



GOVERNMENT OF ASSAM

OFFICE OF THE PRINCIPAL :: ASSAM MEDICAL COLLEGE
DIBRUGARH – 786 002

Phone : 0373-2300080 (O), Fax : 2300080 (O), Email: principalamch@rediffmail.com website:
www.amch.edu.in

No.2025/AMC/ 1548

Date: 15-02-2025

TENDER DOCUMENT
(NOT TRANSFERABLE)
FOR
RENTING OUT SPACE FOR RUNNING CANTEEN/CAFETERIA SERVICES, SATIONERY SHOP, COFFEE HOUSE, BAKERY SHOP, READY TO EAT FOOD SHOP/MILK VENDOR ON ANNUAL CONTRACT BASIS AT ASSAM MEDICAL COLLEGE & HOSPITAL, DIBRUGARH

Tender Processing Fee (Non-refundable)	:-	Rs.1500/- (Rupees One Thousand Five Hundred) only
Mode of Payment: Cash / Demand Draft	:-	DD No:
		Date:
Issued to	:-	

Seal and Signature of the Bidder with Date

Date of selling of Tender Form	:-	17-02-2025
Last Date of Selling of Tender Form	:-	17-03-2025 – 10:30 AM
Last date of Submission of Tender Form	:-	17-03-2025 by 12:00 PM
Date of opening Technical Bid	:-	17-03-2025 at (02:00 PM)
Date of opening Financial Bid	:-	17-03-2025 at (02:00 PM)

NOTICE INVITING TENDER


The Principal-Cum-Chief Superintendent, Assam Medical College & Hospital Dibrugarh invites sealed Tender affixing Court Fee Stamp of Rs.8.25 (Rupees eight point two five paisa) under two bid systems viz. **Technical Bid and Financial Bid** from Vendors/Parties/Bidders For **Renting Out Space For Running Cafeteria Services/Stationery Shop/Tea Shop/Ready To Eat Food Shop/Milk Vendor on yearly contract Basis At Assam Medical College & Hospital Dibrugarh** as per the details mentioned in this/her tender document at Assam Medical College Hospital, Dibrugarh.

1. **Bid Scheduled:**

Tender Notice No	Name of the Work	Tender Processing Fee	EMD
No. 2025AMC/1548 dtd.15-02-2025	Renting Out Space for Running Cafeteria Services/Stationery Shop/Tea Shop/Ready to Eat Food Shop/Milk Vendor on Contract Basis at Assam Medical College & Hospital Dibrugarh	Rs.1500/- (Rupees One Thousand Five Hundred) only	Rs.50,000/- (Fifty Thousand) only for canteen and Rs 20,000/- (Twenty Thousand) only for others.

1.1	The tender document having detailed instructions and terms & conditions which may be obtained from the Office of the Principal, Assam Medical College, Dibrugarh on all working days from 17-02-2025 to 17-03-2025 (except Govt. Holidays and Sunday) by paying a non-refundable amount of Rs.1500/- (Rupees One Thousand Five Hundred) only as tender processing fee in mode of Cash/Demand Draft drawn in favor of "The Principal, Assam Medical College" payable at the SBI AMC branch. Bid document may also be downloaded from the office website www.assammedicalcollege.in . In case of bid documents downloaded from the website the required fees as mentioned above per group has to be deposited at the time of submission of tender.
1.2	All the bidders must submit a refundable amount of Rs. 50,000/- (Fifty Thousand Only) for Canteen and Rs 20,000/- (Twenty Thousand) only for others as the earnest money deposit (EMD) in the mode of Demand Draft from any nationalized bank in favour of "The Principal Assam Medical College" payable at the SBI AMC branch. The EMD of unsuccessful bidder shall be refunded within 30(Thirty) days after finalization of the contract.
1.3	The tender form without Court Fee Stamp of Rs. 8.25/-, Tender Processing Fee as well as Earnest Money will be summarily rejected.
1.4	The Principal, AMC, Dibrugarh is not bound to accept the highest rate/bid and reserve the right to reject or cancel the tender without assigning any reason whatsoever.
1.5	The duly filled in tender document should be reached or dropped in the tender box kept at the Office of the undersigned latest by 17/03/2025 up to 12.00 PM and the Tender will be opened on same day at 2.00 PM in presence of the Bidder or their authorized representative at the Office of the Principal, AMC&H, Dibrugarh.
1.6	If any date specified above happens to be a holiday, then the last date of the tender automatically will be the next working day.

