



REGIONAL INSTITUTE OF MEDICAL SCIENCES: IMPHAL - 795004
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

ANNEXURE-I

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- 1) Bidders are required to submit Bid in one envelope (Superscribed : Catering service in Quarantine Centres in RIMS, Imphal) in the name of The Director, RIMS, Imphal containing two separate envelopes for the Technical Bid and the Financial bid each. Annexure are to be filled as attached.
- 2) Earnest Money Deposit (EMD) Rs. 10,000/- (Rupees ten thousand) only should be submitted in the form of Bank Draft from any Nationalized Bank/schedule bank in favour of Director RIMS payable at Imphal. Interest on such Earnest Money will not be borne by the institute. The earnest money of unsuccessful firm will be refunded on demand. For the successful bidder, it will be retained as security deposit which shall be refunded after satisfactory completion of the work. In the event of failure to complete the works within the stipulated period from the date of placing supply order, the security Deposit shall be forfeited without any prior notice. **The EMD in the form of Bank Draft should be enclosed in the Envelope containing the Technical Bid.** The bid will be rejected if the EMD is enclosed in the envelope containing the Financial Bid.
- 3) The contractor having an establishment in Imphal and running a canteen or catering services or restaurant also may apply. Preference will be given to those who are already successfully running hotel/canteen/food plaza/restaurant in reputed organization/public place.
- 4) The contract shall initially be for a period of 6(six) months, which would be renewable for a further period depending on the Covid-19 quarantine centers of RIMS, Imphal. Subsequent extension of service beyond the initial period is on mutual agreement and other criteria as determined and settled mutually.
- 5) The contract is to prepare and serve standard items of snacks, lunch, tea and other beverages to the said Quarantine Centres of RIMS, Imphal. The food and beverages provided should be of good quality and freshly prepared with fresh ingredients.
- 6) The quantity of meals to be provided per day will vary and will depend on the number of inmates in the quarantine centres of RIMS, Imphal.
- 7) Any revision in rates will be considered only at the time of renewal of the annual contract by mutual agreement taking into consideration the market/inflation rates.
- 8) Based on the suitability of offers, price bid will be opened only from those parties who fulfill the pre-qualification criteria and eligibility conditions submitted by the bidder in the technical bid. Merely quoting of lowest price does not entail the bidder for award of the contract. The price should be justified in accordance with the prevailing market rate, quality of service in question and as such the Tender Committee's decision shall be binding on the bidders.
- 9) Unrealistic rates/quotation shall be rejected outrightly.



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- 10) Bids will be evaluated on all the eligibility parameters and a short-list of eligible caterers qualified in the technical bid will be drawn. After evaluating the price-bids from the eligible short-listed caterers, the Institute shall award the final Contract to the bidder with the lowest price offer for carrying out the catering services at RIMS, Imphal. Considering the importance and nature of the work i.e. providing of food to persons at the RIMS Quarantine centres uninterruptedly, in the event of unrealistic rates (i.e. abnormally low or abnormally high rates) quoted by the bidders bids of such bidders will be rejected and award of the work without call of fresh tender will be considered from the remaining bidders.
- 11) The bidder must have an experience of at least 1 year as on 31st July, 2020 in successfully running of catering service (Copy of implementation/service to be enclosed).
- 12) The Caterer shall provide disposable containers/items for serving the food and shall also ensure that the disposable food plate, breakfast container/disposable spoons, disposable cum and paper napkins in which food and beverages are served are new, clean and having food grade quality.
- 13) The Institute has the right to levy penalty and even terminate the contract if there is deterioration in any kind of services, quality of food stuff, material, hygiene, etc. In case of any dispute in this regard, the decision of the Institute will be final and binding
- 14) The contractor shall not engage any agent or enter into sub-contract with any other caterer(s) for running the said service.
- 15) The Institute reserves the right to accept or reject any/or all the offers without assigning any reason thereof, and Institute's decision shall be final.
- 16) Either party shall terminate this contract by giving one month notice in advance to the other party.
- 17) The contractor/vendor shall provide to his cooking and serving staff appropriate dresses/uniforms, aprons, gloves, white chef's head cap or equivalent to protect hairfall into the food items etc.
- 18) The successful contractor shall indemnify the institute from any claim by its staff/employees arising from the contract.
- 19) The bidder(s) is to put their signatures at each relevant pages of the tender document during submission of their bid. The bidder may attach relevant extra sheets wherever required duly self-certified.
- 20) Any further notifications/ corrigendum related to this tender will be published on RIMS website only and not elsewhere.

(K. Dounjel)

Deputy Director (Admn.)
Regional Institute of Medical Sciences,
Imphal



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ANNEXURE-II

Declaration

I/We hereby declare that I/We have read/Understood the above instructions/conditions for the guidance of the contractors.

Date:

Signature with Official seal:

Place:

Name & Address of the Applicant:



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Instructions to Bidders

Eligible vendors may submit duly sealed applications super scribed as “Bid for Catering service in Quarantine Centres RIMS, Imphal” on or before 15-09-2019 by 4:00 PM accompanied by submission of self-certified copy of the following documents in the technical bid:

- i. The Company/ Firm/Agency profile as per Annexure – III.
- ii. Copy of valid Company/ Firm/Agency Registration Certificate
- iii. Submit the format as per Annexure – IV and V.
- iv. Details of Organizations/Institutions/Public Place where the vendor has provided/providing the canteens services
- v. GST registration number
- vi. PAN Card
- vii. Valid and applicable FSSAI license certificate
- viii. Any other certificates as found relevant by the bidder

Financial bid should essentially contain:

- a. Annexure-VI
- b. Any other self-certified certificates as found relevant by the bidder.

