

GOVERNMENT MEDICAL COLLEGE KATHUA



NOTICE INVITING TENDER (NIT)

(E- PROCUREMENT MODE)

FOR

CANTEEN SERVICES

AT

ASSOCIATED HOSPITAL
GOVERNMENT MEDICAL COLLEGE KATHUA
(Union Territory of Jammu and Kashmir)

Tender Ref. No. 01 OF GMCK 2024

Dated:- 07.02.2024

Website: <http://www.gmckathua.in>

Address

Principal

Government Medical College
Kathua- 184101
(Jammu & Kashmir)

(Phone: +91-1922-295586, Email. kathuagmc1@gmail.com)

e- Tender Notice No. 01 of GMCK 2024

For and on behalf of the Hon'ble Lt. Governor of Kathua & Kashmir, e-tenders are invited from the reputed firms/agencies having Annual Turnover of not less than one crore during the last three years (cumulative) and minimum thirty lakhs in the one year for providing canteen services at Associated Hospital, Government Medical College, Kathua.

S.No.	Particulars of the tenders	Cost of tender fee	Earnest Money Deposit	Date of opening of Bid
1.	Canteen Services in Associated Hospital, Government Medical College, Kathua	Rs. 2000.00 only	Rs. 03.00 Lakhs only	Any date convenient to the committee

1. The tender document for the above job can be seen on the Jktenders.gov.in from 07.02.2024 (4:00 pm.)
2. The tender documents can be downloaded from the Jktenders.gov.in from 08.02.2024 (9:00 am.) onwards
3. Pre-Bid meeting shall be held in the conference hall of the Principal, GMC Kathua on 15-02-2024 at 11:30 am.
4. The bids shall be deposited in electronic format on Jktenders.gov.in from 08.02.2024 (9:00 am.) upto 28.02.2024 (4.00 pm.) only.
5. The uploaded bids on the website Jktenders.gov.in will be opened on 01.03.2024 (3:00 pm.) in conference hall, Principal Govt. Medical College Kathua in presence of bidders who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue.
6. Cost of tender document (in shape of DD) & earnest money (in shape of CDR/FDR) in original favouring Chief Accounts Officer, Govt. Medical College Kathua should reach in office of Member Secretary Purchase Committee, Govt. Medical College Kathua through speed post/Regd. Post/Courier/in-person before due time of submission of bid along with other documents. Rate Contract Committee shall not be responsible for any delay due to any reason.
7. Original copy of affidavit on Rs.100/- stamp paper duly attested by 1st Class Magistrate with the effect that-

- a) The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
 - b) The firm has not been blacklisted in the past by any Govt./ Private institution of the country.
 - c) If anything found wrong at any stage, it will be personally responsible for the same.
 - d) That no allotment order has been cancelled after the allotment in the last five years by any Govt./Private institution of the country. If any cancellation order found against me or my firm, the allotment order may be cancelled and the action may be initiated against me under rules.
8. Complete bidding process will be on line (Price bid not to be submitted in physical form)

Sd/-
Principal
Government Medical College
Kathua

No: - GMCK/Estt-III/2023-24/975-978

Date: - 07.02.2024

Copy to the: -

1. Joint Director, Information Department, Jammu with the request to publish the Tender Notice in at least two leading Newspapers. The cuttings may be sent to this office for confirmation.
2. Medical Superintendent, Associated Hospital, GMC Kathua for information.
3. Chief Accounts Officer, Government Medical College, Kathua for information.
4. Incharge website, Govt. Medical College, Kathua for information and necessary action.
5. Office Copy

Instruction to bidders regarding e-tendering process:-

1. The interested bidder can download the NIT/bidding document from the website JKtender.gov.in.
2. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per information technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
6. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original instruments in respect of cost of documents and EMD be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
12. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
13. The guidelines for submission of bid online can be downloaded from the website JKtender.gov.in.

INSTRUCTIONS FOR BIDDERS

1. Tenders to be submitted under two cover system.

A) COVER 1st (Technical Cover) should contain:

1. Scanned copy of tender fees in shape of DD/FDR/CRD.
2. Scanned copy of EMD in shape of DD/FDR/CRD.

CDR/FDR Format:

Received from M/s.....pledged to the Principal, Govt. Medical College, Kathua.

3. Under Taking /Letter of Acceptance of the NIT conditions.
4. Scanned Copy of an affidavit on Rs.100/- stamp paper duly attested by 1st Class Magistrate with the effect that:-
 - i. The documents/catalogues etc enclosed with the Tender are genuine and have not been tampered or fabricated.
 - ii. The firm has not been blacklisted in the past by any Govt./ Private institution of the country.
 - iii. If anything found wrong at any stage, I will be personally responsible for the same.
 - iv. That no order (allotment order) has been cancelled after the allotment in the last five years by any Govt./ private institution of the country. If any cancellation order found against the firm, they will be disqualified and action will be taken against them under rules.

5. Scanned copies of below mentioned documents shall be loaded in "My Document" area for bidders:

- a) Certificate of Registration with Labour Department.
- b) Pan Card of the bidder / Agency/ Organization.
- c) Valid License from the Commissioner Food safety under Food Safety and Standards Authority of India (FSSAI) Act.
- d) Copy of GST Certificate and Latest GSST Returns.
- e) PAN Based copies of ITR for the last three preceding years.
- f) Certificate of experience in form of completion certificate from Govt./Semi-government/ autonomous bodies under the control of government/private institutions with the NOC from the concerned authority regarding the payment of electricity and water bills and other due if any.
- g) If the bidder has already worked in the Govt. Medical College & its Associated Hospitals, Kathua then they have to submit the NOC from the

concerned DDO duly countersigned by Medical Superintendent regarding the payment of electricity and water bills and other dues, if any.

- h) Tender Fee and EMD.
- i) Annexure 1, 2, 3, 4 & 5. (self attested with sign & stamp)

Absence of any one mentioned above may lead to rejection of tender outrightly.

B) COVER 2nd: (Financial Cover)

- 1. Rates submitted by the bidders in the BOQ.

Detailed description of rates.

Financial bids (Price bid) of only those bidders/tenderers shall be opened who qualifies in Technical by the specification Compliance Statement on the basis of Technical Evaluation report submitted experts of respective discipline.

OTHER TERMS & CONDITIONS OF THE CONTRACT.

- 1. The approved contractor/ bidder shall carefully examine the terms & conditions. In case of any doubts, he shall before signing the contract refer to the Officer-in-charge for clarifications. After signing the documents no communications regarding change in terms & conditions shall be entertained.
- 2. The bidder / authorized representatives should point out to the chairperson Purchase committee on date of Pre-Bid meeting only, embitterment if any. Thereafter the bidder / authorized representative will have no legal right to confer or to represent on one ground or the other. All the documents attached with the tender should be self attested by the authorized signatory of the firm with seal.
- 3. No conditional tender shall be accepted. In the interest of Administration, the committee reserves right to accept or reject any tender/ quotation without assigning any reasons thereof.
- 4. The Successful bidders are bound to stick on the rates once quoted by them and once approved by the purchase committee.
- 5. The Contract shall be approved for a period of two years from the date of issue of the contract, which can be extended, for one more year, subject to satisfactory performance of the contractor from the concerned authority, and the proportionate payment of the extended period shall be deposited by the contractor as fixed by the authorities immediately within one week after the extension of contract is granted.
- 6. Contract shall be allotted to the bidder who besides qualifying the other terms & conditions offers highest bid for the Canteen. The bid approved

shall be deposited by the approved contractor with the cashier of the respective Hospital/ College in "Hospital Development Fund" / "College Development Fund" annually in one installment within 15 days from the date of allotment of the rate contract inclusive of all taxes in vogue. If the highest bidder fails to submit the bidding amount within 15 days, it shall entail cancellation of award in favour of highest bidder, subsequently offer would be made to 2nd highest bidder for taking up the rate contract on rates offered by the highest bidder. If the 2nd highest bidder also fails to submit the amount within a period of 15 days, the opportunity would be given to the 3rd highest bidder on the rates offered by the highest bidder.

7. EARNEST MONEY

All tenders should be accompanied with the Earnest money deposits in the shape of FDR/CDR for Rs. 03.00 lakhs (three lakhs) from Nationalized Bank valid for three years pledged in the name of the Member Secretary Purchase Committee, GMC Kathua. Please note that the tender Number, its due date and complete address of the firms should also be written on the back side of the CDR/FDR so as to ensure its safe return to the unsuccessful tenderers as the case may be.

The Earnest Money Deposit of all the renderers/bidders shall be released within one month after the approval is issued.

8. The successful bidder shall have to deposit a Performance Security of 10% of the bid value of the contract in the form of DD/FD/CDR from any Nationalized bank within 07 days from the issuance of the contract. The bid security/EMD shall be refunded to the successful bidder on the receipt of performance security. The EMD of the unsuccessful bidders will be return after the finalization of the tender.
9. Rent of the premises allotted to the approved firm shall be enhanced by 10% every year.
10. Rates approved shall be enhanced by 10% every year.
11. Negligence on part of the approved contractors, in any shape shall lead to cancellation of contract without any notice, besides imposition of penalty which includes forfeiture of Performance Security submitted.
12. Penalty to the tune of Rs. 20,000/- shall be imposed on the contractor if any misbehavior, overcharging, unhygienic food/eatables are reported.
13. Repairs, if any, reported or desired by the administration in and around the allotted premises shall be undertaken by the approved contractors without any charges. They will be responsible for replacement/repairs of the cooking, electrical fittings, electrical gadgets including machinery &

- equipments. Air conditioners during the currency of the contract. Proper hygiene of the kitchen, including tiles, serving trolleys etc., shall be maintained by the approved contractor.
14. A proper handing over/taking over of the inventory shall be done while allotment of the contract and also after completion of the contract.
 15. Electricity charges shall be borne by the approved contractor. For the purpose, they will install the electric meters and the charges at actual shall be deposited with the cashier of the college/hospital as the case may be. Pilferage of electricity or non installation of electric meters reported/found at any time shall invite a fine of Rs. 20,000.00 for every occasion. Readings shall be verified by the Medical Superintendent of the concerned hospital or his/her authorized representative and a log book shall also be maintained in this regard in every hospital. However water shall be provided by the college/hospital authorities on the commercial rates as fixed by the UT of J&K.
 16. Medical Superintendents of the respective hospital shall constitute a committee for surprise check of the eatables served in the canteen, and give their feedback to the Principal, GMC Kathua through the Medical Superintendent.
 17. Sales of canteen article shall be done through Electronic Cash register/Dispenser machine only.
 18. The Purchase Committee/Tender Inviting Authority will not be held responsible for any delay in submission of online bid.
 19. Non supply of Canteen eatables/Sudden Stoppage will attract a penalty of Rs. 10,000/- per day. Besides termination of contract without any notice.
 20. The committee reserves itself the rights to accept or reject any tender or part thereof without assigning any reason and is not bound to accept the rates of lowest tendered party.
 21. The successful renderer shall not in any case assign or sublet the approved contract any part thereof to any other party.
 22. The same person should sign all correspondence letter and documents who has signed the original tender. In case of change to this effect, an affidavit duly attested by the 1st Class Judicial magistrate shall have to be sent in support of the change.
 23. The approved contractor to entire satisfaction of the concerned authorities shall maintain the furniture and the furnishing in the canteen.
 24. The institution shall not be responsible for any leakage, theft or loss to the Government property sustained in the Kitchen premises during the period of contract. The same, if occurs, shall be made good from the approved contractor.

25. The utensils (ISI Standards) required for cooking and distribution of eatables to the customers shall have to be maintained and procured by the approved contractor without any extra cost.
26. The cooks and bearers working in the kitchen or at the time of distribution of "eatables" to the customers should be in proper uniform which shall be "BLACK CAP WITH WHITE SHIRT & BLACK PENT".
27. The staff engaged should wear proper dress along with polythene gloves while distributing eatables to the customers for maintaining proper hygiene.
28. Food and all other allied articles should be fresh and hygienically prepared and served through the staff identified for the purpose under the direct supervision of the contractor/manager.
29. It shall be the responsibility of the successful tenderer to keep the eatables clean and wholesome. All the eatables shall be subject to check by the hospital administration.
30. The cooking arrangements and the maintenance of the kitchen is the sole responsibility of the approved contractor and will be supervised by the concerned authorities. In case of any default, found during the supervision and inspection, a penalty to the extent of Rs. 10,000.00 shall be imposed, for each such occasion.
31. Use of Plastic for serving is totally prohibited.
32. No child labour should be engaged for running business in the premises. All relevant labour laws must be adhered to during the contract
33. The approved contractor shall carry-out pest control in the premises allotted to them on quarterly basis from a qualified professional company.
34. **Force Majeure**

If during the currency of contract, there is any outbreak of war, natural calamity or any other factor which effects the business whether financially or otherwise affects the execution of the contract, the Contractor unless contract is terminated under provision of this clause shall make his / her best efforts to complete the contract. However after outbreak of such war, Govt. Medical College & Associated Hospitals, Kathua shall be entitled to terminate the contract at any time by giving notice in writing. Force Majeure is hereby defined as a clause which is beyond the control of GMC Kathua / Tenderer and which consequently affects the performance of the contract.

Any of the parties may apply to the Principal, Govt. Medical College Kathua for the appointment of the Arbitrator in the event of any dispute / difference. On receipt of such request, it shall be lawful for the Principal, GMC Kathua to appoint an Arbitrator to adjudicate upon the dispute/ differences. The Arbitrator so appointed shall enter upon reference and

decide the dispute in accordance with J&K Arbitration Conciliation Act, Place of arbitration shall be Kathua.

