



**ALL INDIA INSTITUTE OF MEDICALS SCIENCE BHOPAL
SAKET NAGAR, BHOPAL - 462020**

TENDER DOCUMENT

FOR

**SELECTION OF CATERING SERVICE AGENCY FOR
PROVIDING THE CATERING SERVICES**

AT

**HOSTEL NO. 1 & 2 OF
AIIMS MEDICAL COLLEGE BHOPAL**

**Tender No.: 224 AIIMS Bhopal/HC/Catering Service Hostel
No. 1 & 2/2015-16/01 Dated: 09.12.2015**

All India Institute of Medical Sciences
Saket Nagar Bhopal - 20



Telephone No. : 0755-2672318
Tele Fax : 0755-2672318
Email : stores@aiimsbhopal.edu.in

TENDER FORM

Cost of tender Rs.1050/- (Rupees one thousand fifty only) by Bank draft (In case of downloading from website the tenderer will have to submit tender cost along with EMD of Rs.5,00,000/- (Rupees five lac only)

Tender is consist of two bid system – Technical Bid and Financial Bid

Date of availability of Tender document in the AIIMS Bhopal website and CPP Portal websites for downloading	:	09.12.2015
Pre Bid Tender Meeting (Date, Time & Venue)	:	18.12.2015 from 15.00 Hrs onwards, at the Board Room, First Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020(MP)
Date and Venue of Submission of Tender	:	08.01.2016; 14.00 Hrs, In the Tender Box kept in the Office of the Stores Officer , 1st Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP)
Date and Venue of Opening of Technical Bid	:	08.01.2016; 15.00 Hrs in the Office of the Stores Officer , 1st Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP)
Tender Document Cost	:	Rs. 1050/- (Non-Refundable) by the way of Demand Draft in Favour of “Director, AIIMS Bhopal, Payable at Bhopal

All India Institute of Medicals Science (AIIMS), Bhopal invites sealed tender from reputed Caterers having minimum annual turnover of Rs. 1,00,00,000/- (One crore) for providing catering services to Government/Public sector Undertaking/Large Private Sector Institution. The menu of the mess is attached as Annexure- to this form. Format for submission of tender is placed at Annexure-requisite documents are referred thereof be enclosed along with the tender.

1. Name of the Firm :
2. Full Postal Address with tel. :
- No. & Fax No.
3. Name, Address & Tel. No. of the :
- Director/Proprietors & Chief
- Executive of the firm. Bio-Data of

Tender No.: 224 AIIMS Bhopal/HC/Catering Service Hostel No. 1 & 2/2015-16/01 Dated: 09.12.2015

The Director/Proprietors, Chief Executives of the firm should also be enclosed with proof of ownership.

4. Copy of License/Registrations with appropriate authority:
5. Municipal license for establishment of catering services or mess operation or restaurant.
6. License under Food Safety and Standard Act 2006.
7. Registration Certificate from Regional Labour Commissioner (Central) Bhopal and Labour License of the said authority
8. ESI Number and EPF Number :
9. VAT/TIN Number :
10. Pan Number :
11. Service Tax Registration No.
12. Income Tax Return for the Years 2012-13, 2013-14 & 2014-15 :
13. Audited balance sheet for given financial year duly certified by Chartered Accountant years showing the turnover of Rs. 1 crore and above :
14. Total number of employees on :
Date of submission of tender
15. Additional manpower with the Firm :
(They should be engaged immediately if the contract is awarded)
16. Experience of minimum three years for providing catering services to Government/Public Sector Undertaking/Large Private Sector Institutions.
(enclose certificate).