Non-submission of above documents would, without any further query, will be treated as non-compliance of the particular criteria and the bid is liable to be rejected as per discretion of the tender committee. Vendor/Bidder will be responsible to ensure that the application reaches the Institute on or before the due date and time. RIMS, Imphal is not responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays. Applications received after due date and time or incomplete in any respect are liable to be rejected. RIMS, Imphal reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons.



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ANNEXURE – III

(Technical Bid)

BID FOR CATERING SERVICE IN QUARANTINE CENTRES IN RIMS, IMPHAL

Sl. No.	Details/ Particulars	Details to be filled and relevant documents to be submitted (duly self attested) (Yes/No)	Page No.
1	Name and Address of the Individual/ Firm/Company registration from authorized govt. body		
2	Name & Address of the Proprietor/ Person-in-Charge/ Partners/ Director, as the case may be.		
3	Year of Establishment		
4	Telephone and Mobile number of the person to be contacted		
5	PAN number (If available)		
6	GST Registration Number		
7	FSSIAI License Number (If available)		
8	Bank details along with bank solvency certificate. a) Name in a/c b) A/c no. c) Name of the Bank d) Name of the Branch e) IFS Code of the Branch		
9	Details of experience during last one years (to be enclosed)		
10	Details of the Earnest Money Deposit Rs. 10,000/- (Rupees ten thousand only).		

Signature of the bidder with seal.

Date:
Place:



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Annexure –IV

DECLARATION

I / We hereby declare that the information furnished above is true to the best of my/our knowledge. I/We have enclosed necessary documentary evidence in support of the same. I/ We have not been banned and de-listed by any Government Department/ Financial Institution / have not been convicted by any Court of Law.

Place:

Signature with Official Seal:

Date: _

Name and Address of the Applicant:



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ANNEXURE – V

Tender acceptance letter
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No.

Name of Tender/ Work:

Sir,

I/We have obtained the tender document for the above mentioned 'Tender/ Work' from the web site(s) namely:
as per our advertisement, given in the above mentioned website(s).

1. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents) which form part of the contract agreement and I/We shall abide hereby by the terms/ conditions/ clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender documents(s)/ corrigendum(s) in its totality/ entirety.
4. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Date:

(Signature of the Bidder, with Official seal)



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Annexure-VI

PRICE BID

Sl. No.	Particular Items	Unit	Price per Unit
1	Breakfast including disposable container		
1(a)	Tea + 2 Poori with Subji +1 banana/egg	1 set	
1(b)	Tea + 1 Paratha with Subji +1 banana + 1 boiled egg	1 set	
1(c)	Tea + 2 pcs Bread with butter/ jam/ jelly + 1 banana + 1 boiled egg	1 set	
2	Lunch including disposable container		
2(a)	Rice + Dal curry + Veg. Subji + Fish curry + Salad/Boiled veg.	1 set	
2(b)	Rice + Dal curry + Veg. Subji + Chicken curry + Salad/Boiled veg.	1 set	
3	Evening Tea including disposable container		
3(a)	Tea + Samosa	1 set	
3(b)	Tea + Kachori	1 set	
3(c)	Tea + Veg. Macroni	1 set	
3(d)	Tea + Veg. Chowmin	1 set	
4	Dinner including disposable container		
4(a)	Rice + Dal curry + Veg. Subji + Channa (Paneer) curry/ Pakora + Salad/Chutney/ Pickle	1 set	
5	Water bottle 1 Ltr. Capacity (to mention brand)	Each	

NOTE:

- ✓ Price Bid for food items (Sl.No. 1 to 4 above) and Water bottle (Sl.No. 5) will be considered as separate items and if two bidder are having least prices for these two items, separate work orders will be issued. For water, the bidder should mention the brand.
 - ✓ Combination of food items/menu shall be prescribed by the Institute based on the above combinations and the successful bidder has to provide the food as per the Menu.
 - ✓ For the ranking purpose at the time of evaluation of the price bids, the sum total of the rates of items 1(a) to 4(a) above will be taken to determine the lowest rate. For water item, as it is a single item, the rate quoted thereof will be compared for determining the lowest rate.
 - ✓ Minimum number of 4(four) varieties of Dals i.e. Masoor, Arhar, Kangtak and Moong shall be provided in such a manner that each type of Dal is provided at least in 2(two) meals in a week i.e. 2 meals out of 14 meals in a week i.e. 8 prescribed varieties of Dals in 14 meals and 6 remaining weeks may be other Dals or repeat of the above mentioned 4 varieties.
1. I/We have gone through the Terms & Conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.
 2. The above quoted rates are inclusive of all charges payable up to RIMS, Imphal site and cost involved for whole work. No other charges would be payable by the Institute.
 3. That I/We shall provide the quality work.
 4. That I/We undertake that the information given in this tender are true and correct in all respect.

Signature of the bidder with seal.

Date:
Place: