

H.P.GOV.T.DENTAL COLLEGE AND HOSPITAL,SHIMLA-171001.

TENDER DOCUMENT

M/S _____

Receipt No. _____

Date: - _____

FOR

**CONTRACT OF THE CANTEEN OF H.P.GOV.T.DENTAL COLLEGE AND
HOSPITAL, SHIMLA-171001.**

DUE ON 18-06-2020

LAST DATE

FOR RECEIPT OF BID

UPTO 3:00 PM ON 18.06.2020

BID OPENING ON

18-06-2020 (3:30 P.M.)

PRINCIPAL HPGDC SHIMLA-171001

COST OF TENDER DOCUMENT

Rs.500/-

H.P.GOV.T.DENTAL COLLEGE AND HOSPITAL,SHIMLA-171001.

To

**THEPRINCIPAL,
H.P.GOV.T.DENTAL COLLEGE &
HOSPITAL,SHIMLA-171001.**

Dear Sir,

1. I am /We are hereby submit our tender for the_____
2. I/WE am/are enclosing herewith the D.D.No../FDR. No..... dated..... for Rs.25000/- (Rs Twenty Five thousand.) only in favour of the Principal, HPGDC Shimla-1 ” towards EMD. (TENDERS NOT ACCOMPANIED WITH EMD/BID SECURITY ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).
3. I /We have gone through all terms and conditions of the tender documents before submitting the same.
4. I/We hereby agree to all the terms and conditions, stipulated by the HPGDC, in this connection. Quotations for each group are being submitted under separate covers, and sheets and shall be considered on their face value.
5. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialed.
6. Tenders are duly signed (No thumb impression should be affixed).
7. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of tenderers. at the H.P.GDC Shimla-1.

NOTE:ALL TERMS AND CONDITIONS SUCH AS TAXES ETC, HAS BEEN INDICATED IN THE QUOTATIONS FAILING WHICH IT WILL BE PRESUMED THAT ALL THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of Tenderer(s)

full Address

WITNESS_____

WITNESS_____

WITNESS_____

1. Instructions to Bidders

- 1.1 Bids are invited, for and on behalf of The Principal, HPGDC, Shimla-171001, from established, and experienced entities for running the canteen at the Attic floor of Block- A as per the Terms and conditions appended herein.
- 1.2 Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 1.3 It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors which would have any effect on the performance. No request for the change of price, or time, schedule of delivery of stores shall be entertained after the award of work on account of any local condition or factor.
- 1.4 The bidders will not form a part of the cartel and put in supporting quotations for some other company. This will debar the company for participating in other tenders floated or to be floated in by the purchaser. The authorities can compare the prices of other Bidders L2, L3 etc. also with the prices quoted in other tenders for same task and in case of discrepancy suitable action will be initiated.
- 1.5 No Gratification Clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in running canteen/catering services. This will also debar the company for participating in other tenders floated or to be floated in by the H.PGDC and suitable action will be initiated against such defaulters.
- 1.6 Non Blacklisting Certificate: All the bidders will give an undertaking that they have not been blacklisted by any State / Central Government Departments/other organizations.
- 1.7 The bidders shall also be required to submit the copies of PAN and income tax returns if any. All the correspondences shall be addressed to the Principal, HPGDC, Shimla-171001
- 1.8 The Bid Documents are not transferable and the cost of the documents is not refundable under any circumstances.

2. **Scope of Work**

The contractor is expected/required to provide the following services:-

- 2.1 Cooking and serving meals, tea, coffee on demand (Snacks and Lunch).
- 2.2 Providing utensils and food items etc.
- 2.3 Deployment and supervision of required man power for the above mentioned tasks, workers at the cost of own risk and peril of the contractor.
- 2.4 For cooking only commercial gas cylinder should be used, no use of coal or other source would be allowed.
- 2.5 The approved contractor has to maintain the quality of the eatables and food samples shall be sent to the **“District Health Officer”, Shimla** for investigation/ checking the quality of food being served in the canteen at random.
- 2.6 The approved contractor shall have to undertake the work of the maintenance of the canteen himself/ herself once the premise is handed over and it shall include distempering, painting, cleanliness etc. Besides this approved contractor shall have to install safety measures etc. to fight any mishappening.
- 2.7 It shall be obligatory on the part of the approved contractor to prepare/ serve all the items mentioned in the tender to the satisfaction of the canteen committee.
- 2.8 The list of the approved rates of various items should be displayed at the main counter of the canteen.
- 2.9 Opening and closing time of the canteen shall be for 08:00Am to 09:00 PM.
- 2.10 The staff employed by the approved contractor shall have to wear a proper uniform provided to them by the contractor.
- 2.11 Approved bidder shall have to provide the following equipments to the canteen:-
 - a) Food warmer having adequate capacity.
 - b) Table linen.
 - c) Modern Kitchen with at least 4 big burners.
 - d) All steel shelves for keeping various items of snacks, bakery products, all types of fruit juices etc.
 - e) At least 2 water purifiers shall be installed 1 in the staff cabin room/ 1 in the main canteen.
 - f) Adequate good quality tables and chairs.
 - g) All canteen related utensils.
 - h) The contractor shall have to keep a refrigerator of at least 265 litres capacity.
- 2.12 In case, at any point of time the canteen committee finds that the food stuff being provided in the kitchen is not of good quality the undersigned reserves the right to cancel the contract.
- 2.13 The inner cabin/ room should be earmarked exclusively for faculty members/ GDO/ Staff members of Dental College.