2. Important Dates

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 Principal-Cum-Chief Superintendent Assam Medical College & Hospital Dibrugarh		

3. Terms and conditions

3.1	Scope of Work The Principal-cum-Chief Superintendent Assam Medical College & Hospital Dibrugarh intend to outsource the Cafeteria Services/ eatable items/Stationery shop to the experienced parties having competence in this/her field.
3.2	The invitation of bids is open to all bidders who meet the Eligibility criteria of the tender Documents.
3.3	The Bids shall be complete in all respects and shall include properly filled in prices and other details as necessary.
3.4	The Bidder should have a PAN and valid GST Registration certificate. Technical bid not accompanied by these documents would be summarily rejected.
3.5	The Bidder must have licenses of Food Safety and Standard Authority of India (FSSAI) to open and conduct food business/trading. Technical Bid not accompanied by FSSAI license would be summarily rejected.
3.6	The Bidder should have minimum turnover of Rs. 12,00,000/- (Twelve Lakhs) for Canteen and Rs.5,00,000/- (Five Lakhs) for Bakery and Coffee House in the last three years (Enclosed audited balance sheet of the F.Y.2020-21, 2021-22 & 2022-23 audited by C.A)
3.7	The Bidder should not have been debarred /blacklisted by any State Government, Central Government, & State Govt. Undertakings/Enterprises/Organizations/or by any other Quasi Government bodies/Organizations/ doing business with them.
3.8	The Successful bidder have to install postpaid APDCL energy meter on their own cost and actual amount energy bill to be Deposit in the Office of the Principal, Assam Medical College & Hospital, Dibrugarh on the first week of each month.
3.9	The tender shall evaluate on the basis: i. Amount to be offered by the successful bidder as monthly rent against present available space. ii. Cost of individual food items to be made available to costumer.

4. Period of Contract:

The contract will be initially for a period of **1(One) year** from the date of execution of agreement.

5. PAST PERFORMANCE

In case the past performance of the bidder is not found to be satisfactory with regard to quality, Hygiene, delivery, warranty obligation, services and non-fulfillment of terms and conditions of the contract, their offer is liable to be rejected by Assam Medical College & Hospital Dibrugarh authority.

6. A person shall be allowed to submit only 1(one) bid for above tender, No vendor shall be allowed to submit multiple bids.

7. At no circumstances, the selected vendor shall be permitted to sublet/rent to second /third party or any other party on behalf of selected person/vendor/

8. Matter related to items sold

8.1	The food items containing ingredient of good quality and all items sold should be with excellent quality and hygienic.
8.2	The successful bidder should not keep any packed items for sale which has already surpassed the date of expiry.
8.3	The packed items should be sold only as quoted in commercial bid or MRP which ever less.
8.4	The item details and rate of selling should be displayed in bold and visible manner.
8.5	Food items which are considered as a restricted to groups/culture/custom & tradition/religion shall not be cook/sale/stock in canteen premise.

9. Quality & Hygiene to be provided by the Bidder for Canteen/Cafeteria

9.1	The bidder shall procure all food and other items to be sold in the canteen of good quality and to the satisfaction of the Cafeteria Committee constituted by the Assam Medical College & Hospital Dibrugarh.
9.2	Food with additive colour etc. items restricted by Acts and Rules by competent authorities shall be allowed to sale in the cafeteria.
9.3	The Cafeteria Committee shall have the right to change any brand of material supplied/used for cooking
9.4	The food shall be cooked, stored and served under hygienic conditions. The successful bidder shall ensure that only freshly cooked food is served and the stale food is not recycled.
9.5	The Stale food shall be removed from Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within three hours in summer months and six hours in winter months, shall deemed to be stale and unfit for consumption.
9.6	The food preparation shall be hygienic, healthy and shall generally cater to the taste of the employees/students.
9.7	Canteen should provide HOT water during winter and cold Water during Summer to the patients at free of cost.

9.8	The oil that remains from deep frying at the end of the day shall have to be disposed off and shall not be recycled for the purpose of cooking again.
9.9	The food shall be cooked and served in clean utensils and no laxity shall be permitted in this/her regard.
9.10	The utensils shall have to be maintained sparkling clean at all time.
9.11	The bidder shall pay special attention to maintain the Cafeteria neat and tidy at all times. For this/her purpose, the Cafeteria shall be cleaned thoroughly after serving of each and every meal regularly by the employees of the successful bidder.
9.12	The successful bidder shall ensure that only hot food is served to the students/employees. Complaint, if any, in this/her regard shall be viewed seriously.
9.13	The bidder shall ensure that sufficient skill man power is deployed at all times for preparation and serving each meal including cleaning, washing and overall upkeep of Cafeteria assets and premises.
9.14	The list food items with detail description and rate must be displayed in the entry door, cash counter and inside cafeteria.
9.15	No product containing alcohol, tobacco and items restricted under Acts & Rules should be sale/ cook/stock in the premise of the Vendor.
9.16	The Approved rate list should also be displayed at Cafeteria mandatorily.
9.17	Bidder must take necessary action to remove all types of rodents/flees/cockroach/insects of all verities from the premise of cafeteria.

