



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

Phone : 0385-2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

No. PUR/MISC/18/2025-Pur Sec:

EXPRESSION OF INTEREST (EOI)

24th October, 2025

Regional Institute of Medical Sciences, Lamphelpat, Imphal, invites sealed tender (Two bid system) from competent and experienced catering agencies/ restaurant owners for the provision of catering services, as and when required in RIMS, Imphal. Tender documents containing details of the item along with terms and conditions can be had from the Institute's website i.e. www.rims.edu.in on or after 25th October, 2025.

Interested parties/agencies may submit their tenders on or before 3rd November, 2025 by 4:00 pm in the prescribed format in a sealed cover superscripting thereon "EOI for Empanelment as Outdoor Catering Service Provider at RIMS, Imphal". Sealed tender shall be open on 5th November, 2025 at 2:00 pm.


24/10/25

(R.K. Mecolt Singh)
Deputy Director (Admn.)



ANNEXURE-I

GENERAL TERMS AND CONDITIONS OF THE CONTRACT: -

- i) Bidders are required to submit Bid in one envelope (Superscribed: EOI FOR EMPANELMENT AS OUDOOR CATERING SERVICE PROVIDER AT RIMS, IMPHAL) in the name of The Director, RIMS, Imphal, containing two separate envelopes for the Technical bid and Financial bid each. Annexure are to be filled as attached.
- ii) Earnest Money Deposit (EMD) **Rs. 20,000/- (Rupees Twenty thousand only)** should be submitted in the form of Bank Draft from any Nationalized Bank/schedule bank or money deposit receipt 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 contract. 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 from any Nationalized Bank/schedule bank or money deposit receipt 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.
- iii) The firm having an establishment in Imphal and running a canteen or catering services or restaurant. Preference will be given to those who are already successfully running hotel/canteen/food plaza/restaurant in reputed organization/public place.
- iv) The empanelment shall initially be for a period of 1(one) year from the date of empanelment with provision for further extension of one-year subject to satisfactory performance. After reviewing the performance, the empanelment may be considered for renewal for a period as deemed suitable by the institute. In case of unsatisfactory performance/breach of terms, the hiring contract may be terminated with fifteen days' notice.
- v) The contract is to prepare and serve standard items of snacks, lunch, teach and other beverages. The food and beverages provided should be of good quality and freshly prepared with fresh ingredients. The caterer should provide quality food and service on time. The service should be provided smoothly and in a professional manner within the prescribed time and place communicated by the institute. The caterer shall not subcontract to another person/business.
- vi) The Commercial bids of only those bidders who qualify the technical evaluation stage will be opened. All other Commercial bids will be returned unopened. The Commercial Bids (As per the formats provided in the RFP Document) of the technically qualified bidders will be evaluated as per the evolution criteria mentioned in this document.
- vii) On the financial bids opened, the bidder with the lowest financial quote in each category shall be considered as L1, All the other technically qualified bidders will have to match their financials with the lowest rate (L1) for empanelment. It shall be obligatory on the part of the empaneled bidders to match the lower rate (L1) in each category.



- viii) All the technically qualified agencies agreeing to match the aforementioned prices shall be empaneled. The Client of RIMS, Imphal, shall award the catering service to any of the empaneled consulting firms at the “Value” and for the Scope of Work” as finalized under their RFP.
- ix) 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. Unrealistic rates/ quotation shall be rejected outrightly.
- x) Any revision in rates will be considered only at the time of renewal of the contract by mutual agreement taking into consideration the market/inflation rates.
- xi) No money will be given by the Institute as advance; payment will be made after submission of the bill. All the payments will be made in Account Payee Cheques/TSA only in favour of the service provider.
- xii) The caterer should keep in mind the unit cost/ per head cost as instructed by the institute while providing foods to the guests/ staffs/ students, in case any deviation beyond the per head cost the agency should seek the consent of the responsible officials of the Institute.
- xiii) The agency is not supposed to claim/demand any money from the faculty/ guest/ students/ participants for providing the service. However, if any extra service beyond the institute prescribed service the agency should provide the same if available with them provider prior consent of the responsible officer of the institute.
- xiv) The institute reserves the right to empanel the service provider at its discretion. The Institute has reserved/ right to cancel the EOI at any stages of all tenders. The Institute reserves the right to change any condition of the EOI before opening of the technical bids.
- xv) Canvassing in any form will make the tender liable to rejection. Conditional tender will not be accepted and will be rejected outright.
- xvi) The tenderer should have certificate and possess license as per Food safety and standards & FSSAI Act 2006 (Attested copies of the certificates to be submitted along with technical bid).
- xvii) The bidder should have a valid license issued by the Competent Authority. Duly signed copy of catering license should be enclosed with the technical bid.
- xviii) The Institute has the right to levy penalty and even terminate the contract if there is deterioration in any kind of services, quality of good stuff, material, hygiene etc. In case of any dispute in this regard, the decision of the Institute will be final and binding.
- xix) The Contractor shall not engage any agent or enter into sub-contract with any other caterer(s) for running the said service.
- xx) Either party shall terminate this contract by giving one-month notice in advance to the other party.



