

# अखिलभारतीयआयुर्विज्ञानसंस्थान, मंगलगिरी

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI

Guntur, Andhra Pradesh – 522503

*A CAB under Ministry of Health & family Welfare, Government of India*

**Bid No. AIIMS/MG/Procurement/Tender/2021-22/Cafeteria**

## **NOTICE INVITING BID FOR “SETTING UP OF CAFETERIA NEAR OPD BUILDING” AT AIIMS, MANGALAGIRI**

CRITICAL DATA	
Mode of Bid	Sealed Cover Bid
Type of Bid	Two Bid System
Bid Publishing Date	26 /10 / 2021
Last date and time for submission of Bid	16 / 11 / 2021 03.00 PM
Pre-Bid Meeting	08 / 11 / 2021 03.00 PM
Date and time for opening of Bid	16 / 11 / 2021 03.30 PM
EMD	Exempted
Period of contract	Two years from the date of award of contract
For viewing, quoting the detailed NIT and Qualifying Requirement, bidders may also visit our website	<a href="http://aiimsmangalagiri.edu.in">http://aiimsmangalagiri.edu.in</a> <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
For Technical Queries Enquiry	<a href="mailto:admin.stores@aiimsmangalagiri.edu.in">admin.stores@aiimsmangalagiri.edu.in</a>

**Disclaimer:** This Bid is not an offer by the All-India Institute of Medical Sciences, Mangalagiri but an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the Bid process unless and until a formal contract is signed and executed by duly authorized Officers of the All-India Institute of Medical Sciences, Mangalagiri with the vendor/ bidder.

# ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) MANGALAGIRI

Guntur (Andhra Pradesh), 522503 (India)  
Website: <https://www.aiismangalagiri.edu.in/>

## Tender Notice

Tender No. AIIMS/MG/Procurement/Tender/2021-22/ Cafeteria

## Public Tender

The Director, AIIMS Mangalagiri invites Bids in Two Bid System (Technical and Financial Bid) from reputed, experienced Bidders to Setting up a Cafeteria near OPD Building at AIIMS, Mangalagiri by sealed cover bid document.

The Bid notice and Bid documents are also available in our website:  
[www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in)

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. The Procurement of goods and services under this tender will be regulated as per the provisions of Public Procurement (Preference to Make in India), order 2017 of MoC & I (DIPP), Govt. Of India, therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim. The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Mangalagiri will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Director, AIIMS Mangalagiri reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

**Conditional bids will not be accepted under any circumstances and will be outrightly rejected.**

The Bid documents (Technical & Financial bids in two separate covers) should be sent to O/o AO (procurement), 4th Floor, Nursing College building, AIIMS Mangalagiri, Andhra Pradesh -5220503 as per Date Sheet, and it will be opened on same day at 03:30 PM in 4<sup>th</sup> floor Nursing College, AIIMS Mangalagiri in the presence of the bidder(s) or their authorized representative(s), who may be present at the scheduled date and time.

AO (Procurement)  
For Director, AIIMS Mangalagiri

**Pre-Bid Meeting: -**

The pre-bid Tender meeting will be held on **08/11/2021 03:00PM** Virtually (ZOOM). Joining link for Pre – Bid meeting will be made available on [www.aiimsmanagalagiri.edu.in](http://www.aiimsmanagalagiri.edu.in) website under Quotations section. The agency(s) may get clarified any confusion regarding any terms and condition of the contract during pre-bid meeting and thereafter any claim of doubt/confusion or any things relating to this contract will not be entertained and it will be deemed that the agency has understood everything about this tender. Based on queries of the bidders, committee members will decide to issue any amendments/corrigendum for the tender

**Sealing and marking of bids:**

1. All interested vendors are requested to send their bid for work of the above item as per details technical specification given and Price Bid. Hard copies in spiral binding of all the documents of technical bid are to be submitted physically in one sealed envelope addressed to the O/o AO (Procurement), 4th Floor, Nursing College building, AIIMS Mangalagiri, Guntur-522503. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope. It should reach before the date of opening of the technical bids. The envelope should be clearly marked “*Technical bid for to Setting up a Cafeteria near OPD Building at AIIMS, Mangalagiri*” and second envelope “*Price Bid for to Setting up a Cafeteria near OPD Building at AIIMS, Mangalagiri*”. Both envelopes should be sealed.
2. If the envelope is not sealed and marked as required, the Contractee will assume no responsibility for the bid's misplacement or premature opening.
3. The Bid document submitted should be Serially numbered and contain the table of contents with page numbers.