10. MODE OF SUBMISSION OF BID DOCUMENTS

10.1	Bid should be addressed to the Principal, Assam Medical College & Hospital Dibrugarh and dropped in the tender box kept at the office of the Principal, Assam Medical College Dibrugarh on or before due date and time specified in the tender.
10.2	Bid should be submitted under two bid system viz., Part-1: Technical bid and Part- 2: Financial Bid in two separate sealed envelopes clearly Superscripted as “Technical Bid” and “Financial Bid” .
10.3	Both the two separate sealed envelopes to be put in a third envelope and the third envelope should be sealed & clearly superscripted with “TENDER FOR RUNING _____(whichever is applicable) ON ANNUAL CONTRACT BASIS AT ASSAM MEDICAL COLLEGE & HOSPITAL, DIBRUGARH”
10.4	In case of the tender document sent by post have to ensure that the Documents reach before the prescribed time and date. The Institute will not Take any responsibility under any circumstances for courier/postal delays.
10.5	The detail particulars in the bidders profile must be complete in all aspect.

11. **Techno-commercial bid:**

His/her part should contain all the required details and information except for the price quote and should be furnished in accordance with the format provided in his/her tender document. If bidder includes prices of any nature in Part-I (Techno-commercial) of the tender, such offers are liable for rejection without any notice to the Bidder. The Technical bids must contain the following documents:	
11.1	Court fee of Rs.8.25
11.2	PAN card in the name of vendor/ Firm/ legal owner of the Firm
11.3	GST registration number. <i>(registration certificate to be enclosed)</i>
11.4	Original copy of tender form (except commercial bid/ financial Bid documents) duly signed by the bidder in all pages of the tender documents.
11.6	Licenses issued from the competent authority of Food Safety and Standard Authority of India (FSSAI) for Canteen/Cafeteria, Bakery Shop and Coffee House.
11.7	Valid ESI and EPF registration for Canteen/Cafeteria Services. <i>(registration certificates to be enclosed)</i>
11.8	Attested copies of all details of registration such as company/firm/ hotel business/Restaurant/ Catering etc.
11.9	IT return of last three years. <i>(NOT APPLICABLE FOR:- Stationary shop, Milk products and ready to eat & drink near Causality Deptt. in OPD Dispensary)</i>
11.10	Profit and loss audited statement of account for last three years, 2021-2022, 2022-2023 & 2023-2024 <i>(NOT APPLICABLE FOR:- Stationary shop, Milk products and ready to eat & drink near Causality Deptt. in OPD Dispensary)</i>
11.11	All Annexure contained in the bid document.
11.12	A refundable amount of Rs. 50,000/- (Fifty Thousand Only) for Canteen and Rs 20,000/- (Twenty Thousand) only for others as the earnest money deposit (EMD) in the mode of Demand Draft from any nationalized bank in favour of "The Principal Assam Medical College" payable at the SBI AMC branch. The EMD of unsuccessful bidder shall be refunded within 30(Thirty) days after finalization of the contract.
11.13	An undertaking from the participating bidder that there are no legal suits against the Assam Medical College & Hospital authority.
11.14	An undertaking from the participating bidder that the Vendor/Firm/person is not blacklisted by Govt/Quasi Govt/Board/Corporation/society.

12. **Opening of Tenders: -**

12.1	Unless otherwise rescheduled with advance information to the bidder, tender will be opened in two stages on the date and time indicated in the tender notice.
12.2	The bidder whose Techno-commercial part (Part-I) are found in order/accepted by the committee/authority, the Price Bid shall be open on the date as mentioned in tender documents.
12.3	All participating bidder or representative authorized by bidder are requested to remain present during time opening of Technical bid evaluation on the date as schedule in the tender notice.

12.4	The College authority have right to allot premise based on experience, credibility and reasons in the interest of other criteria deemed fit. The H-1 bidder may not be eligible for allotment if otherwise there are reason to consider doesn't not best suit to the students, staff, faculty as well as common people.
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13. AUTHORITY LETTER

13.1	The bidder who wish to participate in the opening of the tenders may depute their representatives to Assam Medical College & Hospital Dibrugarh on the respective date and time as indicated in the tender notice with an authority letter addressed to the Principal, Assam Medical College & Hospital Dibrugarh, which should be produced to the officers who are opening the tenders, on demand to prove the identity of the representative who participates in the opening of the tender.
13.2	The bidder's representative, who reaches the venue of the tender opening late, i.e., after the starting time specified for opening of the tenders, may not be allowed to take part in the tender opening. It should be noted that only one representative of each bidder will be permitted to participate in the tender opening.