IMPORTANT INSTRUCTIONS

- 1) This Tender Document contains 22 Pages.
- 2) Read the tender documents carefully before filling.
- 3) Sign each page with seal.
- 4) **Envelop – I: Technical Bid**
 - a) Profile, with all relevant signed documents as mentioned in Terms and Conditions.
 - b) EMD Rs.5.00 lakh in shape of Account pay, Fix deposit, Demand Draft, Bankers Receipt chage, Bank Guarantee, from any of commercial bank in acceptable formSealed cover with superscription **“TECHNICAL BID PROVIDING CATERING SERVICES AT HOSTEL NO. 1 & 2 OF AIIMS MEDICAL COLLEGE BHOPAL.”**
- 5) **Envelop – II : Financial Bid.**
Sealed the cover with superscription **“FINANCIAL BID FOR PROVIDING THE CATERING SERVICES AT HOSTEL NO.1 & 2 OF AIIMS MEDICAL COLLEGE BHOPAL.”**
- 6) Put both Envelop of Technical Bid and Financial Bid in separate sealed covers and put both the sealed cover in one cover addressed to The Director, All India Institute of Medical Sciences Bhopal, Saket Nagar, Bhopal – 462020 with superscription on the cover as **“TENDER FOR PROVIDING CATERING SERVICES AT HOSTEL NO. 1 & 2 OF AIIMS MEDICAL COLLEGE BHOPAL”**, Tender No.: 224 AIIMS Bhopal/HC/Catering Service Hostel No. 1 & 2/2015-16/01 Dated: 08.12.2015 and send it to us and it should reach before the last date.
- 7) Application forms can be downloaded. Completed application should be accompanied by Demand Draft for Rs. 1050/- drawn in favour of “The Director, All India Institute of Medical Sciences (AIIMS) Bhopal”, towards the cost of the Tender Documents. Application without the prescribed fee will not be considered.
- 8) Financial Bid will be opened on Names of the parties shortlisted on the basis of technical bid will be published on www.aiimsbhopal.edu.in. If you are shortlisted, then you may attend the opening of commercial bid on the above mentioned date and time at such venue as may be given on the webpage. The contract will be awarded on and work must commence from.
- 9) You can inspect the Hostel mess premises with prior appointment with our manager of Hostel No. 1 and Hostel No. 2, who can be contacted on Telephone No. 08305705231.

1. **SCOPE OF WORK :**

There are two mess in Boys/ Girls Hostel consisting of a kitchen and a dining hall .Separate for Nursing college may also start in future.

To prepare food and serve breakfast, lunch, evening snacks and dinner basically for MBBS and Nursing Students. Timing, Menu and Price of extra item for food would be determined by Committee consisting of wardens & students representative. The caterers have to work under the guidance of Hostel Warden. The staff engaged by the caterers will work in Kitchen and Dining Hall under the guidance of above mentioned committee.

2. **JOB SPECIFICATIONS:**

1. To provide breakfast, lunch, evening tea/coffee with snacks and dinner. The number of boarders will be at an average of 630, which may vary between 5% to 10%, Mess is likely to be closed during the summer and winter vacations, unless prior agreement is reached between Committee and the caterer for above named Hostel No. 1 and Hostel No. 2.
2. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
3. The caterers should have minimum experience 3 years in large canteens, restaurants, hotels, messes and should have the knowledge and aptitude of preparing food both Vegetarian and Non-vegetarian. Vegetarians and Non-vegetarian food will be cooked and served separately.
4. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.
5. The garbage collected from the kitchen, dining halls, dish wash area will be disposed off every morning in consultation with the committee. The surroundings shall be kept clean and hygienic.
6. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
7. The timing of mess are as follows :

Breakfast	: 07:00 AM to 08:00 AM
Lunch	: 01:00 AM to 02:30 PM
Tea Time	: 05:00 PM to 06:00 PM
Dinner	: 08:00 PM to 09:30 PM

Any changes in the timings, menu and price of extra item will be determine by the committee and student committee in consultation with the caterer.

8. Food is served through counters on self service basis. However, the used plates will be taken out from the dining tables.
9. After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material used/supplied should be of brand quality approved by the administration.
10. Food should also be served to the hostel rooms in case of sick students as and when required under the direction of the warden.
11. Water Coolers and purifier should be cleaned and maintained as per the instructions by the authority.
12. Kitchen equipment, Gas burners with Commercial cylinder dining hall furniture, service counters, cooking utensils, crockery, cutlery etc will be provided by AIIMS Bhopal Hostel. Upkeep of all items provided by the AIIMS Bhopal Hostel will be the sole responsibility of the caterer.
13. Refilling of Commercial cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer.
14. The caterer shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards of the Institute.
15. No food cooked in the mess may be taken out of the premises without prior permission.
16. Major civil and electrical works will be attended by AIIMS Bhopal. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor.
17. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.
18. AIIMS Bhopal reserves the right to check cleanliness and upkeep of premises and quality of provisions, and quality of the food.