- 2.14 The approved contractor shall have to provide room service to hospital complex during duty hours for serving tea/ refreshment etc. against payment from the employees, students of the Dental College Shimla.
- 2.15 The approved contractor shall have to give preference to the faculty/ GDO/ Staff/ Students of the Dental College Shimla.
- 2.16 The approved contractor should not be allowed to sell Tobacco/ alcohol in the canteen.
- 2.17 The use of any kind of tobacco product and alcohol is strictly prohibited in the canteen premises.
- 2.18 The approved contractor will have to furnish a agreement containing terms & conditions as specified by the undersigned.
- 2.19 The bidder shall have to be register with the excise and taxation/ Municipal Corporation office and he/ she shall have to produce the registration letter of above mentioned authorities before starting the business within 5 days from the start of business after award of tender

3. General Terms And Conditions:-

- 3.1 Tender form containing Terms and Conditions can be downloaded from the website of HPGDC Shimla-1. Tender Form duly filled complete in all respect without any cutting / overwriting along with **EMD of Rs. 25000/- (Twenty Five thousand) only** in the shape of demand draft drawn in favour of Principal, HPGDC Shimla-1 payable at Shimla - 171001 should reach in this office on or before **18.06.2020** by 03:00PM either by registered post/ speed post/ courier/ by post addressed to the PRINCIPAL H.P. GOVT. DENTAL COLLEGE AND HOSPITAL SHIMLA-171001. Tender shall be opened on the same day (**18.06.2020**) at 3:30 PM at HP.GDC SHIMLA-1 in the presence of bidders or their authorized representative who may like to be present.
- 3.2 The HPGDC invites two part Bids from eligible contractors/bidders. The two part bid shall consist of Part-I Technical Bid and Part-II Financial Bid. Technical and Financial Bids should be submitted in two separate sealed envelopes and both the bids should be contained in one large envelope duly sealed super scribing the word “**Tender for Running the Canteen at the Attic floor of Block- A**” tender number, due date & time of opening. The technical bid would be opened first. The Financial bid would be opened only in the case of those bidders who qualify and meet requisite parameters for technical evaluation. Further the HPGDC invites in sealed envelopes super scribing the word “**Running the canteen at the Attic floor of Block- A**”, due date & time of opening.
 - a)The Bid shall comprise the following and to be submitted alongwith following documents-
 - i) Forwarding letter (Annexure-A)
 - ii) Technical specifications (Annexure-B)

- iii) Price Bid/Financial Bid (Annexure-C)
- iv) Bidder Profile (Annexure -D)
- v) Earnest Money Deposit
- vi) Bid Form (Annexure -E)
- vii) Any other certificates/undertaking as per check list

3.3 The contract will be for a period of two financial years i.e. 2020-21 & 2021-2022 (from the date of approval of the contract by the authorities up to 31/03/2022). The contract of canteen can be renewed beyond this period subject to the satisfactory work/regular deposit of rent as per recommendation of the canteen committee of the institute and subsequent approval of the competent authorities.

3.4 The rates of the food items to be served in the canteen should not exceed the rates fixed by the undersigned.

3.5 The approval of tender shall be made on the basis of the comparison of (i) highest rent of canteen and (ii) minimum rates of the food items quoted by the bidder.

3.6 No increase in the rates of different items shall be permissible until and unless fixed by the undersigned.

3.7 The approved contractor will have to pay the water charges @ 1000/- per bill cycle.

3.8 The approved contractor will have to pay the electricity charges @ Rs.1500/- per bill cycle.

3.9 The taxes, if any shall be specified in the tender.

3.10 The approved contractor will not be at the liberty to use the premises so allotted to him or her for any other purpose than the canteen. No other type of business including advertisement on the walls shall be allowed.

3.11 The undersigned reserves the right to except or reject any of the tender without assigning any reason or forfeit the security deposit and also initiate legal proceedings for the realization of the Govt. dues, if any.

3.12 Undersigned reserves the right to evict the tenant forthwith by issuance of 15 days notice.

3.13 The approved rent must be paid by 5th of every month failing which interest @ Rs.10% per annum shall be charged. In case contractor does not deposit the rent with 10% penalty by 20th of every months the matter shall be placed immediately before the competent canteen committee constituted for the purpose for taking further decision w.r.t. the vacation of the premises /forfeiture of security amount as deemed fit by the committee.

3.14 Extension/ additional alteration of the existing space shall not be allowed.

3.15 The approved tenderer shall have to deposit a security amount equivalent to 03(three) months rent rate inclusive of water & electricity charges approved on the basis of the tender in advance.

3.16 That any attempt to direct or indirect correspondence/ pressure on the part of a bidder with the authority to whom he will submit the tender or the tender accepting authority before the finalization of tenders may entail liable for exclusion from consideration of tender.

3.17 In the event of tie up in the financial bids, preference will be given to such tenderer who furnishes a certificate to the effect that he/she has an experience of carrying out of such type of works previously in any Govt./ Semi Govt./Undertaking organization. This may be supported by a certificate issued by the institution where the contractor previously carried out the canteen work. He will also provide the proof that all the dues have been paid by him at all the previous institutes.

3.18 That the tender having cutting/poor writing will not be entertained. Any erasing /cutting must be signed and authenticated by the bidder otherwise the rates will not be considered.

3.19 In no case the contractor will sublet the canteen work to anyone. If at any point of time it comes or is brought in the notice of the authority that work has been subletted, the contract shall be terminated/ cancelled forthwith.

3.20 In the event of any injury or mishap to the workers the undersigned will not be responsible for any type of compensation.

3.21 The payment of compensation for any mishap is the whole responsibility of the contractor/employer.

3.22 The canteen committee will be fully authorized to increase/ decrease the rent of canteen or rate of food items fully or partially keeping in view the circumstance of the case.

3.23 That any dispute is subject to jurisdiction of Shimla only. In the event of any dispute, the same shall be referred for arbitration to the Principal, HPGDC and Hospital, Shimla or any person appointed by him/her. The award of the arbitrator shall be final and binding on both the parties.

3.24 The contractor will provide food items/ tea to the indoor patients at 20% discount of the approved rates.

4. Signing of Contract

4.1 The contractor/ service providers with whom the rates are finalized shall have to execute an **agreement with the HP GDC on Rs. 100/- Judicial paper** within the period to be intimated on the day of opening tender till then premises will not be handed over for the same.

5. Arbitration

Disputes, if any, shall be subjected to the sole arbitration of the canteen committee constituted and the decision taken thereby shall be final and binding on both the parties.

6. Jurisdiction

The courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no court outside and other than Courts at Shimla shall have jurisdiction in the matter.

7. Force Majeure

Any failure of omission or commission to carry out the provisions of the contract by the contractor shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the contractor's own control including war (Whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure conditions.

8. Termination for default

The H.P.GDC may without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the contract in whole or in part.

- i) If the contractor fails to comply with the provisions of the contract or breaches any other conditions as specified in the contract, OR
- ii) If the contractor fails to perform any other obligation(s) under the contract.

10. Termination for Insolvency

The Canteen committee may at any time terminate the contract by giving written notice to the contractor, without compensation to the contractor, if the contractor becomes bankrupts or otherwise insolvent (which shall be a breach of the contract on the part of the contractor), provided such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the.

11. Termination for Convenience

The HPGDC may by written notice sent to the Contractor terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the HPGDC convenience.

Note :- The forwarding letter as at **Annexure A** and other relevant documents as per check list duly signed should invariably be returned alongwith the quotation furnished, failing which the tender shall be rejected.

PLEASE NOTE THAT NO PRICE/ COST SHOULD BE INDICATED IN THE TECHNICAL BID. TENDERS SUBMITTED WITHOUT FOLLOWING THE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.

CHECK Listduly filled in to be attached with the Technical Bid

S.N.	Particulars	
1)	Undertaking for No gratification as per clause 1.5	Yes/No
2)	Non-blacklisting certificate as per Clause 1.6	Yes/No
3)	Whether the prices has been quoted on the prescribed proforma.	Yes/No
4)	Whether all the undertakings as required in the tender document are enclosed	Yes/No
5)	Whether EMD as asked has been attached.	Yes/No
6)	Whether Tender Document duly signed by the authorized signatory attached.	Yes/No
7)	Whether the documents required for technical specification of the material are attached.	Yes/No
8)	PAN and copies of Income Tax Returns etc.	Yes/No
9)	Copies of R.C. etc.	Yes/No
10)	Any other certificate/undertaking as prescribed in the tender	Yes/No

Authorized Signatory:

Name of the firm/bidder:

To be enclosed with Technical Bid

ANNEXURE-D

BIDDER PROFILE

- 01 Contractor Name:
- 02 Address:
.....
.....
- 03 Mobile No.
- 04 Milk Transportation Route:
(As per Tender Notice)
- 05 Type of vehicle and Model no.

Signature of the contractor

Date

Company Seal

(A) PRICE BID PROFORMA (FINANCIAL)**ANNEXURE-C**

Head	Amount in fig.	Amount in words
Total Rental (including Maintenance) of the Canteen (excluding Water and Electricity charges-which will be on actual) per month		

(B) RATES OF FOOD ITEMS FOR THE TENDR 2020-2022 :-

Sr. No	Particular of food item	Rates Approved for the period 2020-22	Remarks	Rates quoted by the bidder for the period 2020-2022
1	Tea	Rs.8/-	Per cup	
2	Coffee	Rs.15/-	Per cup	
3	Milk	Rs.20/-	Per glass 200ml	
4	Boiled egg	Rs.10/-	Per piece	
5	Omlette 2 egg	Rs.25/-	Per plate	
6	Veg Samosa	Rs.10/-	Per piece	
7	ChanaBhatura	Rs.35/-	Per plate 2 pcs	
8	Cornflakes	Rs.25/-	Per Bowl 100 ml	
9	Dalia	Rs.25/-	Per plate	
10	Soup Veg	Rs.25/-	Per Bowl	
11	Bread Pakora	Rs.10/-	Per piece	
12	Veg Pulao	Rs.35/-	Per plate	
13	Khichdi	Rs.25/-	Per plate	
14	Cold Drinks/ Juices	As per MRP	per piece	
15	GulabJamun	Rs.15/-	Per piece	
16	Bread slice	Rs.5/-	Per slice	
17	Snacks / Namkeens/ Chips etc	As per MRP		
18	Breakfast	Rs.40/-	2 Paranthas with butter/ curd	
		Rs.40/-	2 bread slices and 2 eggs Omlette	
19	Lunch/Dinner Veg Thali	Rs.60/-	4 Roti, 1 Katori Rice, Dal & Sabzi each with salad	
20	Lunch / dinner Special Veg thali	Rs.90/-	4 Butter Roti, 1 Katori rice, Paneer, Dal, Sabzi & Curd each with salad papad and sweet dish	
21	Palin chapati	Rs.5/-	Per chapati	
22	Butter chapati	Rs.7/-	Per chapati	
23	Palin rice	Rs.20/-	Per plate	
24	Dal	Rs.20/-	Per plate	
25	Sabzi	Rs.20/-	Per Bowl	
26	Curd	Rs.20/-	Per Plate 200gms	
27	Noodles per plate	Rs.30/-	Per plate	
28	Momos Veg	Rs.30/-	Per plate 6 pieces	
29	Dosa Plain	Rs.25/-	1 piece with sauce	
30	Masala Dosa	Rs.50/-	Per plate with sauce	
31	Vada with sambhar	Rs.25/-	Per piece	
32	Vada with sambhar	Rs.45/-	2 Piece	
33	Idli	Rs.25/-	Per piece	
34	Idli with Sambhar	Rs.45/-	2 piece	

Seal / signature

Authorized Signatory:

Name of the firm/bidder:

To be enclose with Technical Bid

ANNEXURE-E

BID FORM

Dated:

To,

Sir,

Having examined the Bidding Documents of Tender No. _____
undersigned intend to offer his services for “**Running the Canteen at the Attic floor of Block-A**” and I/we undertake, if my/our bid is accepted, I/we will comply with all the terms and conditions of the tender documentation the rates offered (in case our bid is accepted) for the entire period i.e. 2020-21 & 2021-22.

Signature and Seal

.....

(In the capacity of)

Only Authorized to sign bid for and on behalf of.....

Annexure-B

Technical specifications:-

Must have following technical specifications:

- (a) Declaration regarding blacklisting if any
- (b) Experience certificate.etc.