14. EXECUTION OF AGREEMENT AND SECURITY DEPOSIT

14.1	The successful bidder should present at the Office of the Principal-cum-chief Superintendent Assam Medical College & Hospital Dibrugarh in person or if a firm or company, by their authorized representative to execute an agreement on non-judicial stamp paper of ₹ 100/- for satisfactory Completion of the job incorporating the conditions mentioned in the tender document and conditions if any subsequently agreed/modified and hand over the same to Office of the Principal-cum-chief Superintendent Assam Medical College & Hospital Dibrugarh within 7 days from date of issue of work order along with a security deposit of Rs.1,00,000/- (Rupees One lakh) only for Canteen/Cafeteria, Bakery Shop, Coffee House and Rs.50,000/- (Rupees Fifty Thousand) only for other services. If the same is not executed within, 7 working days the order will be cancelled by the Principal-cum-chief Superintendent Assam Medical College & Hospital Dibrugarh.
14.2	In case the successful bidder fails to execute necessary agreement within 7 working days from the date of receipt of allotment order, the earnest money deposit shall be forfeited and the tender will be considered as non-responsive.
14.3	Upon the successful completion of the contract period, the Security Deposit shall be released and no interest shall be paid thereon. The security deposit shall be released to the successful bidder only after 3 months from the date of expiry of the contract and adjusting any dues to be recovered from the successful bidder.

15. PAYMENT

15.1	The successful bidder shall have to deposit the sum of as accepted by the Price bids per month to be remitted/deposited to the cashier in the office of the Principal Assam Medical College on or before 5th of every month in mode of Cash/Demand Draft drawn in favour of "The Principal Assam Medical College" payable at the SBI AMC branch.
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15.2	The actual electricity bill amount from the postpaid APDCL energy meter shall have to submit to the cashier of the office of the Principal Assam Medical College on or before 5th of every month in mode of Cash/Demand Draft drawn in favour of "The Principal Assam Medical College" payable at the SBI AMC branch.
15.3	Delay in paying the above charges in stipulated time leads to penalty up to 25%/per month will be imposed on the due amounts.

16. PENALTY

<p>The Institute reserves the right to impose penalty to be decided by the Assam Medical College & Hospital administration on the successful bidder for any lapse in maintaining the quality, Hygiene and the services willfully or otherwise by the successful bidder or his/her staff or for any adulteration and if there non fulfillment of terms condition of the tender notices. If the Assam Medical College & Hospital authorities is not satisfied with the quality of eatables served, services provided or behavior of the successful bidder or his/her/her employees, the successful bidder will be served with 24-hour notice to improve or rectify the defect(s), failing which the Assam Medical College & Hospital administration will be at liberty to take appropriate necessary steps as deemed fit. In case the contractor failed to breach of any terms and conditions of the contract the AMCH authority reserve the right to impose the penalty as detailed below:</p>		
16.1	Worker found not in proper uniform	: Rs 50/- per person
16.2	Involving in smoking/Alcohol drinking or any other misconduct during duty hours by staff.	: Rs.500/- with immediately dismissal of the offender
16.3	Unsatisfactory performance by the Contractor	: Immediate fine of Rs 10,000/- per report and termination within 7 days
16.4	Duty performed by worker for more than one shift in 24 hours or without weekly breaks.	: Rs 5000/- and FIR against contractor with termination letter
16.5	Unsatisfactory services & rude behavior	: Individual Complaints 1000/- per instance
16.6	Complaints are not registered or not redressed.	: Rs 500/- per instance
16.7	Absence of personal hygiene/protective gears	: Rs 200/- per instance
16.8	For any other breach, violation or contravention of any terms and condition	: Rs 5000/- will be imposed per day.
16.9	In case the service remain consistently unsatisfactory for a period of more than 2 weeks	: Penalty 5,000/- & termination of contract.
16.10	Selling Tobacco/ Cigarette /Pan/ Betel nuts / Alcohol control board drugs banded items.	: Rs 5,000/-
16.11	Absences of fire fighting gadgets/ insects control devices	: Rs 5,000/-
16.12	Selling poor quality Unhygienic/expired foods/ sub-stand cooking items	: Rs 1,000/-
16.13	Lack of proper cleanness of Kitchen /Dinner hall/Furniture/Utensils/Basins/Toilet.	: Rs 5,000/-
16.14	Over price of food items	: Rs 5000/-
16.15	Lack of overall cleanness around the vendor/No removal of waste product/Outlet	: Rs 2,000/-