19. The caterer shall attend meeting of the committee, as and when convened by the competent authority.

3. TERMS AND CONDITIONS: (GENERAL)

1. Tenderer should be a registered and licensed caterer or mess operator preferably through FSSAI Caterer. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this.
2.
 - a) Tenderer should have a minimum three years experience in providing similar type of services. The tenderer should have worked with Government/Public Sector Undertaking/Large Private Sector Institutions and a Certificate of Performance should be enclosed duly indicating the period of contract and type of payment received.
 - b) The tenderer should have a average annual turnover of **Rs.1,00,00,000 (Rupees One Crore only)** during the last three years.
3. The tenderer should have minimum Three years experience in doing similar nature of work and have successfully completed the same. Tenderer should submit the copy of the same.
 - a. One similar work of value equal to 80% of annual cost of work i.e. not less than **Rs. 80 Lakh** from any Govt./Semi-Govt./PSUs/Govt. Undertakings /Large Corporate Super specialty Hospital's in last three years i.e. 2012-13, 2013-14, 2014-15

OR

- b. Two similar works of value equal to 60% of annual cost of work or not less than **Rs. 60 Lakh** each from any Govt./ Semi-Govt./ PSUs / Govt. Undertakings / Large Corporate Super specialty Hospital's in last three years.

OR

- c. Three similar work of value equal to 40% of annual cost of work or not less than **Rs. 40 Lakh** from any Govt./Semi-Govt./PSUs/Govt. Undertakings/Large Corporate Super specialty Hospital in the last three years.

4. The tenderer should have and furnished the attested copy of License/ Registrations with appropriate authority:
 - a. Catering, food outlet & labour license
 - b. Food Safety and Standards Authority of India (*fssai*)
 - c. Municipal license for establishment
 - d. Registration Certificate from Regional Labour Commissioner (Central) Bhopal & Labour License of the said authority

- e. ESI Number & EPF Number
- f. VAT/TIN
- g. PAN Number
- h. Income tax return for the year 2012-13, 2013-14 & 2014-15.

5. Tender should be accompanied with an **EMD of Rs. 5,00,000/- (Rupees Five Lakh only)**, by way of Cross Demand Draft, Fix deposit, Bankers Receipt chage, Bank Guarantee in Nationalized Bank in acceptable form to be drawn in favour of **The Director, AIIMS Bhopal**. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date finalization of the tender. **Any tender without EMD will not be considered.**

Only successful vendors EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues if any, to the Institute.

6. The tender document is non-transferable.
7. Tender consists of two bid system:

Part- A

- a) Technical Bid
- b) Tender Documents
- c) EMD

Part-B

- a) Financial Bid

8. SUBMISSION OF TENDER:

The tender should be submitted under “**Two Envelop System**”, the first cover is termed as Envelop – 1 with Technical Bid, Tender documents, EMD of Rs 5,00,000/- (Rupees Five Lakh only) with superscription on the cover as “**Technical Bid - TENDER FOR PROVIDING THE CATERING SERVICES AT HOSTEL NO. 1 & 2 OF AIIMS MEDICAL COLLEGE BHOPAL**” and the second cover is termed as Part ‘B’, sealed with “**FINANCIAL BID FOR PROVIDING THE CATERING SERVICES AT HOSTEL NO. 1 & 2 OF AIIMS MEDICAL COLLEGE BHOPAL**”. Both covers should be placed in a bigger cover with superscription “**TENDER FOR PROVIDING THE CATERING SERVICES AT HOSTEL NO. 1 & 2 OF AIIMS MEDICAL COLLEGE BHOPAL**” addressed to The Director, All India Institute of Medical Sciences Bhopal, Saket Nagar, Bhopal - 462020 and submitted before the last date.

