible and penalty of Rs.100/- per occasion shall be imposed.

8.3 The cafeteria holder will not be allowed to use the booth allotted by the College for any other purpose or business, if found used for other purpose shall be liable for penalty of Rs. 500/- per occasion & even lead to termination of contract.

8.4 There shall be no compromise on the quality of daily needs items provided by the dealers and if any such incidence or product adulteration is found, Rs.100/- per occasion penalty including black listing the firm, and action shall be taken under provisions of Prevention of Food Adulteration Act and non-compliance of the provisions of the Act may lead even to termination of the contract.

8.5 The rent of the booth will have to paid by the 5th of every month in advance, in case of holiday, on the next working day, failing which penalty @ Rs.500/- per day shall be imposed for delayed period.

8.6 The successful bidder will display, prominently the list showing rates of each items at cash counter on (4'x3') board. In the event of violation of this condition, penalty @ Rs.500/- at a time shall be imposed and the appliances will be confiscated.

9 ARBITRATION

9.1 Any difference(s) or disputes(s) which may arise will be settled by the Principal, Dr. RKGMC Hamirpur (HP) and in case of need, the case will be referred to the Director Medical Education & Research, HP Shimla for final adjudication.

Principal,
Dr. RKGMC Hamirpur (HP)

ITEMS REQUIRED FOR CAFETERIA ADJOINING TO THE ADMINISTRATIVE BLOCK OF Dr.RKGMCHAMIRPUR (HP)

Sr. No.	Name of items	Brand
	Beverages	
1.	Hot Tea 150ml by espresso machine	Nescafe/Nestle/Bru
2.	Milk (flavored) 250ml Tetra pack /Cane/Bottle	Amul/verka/Mother dairy/Nestle
3.	Hot Coffee 150ml by espresso machine	Nescafe/Nestle/Bru
4.	Hot Coffee 250ml by espresso machine	Nescafe/Nestle/Bru
5.	Coffee-Café latte 150ml by espresso machine	Nescafe/Nestle/Bru
6.	Coffee-Café latte 250ml by espresso machine	Nescafe/Nestle/Bru
7.	Coffee-Café Mocha 150ml by espresso machine	Nescafe/Nestle/Bru
8.	Coffee-Café Mocha 250ml by espresso machine	Nescafe/Nestle/Bru
9.	Coffee-Capuccino 150ml by espresso machine	Nescafe/Nestle/Bru
10.	Coffee-Capuccino 250ml by espresso machine	Nescafe/Nestle/Bru
11.	Coffee-Americanano 150ml by espresso machine	Nescafe/Nestle/Bru
12.	Coffee-Americanano 250ml by espresso machine	Nescafe/Nestle/Bru
13.	Cold coffee 250ml Tetra pack /Cane/Bottle	Nescafe/Nestle/Bru
14.	Ice Tea-250ml by espresso machine Tetra pack /Cane/Bottle	Nescafe/Nestle/Bru
15.	Hot Lemon Tea-150ml by espresso machine	Nescafe/Lipton/Nestle
16.	Hot Lemon Tea-150ml by espresso machine	Nescafe/Lipton/Nestle
17.	Hot Green Tea-150ml by espresso machine	Nescafe/Lipton/Nestle
18.	Banana Shake-250ml Tetra pack /Cane/Bottle	Real/Tropicana/Storea/Hershey
19.	Mango Shake-250ml Tetra pack /Cane/Bottle	Real/Tropicana/Storea/Hershey
20.	Strawberry Shake-250ml Tetra pack /Cane/Bottle	Nestle/Amul/Hursehy
21.	Protein Shake-250ml Tetra pack /Cane/Bottle	Nestle/Amul/Hursehy
22.	Chocolate Shake-250ml Tetra pack /Cane/Bottle	Nestle/Amul/Hursehy
23.	Oreo Shake-250ml Tetra pack /Cane/Bottle	Nestle/Amul/Hursehy
24.	Mix Fruit Juice-180ml Tetra pack /Cane/Bottle	Tropicana/Real/Paperboard/minute maid
25.	Orange Juice-180ml Tetra pack /Cane/Bottle	Real/Paperboard/minute maid
26.	Pine apple Juice-200ml Tetra pack /Cane/Bottle	Real/Paperboard/minute maid
27.	Pomegranate Juice-250ml Tetra pack /Cane/Bottle	Real/Paperboard/minute maid
28.	Packaged Drinking Water1000mlTetra pack /Cane/Bottle	Bisleri/Aquafina/kinley
29.	Cold Chocholate-250 Tetra pack /Cane/Bottle	Nestle/Lipton/Amul
30.	Hot Chocholate-150 Tetra pack /Cane/Bottle	Nestle/Lipton/Amul
31.	Hot Chocholate-250 Tetra pack /Cane/Bottle	Nestle/Lipton/Amul
	Eatables	
1.	Cuppa Noodles	Nestle/ Top Ramen/Knoor
2.	Pasta-Red Sauce	Nestle /Yeppi/Del Mnote
3.	Pasta-White Sauce	Nestle /Yeppi/ Del Mnote
4.	Sandwich-veg-	Standard/Jumbo size
5.	Patties	

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Annexure-II

DECLARATION

1. I, Son /
Daughter of Shri Proprietor /
Partner /Director /Authorized Signatory of
..... am competent to sign this
declaration and execute this Expression of Interest.

2. I have carefully read and understood all the terms and conditions of the
Expression of Interest and hereby convey my acceptance of the same.

3. The information/documents furnished along with the above applicable 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 Expression of Interest at any stage liabilities towards prosecution under
applicable law.

Signature

Date :

Full Name:

Place:

Company's Seal/Firm/Vendor/Individuals

**N.B: The above declaration, duly signed and sealed by the authorized signatory of the
company/firm/vendor/individual should be enclosed with Technical bid of tender.**

ANNEXURE-III

I. CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Conform the enclosure of all the below documents without which bidder may not be eligible to participate in the Tender.

Sr. No.	Description	Detail	Page
1.	Name of contractor/bidder/Firm/Vendor/Individual	<u>Yes/No</u>	
2.	(A) Local address	<u>Yes/No</u>	
	(B) Permanent address along with proof (Please mention telephone No./ Email, fax no. and attach copy of Ration Card/Adhar Card/ Voter ID) .	<u>Yes/No</u>	
3.	Photo copy of Self Attested copy of PAN Card.	<u>Yes/No</u>	
4.	Self attested copy of Bonafide Hamachi	<u>Yes/No</u>	
5.	Cost of Tender Document Rs.1000/- (Rupees One thousand only)	<u>Yes/No</u>	
6.	EMD in the form of FDR/Bank Draft Rs.20,000/- (Rs. Twenty thousand only) duly pledged in the name of Principal Dr. RKGMC Hamirpur, HP. Date of issue Issuing bank Bank Draft No.	<u>Yes/No</u>	
7.	An undertaking that the Tenderer/bidder has never been blacklisted.	<u>Yes/No</u>	
8.	An undertaking that there is no ongoing police case / vigilance enquiry/criminal case against the Tenderer/bidder or his Partners / proprietor and he/she has never been convicted or punished by any Hon'ble Court of law.	<u>Yes/No</u>	
9.	Experience certificate not less than a total of three year to provide booth /cafeteria services in any government/ private institute.	<u>Yes/No</u>	
10	The total turnover of the bidder should be minimum Rs.50 lakh or more for the last three financial years.	<u>Yes/No</u>	
11	FSSAI License / registration certificate	<u>Yes/No</u>	
12	Undertaking regarding vacation of space on affidavit	<u>Yes/No</u>	

Annexure-IV**UNDER TAKING**

1. I/ We hereby agree to abide by all terms & conditions laid down in Tender.
2. This is to certify that I /We before signing this bid have read fully understood all the terms & conditions and instructions contained therein and undertake myself/ ourselves to abide by the said terms and conditions of the tender along with adherence to the provisions of the prevention of food Adulteration act (PFA), Food Safety and Standard Act along with the rules laid there-in.
3. I/ We shall deploy physically & mentally fit personnel.
4. I/ We undertake that I/ We have gone through all the tender document line by & agree to abide by all terms & conditions laid under tender document.
5. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that rates quoted are the lowest quoted for any other institution/hospital in India.
6. I /We give the rights to the Principal, Dr.RKGMC& H Hamirpur to forfeit the Security money in case of violation of any term and condition of the Expression of Interest by me.
7. There is no vigilance / CBI case or court case pending against the firm.
8. **I shall be vacating any space that may be provided to me by the College/hospital authority to carry out the job or otherwise, before I put the last bill of the contract period for payment.**

Date

Signature of the tenderer

Place

Full Name with designation with seal

Sr. No.	Name of items	Brand	Rate per Items (inclusive all taxes)	Flat discount offered by the tender /bidder on the quoted items
1.	Hot Tea 150ml by espresso machine	Nescafe/Nestle/Bru		
2.	Milk (flavored) 250ml Tetra pack /Cane/Bottle	Amul/verka/Mother dairy/Nestle		
3.	Hot Coffee 150ml by espresso machine	Nescafe/Nestle/Bru		
4.	Hot Coffee 250ml by espresso machine	Nescafe/Nestle/Bru		
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21.	Protein Shake-250ml Tetra pack /Cane/Bottle	Nestle/Amul/Hursehy		
22.	Chocolate Shake-250ml Tetra pack /Cane/Bottle	Nestle/Amul/Hursehy		
23.	Oreo Shake-250ml Tetra pack /Cane/Bottle	Nestle/Amul/Hursehy		
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25.	Orange Juice-180ml Tetra pack /Cane/Bottle	Real/Paperboard/minute maid		
26.	Pine apple Juice-200ml Tetra pack /Cane/Bottle	Real/Paperboard/minute maid		

27.	Pomegranate Juice-250ml /Cane/Bottle	Tetra pack	Real/Paperboard/minute maid		
28.	Packaged Drinking Water1000ml /Cane/Bottle	Tetra pack	Bisleri/Aquafina/kinley		
29.	Cold Chocholate-250 /Cane/Bottle	Tetra pack	Nestle/Lipton/Amul		
30.	Hot Chocholate-150 /Cane/Bottle	Tetra pack	Nestle/Lipton/Amul		
31.	Hot Chocholate-250 /Cane/Bottle	Tetra pack	Nestle/Lipton/Amul		
Eatables					
1.	Cuppa Noodles		Nestle/ Top Ramen/Knoor		
2.	Pasta-Red Sauce		Nestle /Yeppi/Del Mnote		
3.	Pasta-White Sauce		Nestle /Yeppi/ Del Mnote		
4.	Sandwich-veg-		Standard/Jumbo size		
5.	Patties		-		