35. JURISDICTION OF THE COURTS

The Courts at Kathua District alone shall have the jurisdiction with respect to the subject matters of this e-tender.

36. The approved contractor shall be bound to sell the approved eatables on the rates so fixed. Rates fixed shall be enhanced by 10% every year only after taking the proper permission from the Principal, Government Medical College, Kathua. Overcharging/ under quantity / unhygienic food/eatables in the allotted premises/ cooking area, misbehavior, are reported shall invite disciplinary proceedings against the approved contract which include penalty to the tune of Rs. 20,000/- on each occasion / termination of contract / forfeiture of earnest money/ blacklisting or all.

37. The approved contractor shall have to display the approved rates at prominent places for information of the general public.

38. The approved contractor shall install a complaint box outside the canteen for dropping the complaints by the general public, which shall be opened and monitored by the committee of Hospital authorities for their proper disposal.

39. Repairs, if any, reported or desired by the Administration in and around the allotted premises shall be undertaken by the approved contractors without any charges. They will be responsible for replacement/repairs of the Cooking, electrical fittings, electrical gadgets including machinery & equipments, Air Conditioners during the currency of the contract. Proper hygiene, including tiles, serving trolleys etc. shall be maintained by the approved contractor. New Air conditioners if required to be installed shall also be installed by the approved contractor without any charges.

40. A proper handing over/taking over of the inventory shall be done while allotment of the contract and also after completion of the contract.

41. The approved contractors shall have to install CCTV Cameras in and around the areas allotted to them, with recording facility. The footage of CCTV cameras if required by the Authorities shall be provided to them as and when desired.

42. The Committee reserves itself the rights to accept or reject any tender or part thereof without assigning any reason and is not bound to accept the rates of highest tendered part thereof to any other party.

43. The successful bidder shall not in any case assign or sublet the approved contract any part thereof to any party.

44. All conditions will be followed as per the General Financial Rules 2017.

45. Rates of the items which have to be sold through canteens are fixed. There will be no change in rates without the prior permission from the Principal, Government Medical College, Kathua.

We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by us in token of our acceptance of the "condition of the contractor" and are without any cutting/overwriting).

**Signature of the Bidder with seal
Name and address of the Bidder**

ANNEXURE-1

BIDDER PROFILE (To be typed on official letter head of the firm/Bidder)

- 1) Name of the firm: _____
- 2) Registration No. of Labour Department: _____
(Please enclose a copy of the Registration Certificate)
- 3) FSSAI Certificate No: _____
(Please enclose a copy of the Certificate)
- 4) Name of the Proprietor: _____
- 5) Date of Establishment of Firm: _____
- 6) PAN: _____
- 7) Address: _____
- 8) Contact No: _____
- 9) Fax: _____
- 10) Website (if any): _____
- 11) Mobile No of contact person (s): _____
- 12) E-mail address: _____
- 13) Income tax Return of last 3 years attach photo copy and attested by CA
2020-2021: _____
2021-2022: _____
2022-2023: _____
- 14) Year wise Turnover of the Firm during the last three years.
2020-2021: _____
2021-2022: _____
2022-2023: _____
- 15) Details of CDR of ₹ 03.00 Lakhs only (Three Lakhs only) as EMD/Security deposit (refundable) drawn from any nationalized Bank favouring Principal, GMC, Kathua payable at Kathua.

- 16) Demand Draft Details: _____
Demand Draft No: _____
Date: _____
For Rs: _____
Drawn on: _____
- 17) Any Other Information _____

Declaration

This is to certify that I/ We before signing this tender have read fully understood all terms and conditions contained herein and undertake myself/ ourselves to abide by them.

**Signature of the Bidder with seal
Name and address of the Bidder**

ANNEXURE-2

(To be typed on official letter head of the firm/Bidder)

Principal,
Govt. Medical College,
Kathua

Subject: - Undertaking/letter of acceptance.

Sir,

- 1) I we do agree for all clauses, terms and conditions of the tender documents.
- 2) I/ we agree to abide the contract for a period of two years to provide the services from the date of award of the contract which may be extended by the committee till new rate contract is finalized.
- 3) I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
- 4) 1/ we declare that our financial position is sound and we are competent to execute the contract.
- 5) I we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.
- 6) I/we undertake that we will not stop the supply of eatables in the allotted canteen for whatsoever the reasons.

**Signature of the Bidder with seal
Name and address of the Bidder**

ANNEXURE-3

(To be typed on official letter head of the firm/Bidder)

Principal,
Govt. Medical College,
Kathua

Sub: Tender for Canteen Services in Govt. Medical College, Kathua

Sir,

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- 3) I/We abide by the provisions of Contract Labour Act and other statutory provisions and any other charges applicable from time to time.
- 4) I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time and shall be fully responsible for any violation.
- 5) I/We shall be personally responsible for maintenance of hygiene and quality of eatables to be served through the Canteens.

**(Signature of the Bidder with seal)
Name and address of the Bidder**

ANNEXURE-4

Rates to be offered, inclusive of all taxes/ charges for the items pertaining to the Canteen Service in the Govt. Medical College, Kathua. Rates of the items which have to be sold through canteen are fixed. There will be no change in the rates without the prior permission from the Principal, Government Medical College, Kathua.

S. No.	Items	Unit of Measures	Rates
1	Tea	Per cup (125 ml)	₹ 10.00
2	Coffee	Per cup (100ml)	₹ 10.00
3	Samosa Chatni	Two pieces (standard size)	₹ 20.00
4	Puri Channa	Two puri and channa	₹ 30.00
5	Chat Papdi	Per plate	₹ 30.00
6	Dahi Bhalla	2 pcs per plate	₹ 30.00
7	Stuffed Parantha	Per Parantha	₹ 20.00
8	Fried Rice	Per plate	₹ 30.00
9	Dry Chilly Paneer	Per plate(05 piece paneer)	₹ 75.00
10	Palak paneer	Per plate (05 piece paneer)	₹ 60.00
11	Garlic paneer	Per plate(05 piece paneer)	₹ 80.00
12	Naan plain	Per piece Naan	₹ 15.00
13	Naan Butter	Per piece Naan	₹ 20.00
14	Tawa Roti	Per Piece	₹ 6.00
15	Kulcha	Per Plate	₹ 20.00
16	Rice	Per Plate	₹ 35.00
17	Veg Patties	Per piece (big)	₹ 15.00
18	Thali	Per Thalli (two Roti,Rice, Dal/ Rajmah, one vegetable, curd and salad with papad)	₹ 70.00
19	Thali Special	Per Thalli (two Roti,Rice, Dal/ Rajmah, Paneer & Mix veg. , curd & salad with pickle)	₹ 90.00

20	Rajmah & Rice with chatni	Per plate	₹ 50.00
21	Rajmah	Per plate (Full)	₹ 30.00
22	Allu Taki	Per plate (two Alloo Tikki)	₹ 30.00
23	Paneer Pakora	Per plate 200gm	₹ 60.00
24	Veg Pakora	Per plate 200gm	₹ 40.00
25	Curd Plate	Per plate (150gm.)	₹ 20.00
26	Dal Makhni	Per plate (Full)	₹ 50.00
27	Dry Mushroom	Per plate (Full)	₹ 60.00
28	Mix vegetable	Per plate (Full)	₹ 50.00
29	Garlic Mushroom	Per plate	₹ 80.00
30	Bread Omelet	Omelet (two eggs) +two slice bread	₹ 30.00
31	Channa Masala	Per plate	₹ 40.00
32	Nadru Jakhni	Per plate	₹ 60.00
33	Dosa plain	Per plate	₹ 25.00
34	Dosa Masala	Per plate	₹ 30.00
35	Uttipam Cheese	Per plate	₹ 50.00
36	Veg. Manchurian	Per plate	₹ 60.00
37	Sandwich	per piece	₹ 25.00
38	Sandwich Grill	per piece	₹ 30.00
39	Masala Champ	Per plate (08 pieces)	₹ 50.00
40	Spring Roll	Per plate (08 pieces)	₹ 40.00
41	Palak paneer	Per plate (08 pieces)	₹ 80.00
42	Veg. Soup	Per bowl(200ml.)	₹ 25.00
43	Mancho soup	Per bowl(200ml.)	₹ 30.00
44	Hot & Sour Soup	Per bowl(200ml.)	₹ 30.00
45	Kadhai paneer	Per plate	₹ 80.00
46	Channa Bhattura	Per plate	₹ 30.00

ANNEXURE-5

Details of Canteen in the Associated Hospital, Govt. Medical College, Kathua

S.No.	Particulars	No.	Location	Minimum reserve bid fixed by the Department (to be deposited by the approved contract in HDF/ CDF every month)
1	Associated Hospital, Government Medical College, Kathua	1	Basement of New Building, Associated Hospital, Government Medical College, Kathua	Rs. 40,000/- per month

NOTE

Bid to be offered in the electronic form only (BOQ)

No rates in physical form shall be accepted.

Rent of the Canteen fixed shall be enhanced by 10% every year.