9. Quoted price should be inclusive of all taxes and duties. Rate of tax/duty should be indicated separately.
10. The offer should be valid for a period of at least 120 days from the date of the tender opening.
11. The Contract will be for a period of one year, which could be extended further, on mutual consent of either party at the end of one year.
12. AIIMS Bhopal, reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, All India Institute of Medical Science, Bhopal, shall be final and binding.
13. All tenders and envelope should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
14. The tenderer should be prepared to come to AIIMS Bhopal, to take part in discussions, if required at a short notice.
15. **Pre-bid meeting:** A pre-bid meeting would be held on **18.12.2015 from 15.00 Hrs.** The tenderers who require any clarifications of the tender documents are invited for the meeting.
16. The completed tenders should reach to the In Tender Box kept in the Office of the Stores Officer, 1st Floor, E-Wing, Medical College Building, All India Institute of Medical Sciences Bhopal, Saket Nagar, Bhopal - 462020, on or before **08.01.2016; 14.00 Hrs.**
17. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
18. The Tenders will be opened at **08.01.2016; 15.00 Hrs.** at the Board Room No. 1 of Institute. **Representatives of the tenderers are welcome** to attend meeting of opening of Tender.
19. On the above date, only Technical Bid will be opened. Tenders will be short-listed based on the information provided in Technical Bid. Financial Bid submitted by the short listed tenderers will be opened at a later date under intimation to such tenderers.
20.
 - a. The caterer should adhere to the provision of the Provident Fund Act, the Minimum wages Act and other such acts which are applicable.
 - b. The caterer should ensure that the payment is made to the labourers as per minimum wages act to the satisfaction of the licensee.
 - c. The caterer shall not employ child labour and upon violation legal action would be taken.

- d. The personnel/labourers provided by agency will not claim to become employees of AIIMS Bhopal and there will be no employee and employer relationship between them and institution.
 - e. The Caterer shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations.
 - f. Engagement of required staff, providing uniforms etc shall be done by the caterer with approval of AIIMS Hostel.
21. Where contract terms and conditions, printed or cyclostyled conditions have been offered by the Caterer, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
 22. If the Caterer fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of Performance Security Deposit in additions to penalty. Which shall be upto Rs. 500/- per failure of job/unsatisfactory based on the recommendation of committee and student council.
 23. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs.2,000/- on the caterer.
 24. 3 or more complaints of insects and/or foreign object cooked along with food found in any food item would invite a fine of Rs.4,000/- on the caterer.
 25. 3 or more complaints of unclean utensils in a day would lead to a fine of Rs. 2,000/- on the caterer.
 26. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 2,000/- on caterer for every instance.
 27. For any rules stated in the agreement,
 - First violation of the rule implies fine as per the rule.
 - Second and subsequent violations of the same rule within 30 days of previous fine will attract triple the initial amount of fine on the caterer.
 28. Absence of proprietor or his representative empowered to take decision from Committee meetings on due invitation will attract a fine of Rs. 1,000/- on caterer.

29. As and when Committee proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens.
30. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Committee.
31. Severity of hygiene failure shall be assessed and decided by the Committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.
32. No accommodation, except a changing/resting room, will be provided to the workmen of the caterer.
33. The Institute reserves the right to terminate the contract on 2 months notice, if the performance is not satisfactory. The Caterer can also terminate the contract by giving 2 months notice and clearing all the dues to the Institute, if he is not willing to continue the contract.
34. All the documentation in the tender should be in English.
35. Sub-letting/Sub contracting the work is not permissible under any circumstances.
36. Successful Contractor shall execute an agreement on a prescribed format.
37. The Tender should be complete in all respects.
38. **The catering contractor has to pay license fee to be decided by Admin per month for each hostel at such rate as may be fixed by the Institute for the subsequent years.**
39. **The catering contractor will also pay water charges per months decided by the administration.**
40. **Electricity charges will as per sub meter fitted in the kitchen.**
41. AIIMS Bhopal reserves the right to check cleanliness and upkeep of premises and quality of provisions, and quality of the food.
42. The dining hall will be furnished by the AIIMS but it will be maintained in good décor and hygienically by the catering contractor
43. If as a result of post payment audit any overpayment is detected in respect in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Institution from the agency.

44. If any underpayment is discovered, the amount shall be duly paid to the agency by the institution.
45. The bidder shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the AIIMS etc.