**Deadline for submission of bids:**

1. Bids must be received by the Contractee at the address specified not later than the time and date specified in the notice invitation for Bids.

**Modifications and withdrawal of bids:**

1. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Contractee prior to the deadline prescribed for submission of bids.
2. The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids

## **SCOPE OF WORK**

1. The Institute requires Stall contractor(s) to run the Cafeteria at OPD of AIIMS Mangalagiri on rates as fixed by the Institute to cater for the needs of the visitors, students, staff, and contractors attending the Institute.
2. The Cafeteria is also required to cater to the requirements during the examinations, seminars, workshops, farewell, annual events and orientation courses etc.
3. The menu shall be fixed in consultation with the Food Committee of the Institute from time to time. The contractor shall display the list of items & rates in the premises. The catering services will be provided to the Institute at the fixed rate
4. Tea/Coffee/Cold Drinks and other beverages should be supplied to Institute as and when required upon payment.

## **QUALIFYING REQUIREMENTS**

1. Valid FSSAI License issued on or before the last date of application for tender and valid for a minimum period of 06 months thereafter.
2. The cafeteria must be a reputed brand with an existence of minimum of 100(Hundred) stalls under direct/partnership/franchise/distributor mode in India.
3. At least 03 years' experience of providing mess/ Stall services/ catering services.
4. Certificate for registration with income tax, GST, and any authority applicable for the last three years
5. A firm having any suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of PF/ESI/Minimum Wages Act or any other laws in force shall also not be eligible.
6. Bid should be complete and covering the entire scope of job and should confirm to the General and Special Conditions indicated in the bid documents. Incomplete and non-confirming bids will be rejected outright.
7. On-going contracts with public and private hospitals to be submitted.

## TERMS AND CONDITIONS

1. **Period of Contract:** The period of contract shall be for 02 years from date of Commencement. The period is further extendable for a maximum period of 1 year on the same terms and conditions and the rates at which the contract is awarded. The same will be valid throughout the contract and no claims whatsoever on account of increases in the rate of material to be used and other factors such as statutory payments, etc., shall be entertained and it will be the responsibility of the contractor to bear such other expenses. However, if there is any downward revision of all the rates due to revision of govt. taxes etc. or any other reasons, the same shall be passed on to the AIIMS Mangalagiri through appropriate reduction of the contracted rates.
2. All the Technical Bid will be scrutinized, by the evaluation committee constituted by the Director to check all relevant documents for their authenticity and the Bidder whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bids.
3. **Performance Security:** The successful Bidder will have to deposit a Bank Guarantee of Rs. 2,00,000.00 (Rupees Two lakh only) by way of Bank Guarantee of scheduled bank in favour of AIIMS, Mangalagiri as per the prescribed format attached as Annexure -I payable at Mangalagiri valid for 60 days beyond the expiry period of contract.
4. The successful Bidder will have to deposit the Bank Guarantee and will be required to enter into an Agreement/ Contract. They must start cafeteria within 15 days of acceptance of tender failing which, the contract may be cancelled.
5. The Director, AIIMS, Mangalagiri reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute. The Director, AIIMS, Mangalagiri reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
6. The Director, AIIMS, Mangalagiri does not bind himself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition is put forth by the Bidder shall be summarily rejected.
7. **Inspection of Site:** Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site. The nature of the site, the means of access to the site, the space they may get and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a Bidder implies that he has read this notice and all other contract documents has made themselves aware of the scope and specifications of the work to be done.
8. **Obligations of the Contractor:** The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to AIIMS and shall indemnify AIIMS against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which AIIMS, Mangalagiri may be party or involved as a result of the contractor

failure to comply and of the obligation under the relevant act law which the contractor is to follow.

9. The timings and working days of the Cafeteria will be regulated by the Food committee.

10. The Cafeteria should be kept neat & clean and free of unhygienic conditions. The responsibility of maintaining the cleanliness and hygienic condition of the Stalls will be of the contractor, at his own cost and proper disposal of waste. In case of violation of this condition, Food Safety Committee may have the right to impose a fine and the contract may be cancelled by giving a week's notice to vacate the premises.

11. The bearer/ staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law / rules / regulations.

12. The contractor will make his own arrangement for heating, crockery, cutlery, glasses and other kitchen equipment. The Bidder shall bring their own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs, etc., in sufficient quantity as needed to maintain the Stall services.

13. The contractor shall be responsible for ensuring safety and maintenance of all the equipment/fixtures installed/provided by the Institute, during the entire period of the contract. In case of any damage/loss of equipment/fixtures, then the same will be recovered from the contractor. The contractor shall take adequate fire pre-cautions.

14. The contractor shall maintain the Institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or agents the same shall be rectified by the contractor at his own cost either by rectifying the damage or by paying cash compensation as may be determined by the Institute.

15. In case of pecuniary and material loss suffered by the Institute on account of negligence attributable to the Contractor or his employees, the AIIMS Mangalagiri will have the right to forfeit the Security Deposit falls short or found to be insufficient to the loss thus incurred by the Institute, the balance, as may be necessary shall be recovered from the contractual charges due to the contractor's firm. All disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.

16. The Bidder shall not utilize the premises and facilities of the Institute to cater any other client, other than AIIMS, Mangalagiri Visitors, students, faculty, staff and visiting faculties/guests.

17. The space shall be provided on payment of monthly rent. The designated area is approximate 200 square foot of which 100 Sq.ft is for the usage and 100 sq.ft need to be developed as a lounge for staff of AIIMS. The plan of the lounge should be approved by Food Safety Committee.

18. Electricity Charges shall be paid by contractor as per actual consumption on the prevailing rates of Andhra Pradesh Central Power Corporation Ltd.(APCPCL) or at such

higher rates as may be decided by the Institute from time to time. Water will be provided by the Institute.

**19. The technically qualified Bidder who submits the highest financial bid amount shall be declared as Successful bidder (H1) and communication to that effect shall be made subject to approval and as decided by the Competent Authority. However, the decision to award the Cafeteria will be taken on the basis of prices quoted, feasibility, quality and comprehensive evaluation of the Bidder.**

20. **Food Safety:** Quality of food/services provided will be inspected/ checked from time to time and if found unsatisfactory the contract may be cancelled at any time by the Institute with/ without furnishing any notice. The Institute reserves the right to impose a fine, if deemed necessary.

21. Plastic items should not be used for serving of food and only Bio-Degradable materials are to be used.

22. Bidder shall not sell any cigarette, bidi, pan, alcohol etc. in the Stall and in the AIIMS premises, if anyone is found indulged in these business the person shall be asked to leave the campus immediately and the Bidder shall be liable to lose the contract for breach of this condition.

23. As regards quality of materials and preparation, the Bidder shall ensure that: (a) Food ingredients, additives and materials must be of best quality available in the market, (b) Vegetables, bread, fruits and other such perishable items should be purchased fresh from the market on daily basis, (c) the Bidder shall take meticulous care to provide clean and quality food in all preparations. The committee members shall have free access to inspect the kitchen and service counters at any time on any day, and (e) waste and garbage disposal must be done twice a day on regular basis.

24. The contractor will not be allowed to use any cylinder and may use electric equipment (Induction or Microwave) for the purpose of cooking/heating.

25. The Stall shall be operational on all days and all times and the Bidder shall not keep the Stall closed without prior permission from the AIIMS, Mangalagiri authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by AIIMS, Mangalagiri, as it may deem fit.

26. Any attempt at negotiation direct or indirect on the part of the Bidder with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective Bidder or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

#### **Legal Terms & Conditions:**

27. The Bidder shall comply with all existing labour legislations and Acts, Provisions, such as Contract Labour Regulation Act, Workmen's' Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the Bidder in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Bidder would be fully responsible and would indemnify the

Institute, in case the Institute is held liable for the lapse if any, in this regard.

28. AIIMS, Mangalagiri shall have the right to terminate the contract without notice before the expiry of the term, in case of poor performance, or violation of AIIMS, Mangalagiri rules & regulations, or lapse in compliance of any labour legislation, or incident of indiscipline on the part of the Bidder or his staff. The decision of AIIMS, Mangalagiri in this regard would be final and binding on the Bidder. In such an event, AIIMS, Mangalagiri shall have the right to engage any other Bidder to carry out the task.

29. **Engagement of Workers:** The Bidder and his staff shall abide by various rules and regulations of AIIMS, Mangalagiri as prevalent from time to time.

30. The Bidder shall submit to AIIMS, Mangalagiri a list of all workers engaged to carry out the catering work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place. The Bidder shall not at any time engage any minors for working.

31. The Bidder shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.

32. The Bidder and his staff shall comply with all instructions and directions of the AIIMS Mangalagiri promulgated from time to time. In the event of any emergent situation, the staff of the Bidder shall comply with instructions given by the AIIMS, Mangalagiri authorities, without waiting for confirmation by the Bidder.

33. All the workers engaged by the Bidder for carrying out tasks under this contract, shall be deemed to be the employees of the Bidder only. The Bidder shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The Bidder shall also provide its Workers photo-identity cards which shall be checked by the AIIMS, Mangalagiri, as and when necessary.

34. Police verification and worker's identity cards will be compulsory before taking the charge of complementary catering services (Stall). Employees will be in proper uniform provided by the contractor, medically found fit, hygienically suitable, nails trimmed, haircut and clean shaved. The Bidder shall ensure that the staffs engaged by him observe safety precautions and security regulations at the campus.

35. The contractor shall deploy disciplined, best suitable manpower. There is strict prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral act.

36. The contractor shall supply to his workers all gadgets/articles required for safety purposes, such as gas masks, torch, safety belt, gas lantern etc. He may also maintain a First Aid Box to meet any emergency situation in respect of staff deputed by him.

37. **Hygiene & Sanitation of workers:** The standard of sanitation has to be up to the satisfaction of the Officer-in charge whose decision in this regard shall be final and binding on the contractor.

a) The contractor shall be responsible for the behaviour and conduct of the



workers. No workman with doubtful integrity of having bad record shall be engaged by the contractor. The employees should be in proper uniform at the time of work. The uniform provided to the workers by the contractor should be different and distinguish from other categories of the Institute staff with nameplate, badges & identity cards.

b) The employees should be presentable in appearance i.e. well cut and groomed hair, properly combed, neat shaved etc.

c) Contractor/service provider shall get medical examination of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge of duties as are assigned to him/her. Medical certificate every six months shall be provided starting from the date of start of work.

d) The Contractor shall provide its staff, a minimum of three sets of uniforms. The employees shall also display a photo identity card clipped to the shirt at all times.

38. The Successful vendor shall maintain a complaint book in a prominent place in the premises and in such a way that it is easily accessible to any person who wishes to record any complaint and the said book shall be open for inspection by the concerned officer of AIIMS, Mangalagiri.

39. The Contractor shall maintain and provide all necessary documentation, registers and records in connection with the performance of Stall and other related documents including for complying with any statutory requirements and provisions of applicable laws.

40. **Dispute Settlement:** - It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, AIIMS, Mangalagiri whose decision shall be final and binding on both the parties.

41. **Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

#### **Payment Terms:**

42. Electronic billing machine for token system is mandatory.

43. The Bidder shall be required to display the price list of all food articles, soft drinks, tea, coffee and juice sold in the Cafeteria. The prices of the items sold in AIIMS, Mangalagiri Stall shall not be more than the local market rate and shall be approved and reviewed by Food committee of AIIMS, Mangalagiri on regular basis. The approved rate list shall be displayed

at proper location within the Stall areas by the bidder.

44. The payment towards hospitality bills of AIIMS, Mangalagiri office shall be released on a monthly basis after scrutiny of authorization of supply and the prices claimed by bidder. Any supply of food items without proper authorization by the designated authority of AIIMS, Mangalagiri shall not be paid for.

45. When any Institute faculty/staff/visiting faculty avail the cafeteria services, such charges should be collected by the Bidder directly, and the Institute shall not be responsible for the same.

46. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

47. **Subletting of Premises/ Work:** The successful Bidder shall not sub-let the premises either in whole or in part. The premises shall not be used for residential purposes even for the Stall staff. No additions or alterations of the premises will be made without permission of the Institute. No bathing and washing of clothes etc. will be allowed in the Stall.

48. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Mangalagiri, which will be at liberty to refuse if is deemed fit. The tender is not transferable. Only one tender shall be submitted by one Bidder.

49. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Mangalagiri in that event the security deposit shall also stands forfeited.

50. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Mangalagiri shall have the power to terminate the contract without any prior notice.

51. **Performance review:** AIIMS Mangalagiri, reserves the right to review the performance of the firm every three months or whenever a need arises, and also to terminate the contract at any point of time during the currency of the contract in case of unsatisfactory performance. The decision of the competent authority shall be binding on the contract firm. The AIIMS Mangalagiri further reserves the right to renew the contract the such period(s) as it may deem necessary, taking into account the satisfactory performance of the firm during the currency of the contract.

52. The intending Bidders may mention the rates clearly in figures as well as in words in the enclosed format. The tenders not submitted in the specified manner or those found to be incomplete in any respect would be summarily rejected.

53. The work shall be carried out satisfactorily as per the directions of the competent

authority of the AIIMS Mangalagiri. The Director in the AIIMS Mangalagiri reserves the right to impose a monetary penalty not exceeding 10% of the monthly contractual charges of the respective item, if he notices or it is brought to his notice any unsatisfactory cleaning, non-wearing of uniforms and shoes by the employees deputed by the contractor firm.

54. After due evaluation of the bid(s) Institute will award the contract to the highest evaluated responsive tenderer. However, the successful bidder has to supply the items (Annexure B) on the rates as mentioned in the Financial Bid.

55. Conditional bid will be treated as unresponsive and it may be rejected.

**56. Applicable Law:**

a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Vijayawada / Guntur, Andhra Pradesh, India only.

c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mangalagiri. The decision of the Arbitrator shall be final and binding on both the parties.

57. **Right of the AIIMS, Mangalagiri:** - AIIMS, Mangalagiri reserves the right to increase/reduce the scope of work in this Tender. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the contract Document, interpretation of the Clauses by the AIIMS, Mangalagiri shall be final and binding on all Parties.

**58. Force Majeure: -**

a) Neither party shall be deemed to be in breach of this agreement if failure to comply with the requirement of this agreement is due to circumstances beyond the control of AIIMS or Successful vendor.

b) If because of any strike or lockout either in AIIMS or in the Local area, the Successful vendor is unable to function or his business is affected, AIIMS shall not be liable for any loss, which the Successful vendor may suffer in such an event.

### LIST OF ITEMS

S.No	Item Name	Qty	Price in Rs.
<b>A</b>	<b>Beverages</b>		
1.	Milk	150 ml	15
2.	Tea	100 ml	10
3.	Hot Coffee	120 ml	20
4.	Cold Coffee	250 ml	50
5.	Lassi	250 ml	30
6.	Any Milk Shakes	250 ml	60
<b>B</b>	<b>Snacks</b>		
1.	Aloo Samosa / Kachori	1 No	10
2.	Curry Puff	1 No	15
3.	Patties Veg	1 No	15
4.	Patties Egg	1 No	20
5.	Veg Sandwich Grilled (2 Slices bread)	1 No	50
6.	Veg Sandwich Normal (2 Slices bread)	1 No	40
7.	Bread-Butter Jam	3 slices	20
8.	Bread Jam	3 slices	20
9.	Bakery bun	1 piece	10
10.	Bread Pakoda	1 No	15
11.	Cake	1 piece	30
12.	Biscuit packets	1 Packet	MRP price
13.	Chocolate	1 No	MRP price
14.	All package foods	1 No	MRP price

**Declaration by the Bidders:**

This is certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

Name: - .....  
Address: - .....  
Phone No: - .....  
Email: - .....  
Seal: - .....

Place:-

Date :-

### **CHECK LIST FOR PREPARATION OF TECHNICAL BID**

<b>Sl No.</b>	<b>Particulars</b>	<b>Yes/No</b>	<b>Ref Pg. No.</b>
1.	Tender Acceptance Letter (Annexure A)		
2.	Profile of the Organization/Company/Firm (Annexure B)		
3.	Bid Security Declaration Form (Annexure C)		
4.	Power of Attorney Authorization for signing the Bid documents in case of Partnership firm of different person other than proprietor (Annexure D)		
5.	Authorization form from original service provider (Annexure D)		
6.	Notarized Affidavit Declaration Regarding Criminal Liability, Blacklisting / Debarring and Non-Penalize/ Punish		
7.	Proof of number of stalls by the service provider/Franchise		
8.	Experience certificates for last 3 years (Work orders to be enclosed)		
9.	Turnover Certificate (Financial Capabilities)		
10.	Enclosed Audited Balance Sheet , Profit loss statements duly certified by Chartered Accountant & IT return copies for FY 2018-19, 2019-20, 2020-21.		
11.	FSSAI license, Govt. of India		
12.	GST, PAN, Firm registration certificate/certificate of incorporation		
13.	Registered office certificate as per shops & establishment act		

Each page of the tender documents and papers submitted along with, should be numbered, signed and stamped by the authorised signatory in acceptance of the terms and conditions laid down by the AIIMS Mangalagiri

**\*\*Relevant documents to be attached for above mentioned details**

**FINANCIAL BID**  
(To be submitted on Firm Letter Head)

S.No	Description	Qty	Unit rate in Rs	GST	Total Rate in Rs.	Total Rate in Words
1	Monthly Rental Charges (in Rs.) Minimum Rent Rs. 40,000/-	200 Sq.ft				

1. The bidders are required to quote rent for the designated area
2. Highest rent offered by the bidder will be considered H-1 bidder.
3. In case more than one bidder qualifies for H-1, the Bid will be awarded to the bidders based on technical evaluation.

**Note:**

After due evaluation of the bid(s) Institute will award the contract to the highest evaluated responsive Bidder. However, the successful bidder has to provide the food items on the rates as mentioned at Page No. 12

**Declaration by the Bidders:**

This is certify that I/We before signing this Bid have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

Name: - .....  
Address: - .....  
Phone No: - .....  
Email: - .....  
Seal: - .....

Place:-

Date :-

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

To,  
The Director,  
AIIMS Mangalagiri

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the Bid document(s) for the above mentioned 'Tender/ Work from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), technical Specifications etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**PROFILE OF THE ORGANIZATION/COMPANY/FIRM**  
**(To be given on Company Letter Head)**

<b>FORM A: Particulars of the Firm/Company/Agency</b>		
1.	Name of the firm/Company/Agency	
2.	Type of Firm/Company (Individual/ proprietary/ partnership/ public/private/ limited/ if any specify)	
3.	Type of business (Manufacturer/ Authorized Agent/ Consulting company/ if any specify)	
4.	Website	
5.	Year of Establishment	
6.	Permanent Account No (PAN)	
7.	GST Registration Certificate No	
8.	Communication Address	
9.	Email ID	
10.	Telephone/Phone Number	
<b>Particulars of the firm representative</b>		
11.	Name of the contact person	
12.	Designation	
13.	Email ID	
14.	Mobile No.	



<b>FORM B: Particulars of Firm Bank Details</b>	
15.	Name of the account holder / Firm
16.	Account Number
17.	Name of the Bank & Branch
18.	IFSC Code
19.	MICR code
20.	Type of account
21.	Address
<i>*Please attach a Cancelled Cheque along with the account information form.</i>	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information

I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected or me as a participant under the scheme.

**Certified that the particulars furnished above are correct as per our records.**

**Signature of the Authorized**

Date:

Designation Office Seal of the Bidder)

**BID SECURITY DECLARATION FORM**

Date:

To,  
Director,  
AIIMS Mangalagiri.

**Ref:** AIIMS/MG/Procurement/Tender/2021-22/Cafeteria

Dear Sir,

I/we accept that I/We may be disqualified/debarred from bidding for any contract with you for a period of one year from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because

I/We have withdrawn/modified/amended from the tender, my/our Bid during the period of bid validity specified in the NIT; or

having been notified of the acceptance of our Bid by the purchaser during the period of bid validity.

- i. fail or reuse to execute the contract, if required, or
- ii. fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders

The validity of this declaration will remain till the announcement of the name of the successful Bidder & if, I am/we are not the successful Bidder.

Yours faithfully,

(Signature of Bidder with seal)

Place: .....

**POWER OF ATTORNEY  
(On a Stamp Paper of relevant value)**

I/We.....  
. (name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt  
..... (Name and address) who  
is presently employed with us and holding the position of .....as  
our attorney, to act and sign on my/our behalf to participate in the tender  
no..... for .....  
(goods/service/work name).

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt.....  
..... Undertaken by him/her during the tender process and  
thereafter on award of the contract. His / her signature is attested below

Dated this the \_\_\_ day of 20\_ For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_  
(Signature)

(Name, Title and Address of the Attorney)

Date: \_\_\_\_\_

**AUTHORISATION FORM**  
**(To be submitted by authorized dealers/representatives/Franchise holders)**

No.

Dated:

To

**Director,  
All India Institute of Medical Sciences,  
Mangalagiri – 522503 (Andhra Pradesh, India)**

Dear Sir,

Tender No \_\_\_\_\_ :

1. We \_\_\_\_\_ (name of the Franchisee) are the original service providers of the cafeteria stall having registered office at \_\_\_\_\_ (full address with telephone number/fax number & email ID and website), having outlets at \_\_\_\_\_ and \_\_\_\_\_, do hereby authorize M/s. \_\_\_\_\_ (Name and address of bidder) to submit tenders, and subsequently negotiate and sign the contract with you against the above tender no.
2. No company or firm or individual other than M/s. \_\_\_\_\_ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.
3. We also hereby undertake to provide full guarantee/warrantee as agreed by the bidder in the event the bidder is changed as the dealers or the bidder fails to provide satisfactory service during such period of Contract during the said period.
4. We also hereby declare that we have the capacity to provide above said service satisfactorily during entire contract period.

(Name)

For and on behalf of M/s. \_\_\_\_\_

Date:

(Name of Authorizer)

Place:

**Note: This letter of authority should be submitted on the letterhead of the franchisee concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.**

**AFFIDAVIT**

**DECLARATION REGARDING CRIMINAL LIABILITY, BLACKLISTING /  
DEBARRING AND NON-PENALIZE/ PUNISH FOR TAKING PART IN TENDER**

*(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial  
Stamp paper by the Tenderer)*

I,

\_\_\_\_\_  
Proprietor/Director authorized signatory of the agency/Firm  
(M/s \_\_\_\_\_), do hereby solemnly  
affirm and declare as follows:

1. I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood entire tender document including all the terms and conditions of the tender and undertake to abide by them;
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/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director etc. as individual or against legal entity of the Company /Firm/Agency.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the firm/Agency has not been banned /suspended/blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

or

I / We \_\_\_\_\_ (Tenderer) hereby  
declare that the Firm / agency namely M/s. \_\_\_\_\_ was  
blacklisted or debarred by Union / State Government or any Organization from taking  
part in Government tenders for a period of years w.e.f. \_\_\_\_\_ to  
\_\_\_\_\_. The period is over on \_\_\_\_\_ and now the  
firm/company is entitled to take part in Government tenders.

6. I / We hereby declare that the firm / agency namely has not been penalized in the past years by Labour Court, EPFO & ESI by way imprisonment.

or

7. I/ We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ has been penalized / punished by Union / State Government or any Organization from taking part in Government tenders for a period of years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/ company is entitled to take part in Government tenders.
8. I/We further undertake to report to the AO (Procurement) of Procurement Office, AIIMS, Mangalagiri immediately after we are informed but, in any case, not later 15 days, if the Firm/Agency in which Proprietor/Partners/Directors of Firm/Agency which is banned/suspended in future during the Contract with you.
9. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.
10. In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the AIIMS Mangalagiri, and SD (Security Deposit) shall be forfeited.
11. In addition to the above, the AIIMS, Mangalagiri will not be responsible to pay the bills for any completed /partially completed work.

(Signature of the Bidder)

Attested:

(Public Notary / Executive Magistrate)

Name:

Date

Designation

Place:

Seal of the Agency

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

Deponent

**FORMAT OF EXPERIENCE****Description of similar work executed during the last Three years.**

(Please furnish copies of completion certificate from the Government Department / Organization//PSU/Private etc.)

S.No	Description of the work /order Executed	Actual value of work/order executed (Rs.)	Work Period			Name of the Govt. Dept./ organization etc.
			Start Date	Finish Date	Stipulated period	
1						
2						
3						
4						

**Bidder Signature and seal with date**

Signature of the Authorized Signatory  
Designation Office Seal of the Bidder

**FINANCIAL CAPABILITIES**

**(At the Letter Head of Chartered Accountant)**

I/We have examined the books of account and other relevant records of .....  
(bidding firm name), having its registered office at ..... (Full  
address of bidding firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years is as under-

Sl.No.	Financial year	Turnover
1.	2018-2019	
2.	2019-2020	
3.	2020-2021	

(2) Average turnover of the firm for last three financial years is Rs. ....

Signature of CA (with stamp of Firm) .....

Name- .....

(Registration No.- .....)

**(Chartered Accountant)**

**UDIN Number:** .....

Firm name- .....

Proprietor name .....

Signature (with stamp) .....

**Date-** .....



**BANK GUARANTEE FORM**

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,  
All India Institute of Medical Sciences  
Mangalagiri - 522503

In consideration of All India Institute of Medical Sciences, Mangalagiri [hereinafter referred to as AIIMS', which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s \_\_\_\_\_ [hereinafter referred to as 'supplier/contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with AIIMS a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as required under the terms and conditions of contract / work order no \_\_\_\_\_ dated \_\_\_\_\_ [ hereinafter referred as the order'] placed by AIIMS on the said supplier /contractor. We, \_\_\_\_\_ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay AIIMS an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on the demand made by AIIMS on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We \_\_\_\_\_ the bank hereby undertakes to pay the amount under the guarantee without any demur merely on a demand from AIIMS stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by AIIMS without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
2. We, \_\_\_\_\_ the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of AIIMS under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till AIIMS certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.
3. We \_\_\_\_\_ the bank, undertake to pay to AIIMS any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before

any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.

4. We \_\_\_\_\_ the bank further agree that AIIMS shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the AIIMS against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of AIIMS or any indulgence by AIIMS to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and shall remain in force up to \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to AO (Procurement) Officer, All India Institute of Medical Sciences, Mangalagiri.
8. We, \_\_\_\_\_ the bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the AIIMS in writing.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

**Signature**

**For the Bank**

**Witness:**

**Name(s) & Designation(s)**

**Name & Address**