17. TERMINATION OF CONTRACT

17.1	The contract shall stand terminated on account of:
	a) Unsatisfactory performance and non-fulfillment of terms and condition during the three month's trial period or extended trial period.
	b) On expiry of the contract period, if not extended further.
	c) In case of unsatisfactory performance or for any other reason, the contract can be terminated at any time during the tenure of the contract at the sole discretion of Principal Assam Medical College & Hospital Dibrugarh by giving one month's notice to the successful bidder. The contract shall stand terminated in the event of filing any legal petition against the Principal Assam Medical College & Hospital Dibrugarh by the successful bidder or any of his/her employees with regards to labor laws/rules or in case of any agitation/strike initiated by the successful bidder employees.
	d) In case, the successful bidder wants to discontinue the contract, he will have to give 3 (three) months advance notice to Principal Assam Medical College & Hospital Dibrugarh in writing narrating the reason.
	e) If the successful bidder suspends the services without any notice to Assam Medical College & Hospital Dibrugarh, the whole amount of security deposit shall be forfeited in addition to the loss incurred in making alternate arrangements during the shortfall in the notice period.

18. JURISDICTION

The Courts at DIBRUGARH shall only have the jurisdiction to deal with and decide any matter out of this/her Contract.

19. Additional Terms and conditions

18.1	Please read terms and conditions carefully before filling up the document. Incomplete tender Document will be rejected.
18.2	Before submitting the tender, ensure that all the documents attached with the Technical bid are duly self-attached by the bidder.
18.3	Bidder shall not tamper/modify the format of downloaded bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
18.4	All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this/her tender.
18.5	Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No bidder shall submit more than one tender form.
18.6	The Principal-cum-Chief Superintendent Assam Medical College & Hospital Dibrugarh reserves the right to reject any or all the tenders without assigning any reason.
18.7	The Principal-cum-Chief Superintendent Assam Medical College & Hospital Dibrugarh reserves the right to change any condition of the tender before opening.
18.8	The Principal-cum-Chief Superintendent Assam Medical College & Hospital Dibrugarh will be allotted space for cafeteria of the Vendor.
18.9	The timing of all vendors should be adhered according to the direction of the Principal-cum-Chief Superintendent Assam Medical College & Hospital Dibrugarh.

18.10	No responsibility will be taken by the Assam Medical College & Hospital Dibrugarh for credit sales to students, staff, employees and others, losses or pilferage.
18.11	The Contractor shall not use the vendor premises for any other activity except for the purpose for which it has been provided for.
18.12	The successful bidder shall not keep the vendor closed on any days without prior permission from the authority of Assam Medical College & Hospital Dibrugarh. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by Assam Medical College & Hospital Dibrugarh, authority as it may deem fit.
18.13	The Canteen/Cafeteria should be in well planned and more aesthetic view with proper ventilation and lighting arrangement. The decoration made by the successful bidder at their own cost and Principal-cum-Chief Superintendent Assam Medical College & Hospital Dibrugarh will not bear any expenditure for the setting up of stall/ infrastructure.
18.14	The Canteen & Cafeteria should be installed with Exhaust fan in kitchen area at the cost of contractor.
18.15	All waste generated from the vendor must be removed by the successful bidder. It would be vendor responsibility to maintain absolute cleanliness all around the vendor.
18.16	The successful bidder must install adequate number of Fire extinguisher /Fire control items.
18.17	Door delivery service facility in the administrative and academic building should be provided without any additional cost.
18.18	The successful bidder shall be responsible for maintaining hygiene at the allotted space and for the disposal of wastages and silage generated from the canteen and cafeteria operations.
18.19	The successful bidder should hand over the premises in the same condition as it was given to them at the time of occupying and if any damages found, the charges should be recovered from the successful bidder.
18.20	On award of the contract, the successful bidder will have to file full details of the staff/team/labor employed by him with Assam Medical College & Hospital Dibrugarh administration along with copies of documents to prove their identity. The successful bidder will be responsible for obtaining Police verification certificate from the police department in respect of all employees deployed by him.
18.21	The successful bidder shall submit to Assam Medical College & Hospital Dibrugarh administration a list of all workers engaged by him, indicating name, age, home address, contact no, qualifications, etc., and would also intimate as and when any change takes place. The successful bidder shall not employ children as prohibited under the law/rules/regulation.
18.22	The payment of wages to workers must be made as per rules in vogue. Proof of wages shall be submitted to Assam Medical College & Hospital Dibrugarh administration on a monthly basis.
18.23	From time to time guidelines issued by concerned authority for use of pollution items shall be followed by the Vendor.
18.24	The successful bidder shall comply with all existing labor legislations and Acts, Provisions as applicable, such as Contract Labor 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 successful bidder in respect of non-compliance of any labor legislation in force during the validity of the contract, the successful bidder would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this/her regard.
18.25	The successful bidder shall ensure that his/her staff shall wear proper personal hygiene while in service. The staff (not below the age of 18 years) employed by the agency shall have to be medically fit, neat and clean. While on duty they must wear decent uniform, head cover, gloves and decent shoes.
18.26	The successful bidder shall have to make own arrangements for the accommodation of his/her staff outside the premise of Assam Medical College & Hospital Dibrugarh. The staff will not be allowed to stay inside the campus. However, they may permit under special

	approval of the Competent Authority of Assam Medical College & Hospital Dibrugarh, if needed. The staff engaged by the successful bidder shall: (a) Show professional courteous behavior at all times. (b) Wear neat and clean work clothes, etc. (c) will not smoke cigarettes or take alcoholic drinks in the campus and they are not allowed to chew pan, gutka, tobacco items etc.
18.27	The successful bidder shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus.
18.28	The successful bidder shall display the list of items & rates in the Cafeteria premises. The cafeteria and surrounding area should be kept neat & clean and free of unhygienic conditions.
18.29	The responsibility of maintaining the cleanliness and hygienic condition of the Cafeteria/food court will be of the successful bidder, at his/her own cost. In case of violation of this/her condition, the Assam Medical College & Hospital Dibrugarh may have the right to impose a fine and the contract may be cancelled by giving a week's notice to vacate the premises.
18.30	The successful bidder will make his/her own arrangement for cooking gas, utensil, crockery, cutlery, glasses and other kitchen equipment.
18.31	The successful bidder 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. If any damage/loss of equipment/fixtures are found then the same will be recovered from the agency. The successful bidder shall take adequate fire precautions.
18.32	The successful bidder 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 successful bidder or his/her workers, employees or agents the same shall be rectified by the successful bidder at his/her own cost either by rectifying the damage or by paying the compensation as may be determined by the Assam Medical College & Hospital Dibrugarh administration.
18.33	The successful bidder shall not sub-let the premises either in whole or part with possession of the premises. The premises shall not be used for residential purposes even for the staff employed by the successful bidder. No additions or alterations to the premises will be made without permission of the institute. No bathing and washing of clothes, etc. will be allowed in the cafeteria premises.
18.34	The successful bidder and his/her employees would be governed by the discipline rules as may be laid down by the Institute while they are inside the Assam Medical College & Hospital Dibrugarh Campus.
18.35	Quality of food/services provided will be inspected/checked by the AMC authority & food Inspector from time to time and if found unsatisfactory the contract may be cancelled at any time by the Assam Medical College & Hospital Dibrugarh Administration with/without furnishing any notice. The Assam Medical College & Hospital Dibrugarh administration reserves the right to impose a fine, if deemed necessary.
18.36	The conduct/characters/antecedents and proper bonfire of the workers in the cafeteria shall be the sole responsibility of the agency. If at any stage during the currency of contract, in any case involving moral turpitude, the SUCCESSFUL BIDDER or their employees is/are convicted, then Assam Medical College & Hospital Dibrugarh administration reserves the exclusive and special right to terminate the Contract and in such event the SUCCESSFUL BIDDER shall not be entitled to any compensation from Assam Medical College & Hospital Dibrugarh administration
18.37	The Successful bidder will use only the commercial cylinder and ISI marked gas stove for the purpose of cooking. Considering safety, the gas cylinder should be kept in gas chamber only.
18.38	Assam Medical College & Hospital Dibrugarh administration reserves the right to call upon the successful bidder to remove any person employed/working in the canteen and cafeteria, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons. The successful bidder will have to issue identity cards to its employees

	employed in the cafeteria. Assam Medical College & Hospital Dibrugarh administration reserves the right to disallow the person not having the identity card.
18.39	The successful bidder's employees shall not be allowed to use any service area situated outside the allotted area in the AMCH campus.
18.40	All the workers engaged by the successful bidders for carrying out tasks under this/her contract shall be deemed to be the employee of the successful bidders only. The successful bidders shall be solely responsible for purpose of their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The successful bidders shall also provide its workers uniform, photo-identity cards which shall be checked by the Assam Medical College & Hospital Dibrugarh administration, as and when necessary.
18.41	The Assam Medical College & Hospital Dibrugarh administration shall not be responsible for the any changes in the Minimum Wages Act or in any other labor legislation/provisions or other statutory obligations during the validity period of the contract shall be the responsibility of the successful bidders.
18.42	The Successful bidders shall not sell any cigarette, pan, alcohol etc. in the cafeteria and in the Assam Medical College & Hospital Dibrugarh premises, if anyone is found indulged in these businesses the person shall be asked to leave the campus immediately and the successful bidders shall be liable to lose the contract for breach of this/her condition.
18.43	The successful bidders and his/her staff shall comply with all instructions and directions of the Assam Medical College & Hospital Dibrugarh administration authorities given from time to time. In the event of any emergent situation, the staff of the successful bidder shall comply with instructions given by the Assam Medical College & Hospital Dibrugarh authorities, without waiting for confirmation of the Successful bidders.
18.44	The successful bidder shall undertake that any act of omission or commission including theft, by his/her Staff shall be his/her sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his/her staff individually or collectively.
18.45	The Assam Medical College & Hospital Dibrugarh administration would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of Assam Medical College & Hospital Dibrugarh rules & regulations, or if there is any lapse in compliance of any labour.
18.46	Any Legislation, or if there is any incident of indiscipline on the part of the successful bidder or his/her staff. The decision of Assam Medical College & Hospital Dibrugarh authority's in this/her regard would be final and binding on the contractor. In such an event, Assam Medical College & Hospital Dibrugarh administration shall have the right to engage any other successful bidder to carry out the task at the risk and cost of the existing successful bidder besides appropriating the security deposit and or any amounts due to the contractor. For violation of any terms and conditions of the tender, security deposit will be forfeited. If the successful bidder fails to provide the service as per the tender condition, Assam Medical College & Hospital Dibrugarh administration will make alternate arrangement from any other source. If Assam Medical College & Hospital Dibrugarh administration requires make the payment at the higher rate the difference amount will be recovered from the successful bidder either from the pending bills or from the security deposit.
18.47	If the contract is terminated by the successful bidder without giving stipulated period of notice or fails to observe the terms and conditions of the tender, letter of award for the contract and the agreement signed by the successful bidder with the College, the security deposit will be forfeited against the successful bidders additional charges to be impounded for any additional damage that the institute suffers as a result of the breach of the aforesaid terms and conditions.

18.48	The successful bidders shall not do any trade or business for hire, transfer, assign, pledge or sub- contract its right and liabilities under this/her contract premises illegally in part or in full in any manner.
18.49	The Right to fix and revise menu, Rental charges, Security Deposit, is reserved with the Assam Medical College & Hospital Dibrugarh authority.
18.50	Under any circumstances, if any of the party does not want to continue the contract, it can be withdrawn by giving One month notice.
18.51	Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

UNDERTAKING

1. I/We.....hereby solemnly agree to abide by the Terms & Conditions and the rates enumerated above. Any break of the Clause/Clauses will render my/our contract null and void.
2. I/We have understood completely about his/her tender document and the terms and conditions therein.
3. I/We have also understood that I/We have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.
4. I/We agree, that all my/our employees are paid the minimum wage as per Minimum Wages Act of the Central Government and All statutory deductions and payments to govt. like EPF, ESI (applicable for Canteen/Cafeteria, Bakery Shop and Coffee House.), GST etc. will be paid in a timely manner.

Signature of Authorized person

Date: _____
Place: _____

Name : _____
Designation: _____
Office Seal : _____

T&C OF TENDER ACCEPTANCE FORM

(To be submitted on Rs.100 stamp paper by the bidder)

To

**The Principal-cum-Chief Superintendent
Assam Medical College & Hospital
Dibrugarh – 786002 (Assam)**

1. I/We the undersigned (hereinafter known as "the successful bidder") hereby apply for grant of contract for running the cafeteria at Assam Medical College & Hospital Dibrugarh.
2. I/We have gone through all the terms and conditions and also the schedule of items as enlisted by you in your notice inviting tender for the subject under reference.
3. I/We, hereby confirm that I/We have understood all the terms and conditions and confirm my/our commitment to abide by them. In case of any discrepancy / dispute or wrong / incorrect nomenclature in the schedule, the decision of Assam Medical College & Hospital Dibrugarh shall be final.
4. I am/we are enclosing herewith a DD bearing No _____ Dated _____ for Rs. 50,000/- (Fifty Thousand only) for cafeteria / 20,000/- (Twenty Thousand only) for others towards EMD and non-refundable tender processing fee of Rs. 1500/- (D.D)/ (Cash) bearing No _____ Dated _____ in favour of "The Principal Assam Medical College" payable at the SBI AMC branch. I/We understand that the amount will be forfeited, if the applicant who is awarded the contract refuses to accept the contract.
5. I/We understand that I/We shall have to deposit a **Security deposit of Rs. 1,00,000/- (Rupees One Lakh only) or Rs.50,000/- (Rupees Fifty Thousand Only)** (which is applicable) as refundable security deposit in favour of the Principal Assam Medical College & Hospital Dibrugarh before signing the "Agreement" in case I am/we are awarded the contract. His/her deposit will not bear any interest and shall be refunded on termination of the contract after adjusting dues, if any.
6. In case the contract is awarded to me/us, I/We shall sign an agreement within 10 days (on a non-judicial stamp paper of prescribed value) of the receipt of the letter awarding of the contract.

Signature of Authorized person

Date : _____

Full Name: _____

Place : _____

ANNEXURE - C

<u>BIDDER'S PROFIL</u>		
1.	Name of the company /proprietor/ Vendor partnership firm registered for his/her purpose under any Law/Act of India	:
2.	Fathers' Name	:
3.	Complete Address	:
		:
		:
		:
4.	Mobile no:	:
	Email ID:	:
5.	Alternate Contact person name:	:
	Contact No.	:
6.	PAN No:	:
7.	GST Registration No:	:
8.	Trade License no:	:
9.	FSSAI Registration No. (If applicable)	:
10.	ESI Registration Code No. <i>(for canteen services)</i>	:
11.	EPF Registration Code No. <i>(for canteen services)</i>	:
12.	Any other information by the bidder	:
<p>I hereby solemnly declared that the information provided by me is correct and true in best of my knowledge and if found to be false and misleading, I shall be responsible for legal action against me and my tender bid shall be considered cancelled.</p>		
Signature of Authorized person		
Date :		Full Name:
Place :		

ANNUAL TURN OVER STATEMENT
(In the letterhead of the Chartered Accountant)

The Annual Turnover for the last three financial years of M/S _____

_____ are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in (Rs) both in figures & words
1.		
2.		
3.		

Date:

Signature of Auditor/ Chartered Accountant

Place:

(Name in Capital) _____

Seal

Membership No. _____

UDIN : _____

N.B: This/her turnover statement should also be supported by copies of audited annual statement of the last three financial years/Annual Report and the turnover figures mentioned above should be highlighted there.

Format for Submission of Price-Bid (Financial Bid)

SI No.	Name of the item	Minimum Base Rate/month (INR)	Rent Price/Rate in Rupees/per month
1.	College Cafeteria, AMCH	Rs. 50,000/-	
2.	Bakery Outlet near Cafeteria	Rs.12,000/-	
3.	Stationary shop near Cafeteria	Rs.12,000/-	
4.	Coffee House near Cafeteria	Rs.12,000/-	
5.	Milk products and ready to eat & drink near Causality Deptt in OPD Dispensary	Rs.10,000/-	

Rate to be quoted in words _____)Only

Signature of the Bidder

Date : _____

Full Name: _____

Place : _____

CHECK LIST

Sl. No.	Particulars	Mention Yes or No	Annexure No./Page No.
1.	Whether agreed to abide by all the terms & conditions of his/her tender.		
2.	Whether copy of valid PAN Card enclosed.		
3.	Whether copy of valid GST registration is enclosed.		
4.	Whether the firm/Company has ever been blacklisted by any Govt./Non-Govt. agency.		
5.	Shop Establishment Valid Certificate.		
6.	Whether registered with FSSAI? Copy of the FSSAI reg. for Cafeteria / Bakery/ Coffee Shop.		
7.	P.E.F and E.S.I registration for Canteen Services.		
8.	Whether "Technical" & "Financial" bids submitted separately and the respective envelopes super scribed properly.		
9.	Whether Demand Draft / Cash receipt of Rs. 1500/- (Rupees One Thousand Five Hundred) only in favour of "The Principal Assam Medical College" payable at the SBI AMC branch as Tender Processing Fee with the tender submitted (Nonrefundable in any case) or Authority Money receipt of Rs.1500/- to be attached.		
10.	Whether Demand Draft of Rs. _____ as EMD in favour of "The Principal Assam Medical College" payable at the SBI AMC branch with the tender submitted.		
11.	Whether agrees to pay minimum wages of the Government of Assam to all employees engaged. (If applicable)		

12.	Whether copy of last three years valid Income Tax Return duly certified by C.A. enclosed. <i>(If applicable)</i>		
13.	The annual turnover of the bidder per annum for the last 3 years. <i>(If applicable)</i>		
14.	Whether agreed & able to arrange for Crockery, utensil, Cutlery, etc. required for running the canteen smoothly within 15 days on accepting the work order.		
15.	Copy of Final accounts duly Certified by CA for the last three Years (to the attached) CA certified audited/unaudited. <i>(If applicable)</i>		
16.	Please specify as to whether Bidder is sole proprietor /Pvt. Ltd./Partnership firm (Name of the partner should be specified in his/her case). Separately attach details of partnership/company etc.		