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- xxi) 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.
- xxii) The successful bidder will be required to submit the Any further notification/ corrigendum related to this EOI will be published on RIMS website: www.rims.edu.in



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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 superscribed as “EOI for Empanelment as Outdoor Catering Service Provider at RIMS, Imphal” on or before 03.11.2025 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 their services.
- v. GST registration number
- vi. 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)

“EOI for Empanelment as Outdoor Catering Service Provider at 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. 20,000/- (Rupees Twenty thousand only).		

Signature of the bidder with seal.

Date:
Place:



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:



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/ organization 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)



ANNEXURE-VI

PRICE BID

Sl.No.	Description of the item	Unit	Rate
1	<u>Breakfast/Refreshment</u>	1 piece	
i)	Special Tea	1 piece	
ii)	Samosa	1 piece	
iii)	Puri	1 piece	
iv)	Parantha	1 piece	
v)	Boiled egg	1 piece	
vi)	Banana	1 piece	
vii)	Pulao	1 piece	
viii)	Sandwich small size	1 piece	
ix)	Sandwich medium size	1 piece	
x)	Packet containing cake, aloo bhujia, gulab jamun/laddu, dry fruit items, burfy, juice	1 piece	
xi)	Water bottle 1 ltr.	1 piece	
xii)	Transportation Charges		
xiii)	Manpower cost		

2	Working lunch / Dinner	Cost per person/ plate
	NON-VEG	
i)	Rice, Naan/Chapati, chicken curry, fish curry, Dal, Ooti, Eronba, Salad (carrot, tomatoe, beet root, cucumber, onion, chilli, two-piece lemon), Chamfut, Kheer, Singju, Sana Thongba, Pakoda, Kanghou, Vegetable Sabji	1 set
ii)	Rice, Chicken curry, fish curry, Dal, Ooti, Eronba, Salad (carrot, tomatoe, beet root, cucumber, onion, chilli, two-piece lemon), Chamfut, Kheer, Singju, Sana Thongba, Pakoda, Kanghou, Vegetable Sabji	1 set
iii)	Rice, Naan/Chapati, Chicken curry, Sareng thongba/Rhou Thongba, Dal, Ooti, Eronba, Salad (carrot, tomatoe, beet root, cucumber, onion, chilli, two-piece lemon), Chamfut, Kheer, Singju, Sana Thongba, Pakoda, Kanghou, Vegetable Sabji	1 set
	VEGETABLE	
i)	Rice, Naan/Chapati, Dal, Ooti, Eronba, Salad (carrot, tomatoe, beet root, cucumber, onion, chilli, two-piece lemon), Chamfut, Kheer, Singju, Sana Thongba, Pakoda, Kanghou, Vegetable Sabji	1 set
ii)	Rice, Naan/Chapati, Chicken curry, Sareng thongba/Rhou Thongba, Dal, Ooti, Eronba, Salad (carrot, tomatoe, beet root, cucumber, onion, chilli, two-piece lemon), Chamfut, Kheer, Singju, Sana Thongba, Pakoda, Kanghou, Vegetable Sabji	1 set
iv)	Transportation charges	
v)	Manpower cost	

Authorized Signatory

Seal



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**APPLICATION FORM FOR EXPRESSION OF INTEREST FOR EMPANELMENT AS
OUTDOOR CATERING SERVICE PROVIDER AT RIMS, IMPHAL.**

To,

The Director
Regional Institute of Medical Sciences,
Lamphelpat, Imphal - 795004.

Subject: Submission of rate quotation for Empanelment as Outdoor Catering Service Provider at RIMS, Imphal”.

Dear Sir,

I / we express interest to engage my/ our agency on hire with RIMS, Imphal, for “EOI for Empanelment as Outdoor Catering Service Provider at RIMS, Imphal”. I/We agree to abide by all the terms and conditions laid down in the General Terms and Conditions of EOI No.

1. Name of the Proprietor/Unit/Partnership Firm/company:
2. Full postal address:
3. Phone No.:-
4. Name of the Contact Person:
5. Mobile No of the contact Person:
6. Copy of registered partnership deed/ power of Attorney/Certificate of incorporation/memorandum of Association/Registration certificate
7. Pan No of the Agency.
8. GST No.

Declaration:

I/We certify that all the information furnished are true and I /We confirm that in case of any of this information is found to be false/wrong, the application/work order (if awarded) shall be liable for rejection at any stage / time without any reference to me/us by Regional Institute of Medical Sciences, Lamphelpat, Imphal.

Signature of the applicant

Seal & Date.