Hostel Mess, AIIMS Bhopal
Rules pertaining to the daily functioning of the mess:

1. Mess timings
Breakfast : 7:00 AM to 8:00 AM
Lunch : 1:00 PM to 2:30 PM
Tea time : 5:00 PM to 6:00 PM
Dinner : 8:00 PM to 9:30 PM
2. Unlimited salad will be provided during lunch and dinner. It will comprise of lemon and any three of the following in every meal: Tomatoes, cucumbers, onions, beetroots, carrots, and cabbage.
3. Mouth freshener (Fennel seeds and sugar) and Pickle to be provided with every meal.
4. Paneer is to be served once in a week if so decided in the menu.
5. Matha/Chaas (1 glass of 200 ml), Lassi (1 glass of 200 ml), Raita, shrikhand, curd rice each, must be served during lunch on one day of the week, if so decided in the menu. On other days when chaas/lassi/raita/shrikhand/curd rice will not be served, curd must be served.
6. Coconut chutney & sambhar will be served with all south Indian dishes (like idli, dosa ,uttappam, etc.)
7. Sweet Dish or Ice Cream (1 cup or bar) or Milkshake (1 glass of 200 ml) or one serving of Fruit have to be served with dinner on all seven days. Sweets must include variety from all parts of the country like Bengali, Gujarati, Maharastrian, South Indian sweets etc.
8. Whenever butter is provided, Students will be served ~20 gms of butter. Ketchup has to be provided along with dishes like (Maggie, Not to be provided till further order) Samosa, Paratha etc.
9. Imli Chutney will be served with items like samosa, kachori, all types of chats etc.

10. Jain Food (for ~20 students) will be served on a separate counter.
11. Menu as decided by the committee will be strictly followed.
12. Extra items e.g. extra bowls of curd, non veg. items, and special vegetarian dishes etc. over and above the decided mess menu can be sold at prices decided in by the Committee in consultation with the caterer.
13. Sufficient counters should be operational. The need will be decided by the Committee.
14. Catering services for institute events held within the premises of the hostel may be undertaken only after obtaining a written permission from the Committee at least three days prior to the event.
15. Coupons for guest meals and extra will be sold (given) to the customer either on the basis of a student writing for it in the register maintained or against cash payment for the same to the caterers. The price of the same shall be decided by the Committee in consultation with the Caterer.
16. Rebate will be given to students for a minimum period of three days on which he does not avail mess facility with prior notification of one day.
17. Hostels will get 50% on any surplus amount paid for the guest meals.
18. In case the mess is closed on any occasion or for pest control then special dinner / lunch shall be provided, at no extra cost.
19. In case a special event is organized in the hostel for which food is arranged from another caterer/restaurant, the students will get a discount corresponding to the food charges for that meal.

TERMS AND CONDITIONS AS PART OF AGREEMENT:

- a. **Disputes:** All disputes that may arise shall be referred to the Director, All India Institute of Medical Sciences Bhopal, whose decision shall be final and binding to the nominated committee by the Director.
- b. **Insurance to Employees:** All employees engaged by the Caterer shall be comprehensively insured for accidents and injuries by the contractor at his cost.
- c. **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the caterer. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions/commissions of Caterers, his employees or staff and the same shall be made good by the Caterer. It shall be made very clear that the employees/staff engaged by the Caterer shall not be treated or considered as employees of the All India Institute of Medical Sciences Bhopal under any circumstances. The caterer shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- d. **Performance Security Deposit:** The caterer has to deposit a Performance Security Deposit of **Rs.5,00,000/- (Rupees Five lakhs Only)** by drawing a demand draft/ Bank guarantee from the Nationalized Bank in favour of The Director, AIIMS Bhopal, before the commencement of the contract for a period of 15 months with a claim period of 3 months.

If the caterer fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification. All India Institute of Medical Sciences Bhopal reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through some one else by forfeiting the performance security deposit of working contractor .

The Performance security deposit furnished by the contractor will not carry any interest and will be refunded:

- a) On completion of Job Contract Service entrusted to the caterer satisfactorily. If the work is not satisfactory he is liable for forfeiture of Performance Security Deposit amount deposited.

The contractor shall be responsible for the discipline of his workers.

The normal working hours of all the mess will be from 6.00 a.m. to 10.00 p.m. However, the Institute call for special services beyond these hours on special occasions, without any additional payments.

e. The workers employed by the caterer:

- a) Shall not act in any way detrimental the interest of the Institute.
 - b) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
 - c) The caterer shall provide ID Cards to the staff. It will be verified and certified by AIIMS Hostel Warden.
 - d) Have to follow the security instructions as directed by the Security Officer/ Hostel Warden of the Institute.
 - f) They shall not participate in any strike or protest in any form.
 - g) The contract workers can take rest in the changing/ resting room in the Messes during break timings.
 - h) All Contract workers are required to do their duty maintaining hygienic, cleaning and safety.
 - i) The list of workers profile has to be submitted to Warden (Hostel) for approval and should be employed only on the approval by the Administrative Officer
- f.** There will be a periodical evaluation of the work done by Caterer from time to time, and he will be informed about the same by committee AIIMS Bhopal.
- g.** The caterer shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.
- The rate quoted by the caterer shall include all the component of taxes leviable as applicable to works and service contract, if any.
- h.** On all matters pertaining to this work order, the decision of the Director of the Institute shall be final and binding.

OTHER CONDITIONS

- a.** Adequate number of manpower should be supplied so that the work is done in specified time. Sufficient number of workers should be available to carry out the Job Contract at the Students' Mess. The number should be declared in Technical Bid separately for Mess.

Tenderer

Administrative Officer

Proforma for the Technical Bid
(In separate sealed cover superscribed as "Technical Bid")

1. Name of the Firm\Organization :
2. Address :
3. Telephone No./Mobile No.& Name of the Contact Person :
4. Fax No. :
5. Email ID :
6. Do you have an office at Bhopal? If so, Please provide the Address and Telephone No. :
7. Month and Year of establishment :
8. Name of proprietor\partners\directors :
9. No. of years of experience in this field, with References, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement) duly signed by Chartered Accountant :
- 2014 – 15** :
- 2013 – 14** :
- 2012 – 13** :
11. Whether the firm is an Income Tax Assessee? If so please give the details of PAN No. and copy of the latest assessment order :
12. Registration No. of Labour Commissioner :
13. EPF No. :
14. ESI No. :
15. CST/TIN No. :
16. Income Tax Return for the last Three :
17. PAN Number :
18. Shop License No. for establishment (issued by Nagar Nigam Bhopal) :
19. *fassi* Registration No. :
20. List showing no of engaged Manpower and there Details performing the job.

GENERAL STRUCTURE OF THE MESS MENU

The following is the general structure of the menu. The detailed menu is provided in the table that follows.

Breakfast*

- Indian dish or 2 boiled Eggs or Double omelet
AND
- 4 Slices of Toasted Bread with butter and jam.
AND
- Milk (one Glass of 200 ml) with Cornflakes or Tea or Coffee
AND
- Fruits

*All options should be available on all days

Lunch

Unlimited Rice, Unlimited Chapatti (with and without Ghee) or Plain Paratha or Poori, Unlimited Dal or Sambar, One Unlimited Curry, Sabji (green vegetable), Salad, Papad, Curd/Raita / Chaas / Lassi / Shrikhand / Curd Rice as mentioned

Tea Time

- Snack items (Poha/Cutlet/pakori/pakoda/aaloobada/ Halwa/Toast/Biscuit)
- Unlimited Tea and Coffee, Juice/Cold drinks/ milk-shakes

Dinner

- Unlimited Rice, Unlimited Chapatti (with and without Ghee) or Plain Parantha, Unlimited Dal ,One Unlimited Curry/Non-veg curry , Sabji (green vegetable or seasonal vegetable), Salad, Pickle, Curd, Papad/ Sprouts
- South Indian/ Chinese should be served once in a week
- Sweet Dish or Ice Cream , Fruit(Papaya)

Sample mess menu (This is a representative menu only)

	Breakfast		Lunch	Tiffin	Dinner
Monday	Cutlet		Rajma, MethiPoori, Rice, Dal, Curd Rice, Salad, Pickle	Dosa, Coconut Chutney, Sambhar	Veg. Hariyali, Roti, Dal, Rice, Pineapple Slice, Salad, Pickle
Tuesday	Sprouts		Veg. Korma, Dal Makhani, Rice, Curd, Plain Parantha, Salad, Fried Papad, Pickle	Chowmin	Alu-Pattagobi, Roti, Dal, Rice, Ice Cream, Green Chillies Chutney, Salad, Pickle
Wednesday	Vermicelli Upma		Shahi Paneer, Poori, Rice, Dal, Shrikhand, Salad, Pickle	Maggi (Not to be provided till further order) or other substitute	Veg. Biryani, Dal, Roti, Alu- Cauliflower, Kheer, Salad, Pickle
Thursday	Poha		Kalachana, Jeera Rice, Dal, Roti, Tomato Chutney, Chaas, Salad, Fried Papad, Pickle	Idli, Sambhar, Coconut Chutney	Khichdi, Kadhi- Pakoda, Roti, Jeera Aloo, Fruit, Green Chillies Chutney, Salad, Pickle Extra : Paneer Makhni Extra : Egg Masala
Friday	Upma		Chhole Bhature, Rice, Lassi, Dal, Imli Chutney, Salad, Pickle	DahiVada	Tomato Soup, Bread Crumbs, Veg. Noodles, Egg Noodles, Veg. Fried Rice, Veg. Manchurian, Watermelon Slice, Salad, Pickle
Saturday	AluParantha, Dahi		Matar Paneer, Roti, Veg Pulao, Veg Raita, Salad, Roasted Papad, Pickle	Samosa	ChawliSabji, Roti, Rice, Sambhar, Roasted Papad, Green Chillies Chutney, Apple, Salad, Pickle
Sunday	Onion Lassi	Paratha,	Malai Kofta, Roti, Rice, Dal, Dahi, Salad, Roasted Papad, Pickle	Pani Puri, Imli Chutney	Dum Aloo, Plain Parantha, Rice, DalMakhani, Sweet Salad, Pickle Extra , Masala Chicken

*In breakfast, only the item present as Indian Dish has been mentioned. Rest all items as stated earlier will always be there, as indicated by.

Brands of consumables permissible in Hostel 1 mess

Item	Brand
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Everest
Chicken	Venky's Chicken, Godrej, Real good
Ketchup	Maggi, Kissan, Heinz, Del Monte
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune, Dhara (use of Hydrogenated (vanaspati) oil is prohibited)
Pickle	Mother's or Pravin or Priya
Atta	Ashirvad, Pillsbury, Annapurna, Trishul
Instant Noodles	Maggi (Not to be provided till further order)
Flavoured fruit drinks	Real, Tropicana,
Papad	Lijjat
Butter	Amul, Britannia, Mother Dairy
Bread	Modern, Top & Town, Popular, Wibs, Kwality
Cornflakes	Kellog's
Jam	Kisan or Maggi
Ghee	Sanchi ,Amul, Mother Dairy, Britannia
Shrikhand	Sanchi ,Amul
Milk	Sanchi, Amul, Mother Dairy (Without Water)
Paneer	Amul, Sanchi
Tea	Brook bond, Lipton, Tata, Taaza
Coffee	Nescafe
Ice Cream	Top n Town, Amul, Kwality, Wadilal
Dal	Unpolished
Rice	Basmati

The caterer may use any other FPO approved brands only if permitted by the Committee in writing.

Proforma for Financial Bid
(In separate sealed cover superscribed as “Commercial Bid”)

To

Administrative Officer
All India Institute of Medical Sciences Bhopal
Saket Nagar, Bhopal 462 024
Madhya Pradesh

Sub: Mess Catering Contract for Hostel 1 and 2 of AIIMS Medical College Bhopal.

Name of the Agency: _____

Our quotation for the mess is: Rs. _____ (in words
_____) per student per month. The above quotation includes all
applicable taxes as detailed below:

	Rs.
Catering charges per student per month	
Taxes (all inclusive including service tax)	
Total	

We have read and agree to

1. Terms and conditions of Mess Catering contract
2. Rules pertaining to the daily functioning of the mess
3. Fines.

Signature of the Proprietor or Authorized
Representative

Date: _____

Name of the Signatory: _____

Designation: _____

Place: _____

Stamp: