

# GOVERNMENT MEDICAL COLLEGE



## NOTICE INVITING TENDER (NIT)

(E- PROCUREMENT MODE)

FOR

## DIET FOR INDOOR PATIENTS

AT

GOVERNMENT MEDICAL COLLEGE

KATHUA

(Union Territory of Jammu and Kashmir)

Tender Ref. No. 03 of 2021

Date 28<sup>th</sup> of August, 2021

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

### ADDRESS

Principal

Government Medical College

Kathua- 184101

(Phone: 01922-234323, Email. kathuagmc1@gmail.com)

## **NOTICE INVITING TENDER (E-PROCUREMENT MODE)**

Reference No: 03 of 2021

Dated: 28<sup>th</sup> of August, 2021

### **Notice Inviting Tender (NIT)-(E-Procurement Mode) for providing Diet to Hospital Patients in Associated Hospital, Government Medical College, Kathua**

Government Medical College, Kathua invites E-Tenders / online bids from competent and experienced contractors for providing supply of cooked diet for indoor patients admitted to the above mentioned health institution for period of 03 (three) years in the Associated Hospital, Government Medical College, Kathua as per the detailed specifications given in the tender document (RFP) and as per the following schedule.

### **SECTION- 1**

#### **BRIEF DETAILS AND CRITICAL DETAILS OF TENDER**

a) **The brief details of the tender are as under**

<b>S. No.</b>	<b>Description</b>	<b>NIT Details</b>
1.	Name of the Institution	<b>Government Medical College, Kathua</b>
2.	Tender No.	<b>03 of 2021</b>
3.	Tender Subject	<b>Tender for Diet to Indoor Patients</b>
4.	Tender Type	Open E-Tender System
5.	Earnest Money Deposit	<b>Rs. 2,00,000/- (Rupees Two Lakhs only)</b>
6.	EMD/ Bid security payable to	In the form of CDR in favour of “ <b>Chief Accounts Officer, Government Medical College</b> ” payable at Kathua
7.	Security Deposit	In the form of FDR in favour of “ <b>Chief Accounts Officer, Government Medical College</b> ” payable at Kathua
8.	Tender fee (non– refundable)	<b>Rs.2,000/-</b> (Rupees Two thousand only). In the form of Demand Draft only, favour of “ <b>Chief Accounts Officer, Government Medical College</b> ” payable at Kathua
9.	Availability of tender document	Government Medical College, Kathua website <a href="http://www.gmckathua.in">www.gmckathua.in</a> and JKUT e-tenderingportal <a href="http://jktenders.gov.in">http://jktenders.gov.in</a> .
10.	Contract period	Three years i.e. Year 2021-2024
11.	Validity of bids	120 days from the last date of submission
12.	Tender Inviting authority	Principal, Government Medical College, Kathua Email id- <a href="mailto:kathuagmc1@gmail.com">kathuagmc1@gmail.com</a>
13.	Contact Details	<b>Phone: 01922-234323</b>

b) **The critical dates of the tender are as under**

S. No.	Particulars	Date & Time
1.	Publish date and time	28 <sup>th</sup> of August, 2021 @ 4:00 P.M
2.	Document Download Start Date & Time	28 <sup>th</sup> of August, 2021 @ 4:30 P.M
3.	Online Bid Submission Start Date & Time	29 <sup>th</sup> of August, 2021 @ 9: 00 A.M
4.	Pre Bid meeting	1 <sup>st</sup> of September, 2021 @ 12: 30 P.M
5.	Document Download End Date & Time	18 <sup>th</sup> of September, 2021 @ 4:30 P.M
6.	Online Bid Submission End Date	18 <sup>th</sup> of September, 2021 @ 4:30 P.M
7.	<u>Bid Opening Date &amp; Time</u>	22 <sup>nd</sup> of September, 2021 @ 11: 30 A.M
	(i) Technical bid	
	(ii) Financial bid	25 <sup>th</sup> of September, 2021 @ 11: 30 A.M

**Note:** The bidders are requested to read the tender document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with specifications/ instructions in this document may disqualify the bidders from the tender exercise. The financial bids (Price Bid) of only those tenderers shall be opened who will qualify in technical specification compliance on the basis of Technical Evaluation report.

**INSTRUCTIONS TO BIDDERS REGARDING E-TENDERING PROCESS**

1. Bidders are advised to download bid submission manual from the “Downloads” option as well as from “Bidders Manual Kit “on website [www.jktenders.gov.in](http://www.jktenders.gov.in) to acquaint bid submission process.
2. To participate in bidding process, bidders have to get ‘Digital Signature Certificate (DSC)’ as per Information Technology Act 2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.
3. The bidders have to submit their bids online in electronic format with digital Signature.  
**No financial bid will be accepted in physical form only.**
4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.
5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT.  
Note:-Scan all the documents on 100dpi with black and white option.
6. Scanned copy of the cost of tender document in the shape of Demand Draft and EMD in the shape of CDR is to be uploaded online.
7. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
8. Government Medical College, Kathua will not be responsible for delay in online submission due to any reasons.
9. Conditional bidding shall not be entertained.
10. Bidders may contact office of the Principal, Government Medical College, Kathua for any guidance or query.

11. Bidders are advised not to make any changes in BOQ (Bill of Quantities) contents. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the item rate inclusive of all taxes and it should be saved with the same name as it contains.
12. The unit rates and prices shall be quoted by the bidder entirely in Indian Rupees and the rates quoted shall be deemed to be valid upto the completion of the contract, until revision of GST by the Govt. of J&K UT.
13. Any corrigendum or subsequent information shall be updated on the e-tender portal/ Government Medical College, Kathua website only. Bidders should keep track of the same.

**Sd/-  
Principal  
Government Medical College  
Kathua**

**No: - GMCK/Estt/2021-22/1723-26**

**Dated: - 28<sup>th</sup> of August, 2021**

Copy to the: -

- 1) Deputy Commissioner, Kathua for information please.
- 2) District Information Officer, Kathua, with the request to publish the Tender notice in at least two leading Newspapers of Jammu & Kashmir. The cuttings may be sent to this office for confirmation.
- 3) Private Secretary to Additional Chief Secretary, Health and Medical Education Department, Civil Secretariat, Jammu, J&K for information of Additional Chief Secretary Health and Medical Department, J&K please.
- 4) Incharge website, Govt. Medical College, Kathua ([www.kathuagmc.in](http://www.kathuagmc.in)) for information and necessary action.

## SECTION- 2

### 1) INTRODUCTION

The Government of Jammu and Kashmir in 2017 conceived the idea of starting a batch of five new medical colleges across the state to strength the already existing medical colleges to make state's health care system at par with the premier health care institutions across the country. Government Medical College, Kathua is one of the newly established medical colleges. Located at beautiful scenic village of Chak Sajjan in Kathua, it is situated at distance of 04 km from the city of Kathua, which is both district and sub- district headquarter of Chak Sajjan village.

**Government Medical College, Kathua intends to provide Diet to the indoor Patients in the Associated Hospital of this Government Medical College. The contract shall be valid for a period of Three Years with further extension subject to good performance and subject to finalization of another extension.**

### 2) SCOPE OF CONTRACT

The service shall be meant for supply and serving of cooked diet for indoor patients admitted in the Associated Hospital, Government Medical College, Kathua. Meals shall be served as per menu chart and written instructions/ requisition slips issued by the Dietician/ Head of the Department/ appropriate authority of Associated Hospital at approved time schedules x 7 day basis. The service includes providing cooked food, fresh fruits, egg, milk, drinking water pouches/ Lassi in pouches, utensils, cooking burners range, LPG cooking fuel, microwave oven, kitchen appliances and equipment, working tables, fixtures and fittings, trolleys, garbage/kitchen waste disposal bags and bins etc. required for preparation and distribution of the food items to indoor patients admitted in beds in each ward of Associated Hospital, Government Medical College, Kathua. Efficient manpower and supervisory management staff for the smooth running of the service too, shall be provided by the contractor.

The service provider may also note that the requirement for catering services may increase/decrease based up on the admissions of the patients in Associated Hospital. Thus, the requirement for manpower and other services may go up or come down accordingly.

### 3) DOCUMENTS REQUIRED

S. No	Documents
1	Certificate of registration for Goods and Services Tax (GSTIN)
2	PAN Card Number of the Firm/ Tenderer/ Agency
3	PF Registration No.
4	ESI Registration No.
5	Labour License No. of existing business
6	Trade License for running of Cafeteria from the competent authority recognized by FSSAI act, 2006
7	Receipt of Tender Fee
8	Receipt of Earnest Deposit Money
9	Income Tax Return of last 02 years
10	Annexure A,B,C,D &E

The cost of tender document shall be furnished in the shape of Demand Draft in favour of Chief Accounts Officer, Government Medical College, Kathua and Earnest Money Deposit in the shape of CDR pledged to the Chief Accounts Officer, Government Medical College, Kathua, J&K. However, original instrument of bid documents cost and EMD in a sealed envelope clearly super scribed as “bid for providing Diet to the indoor patients “with bid reference no. 03 of 2021 and the name of the bidder must reach the tender inviting authority by post / courier on or before the opening of technical bid, failing which the bid shall be rejected.

EMD will be returned interest – free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the Contract, whichever is later. No interest will be paid on the EMD under any circumstances. In the case of successful bidder, EMD will be discharged upon the bidder signing the contract and furnishing the performance security depositor shall be allowed to be adjusted towards performance security Deposit.

### 4) FORFEITURE OF BID SECURITY

- a) If the bidder withdraws his bid after closure time of submission of tender.
- b) In case of a successful bidder, if the bidder fails to sign the contract and/or to furnish performance security on or before the due date.
- c) When bidder violates any terms and conditions of the tender documents.

d) Competent authority reserves the right to accept or reject any or all tenders at any time without assigning any reason thereof what so ever and his decision shall be final on this account.

#### **5) PERIOD OF VALIDITY OF BID**

The bid must remain valid for minimum of 120 days from the date of Opening of technical bid. A bid valid for a shorter period shall be rejected by the tender inviting authority as non-responsive. The bidder cannot withdraw his bid within bid validity period and also after execution of rate contract agreement or issuance of supply order for any of the agreed items.

#### **6) DURATION OF CONTRACT**

Once the rate contract is finalized the rate contract shall be valid for a period of three years from the date of approval of rate contract.

#### **7) SUBMISSION OF BIDS**

The bids are to be submitted online in two parts in the e-tender portal ([www.jktenders.gov.in](http://www.jktenders.gov.in)). Each process in the e-procurement is time stamped and the system can detect time of login of each user including the bidder.

##### **Part -1**

The technical bid shall be submitted on the e-tender portal with all the required documents as mentioned above at serial no. 3. The list of documents to be uploaded online in the PDF format.

##### **Part -2**

Price bid format (BOQ) is enclosed in the bid document. It has to be downloaded from the e-procurement portal ([jktenders.gov.in](http://jktenders.gov.in) price). The price bid format (excel sheet available in e-Tender portal) is specific to a bid and is not interchangeable. The price bid format file (BOQ item wise) shall be downloaded from the e-Tender portal and the bidders shall fill up only following fields in the sheet BOQ

**Note:** The Service Provider has to quote the price for all the items mentioned in the Annexure- E and the contract shall be awarded to the tenderer whose grand total for the items mentioned in the Annexure- is lowest in comparison to the other tenderers shall be considered as the lowest tenderer.

#### **8) SIGNING OF THE BID**

The bidder shall digitally sign on all statements, document, certificates uploaded on his own responsibility for the correctness / authenticity. If any of the information furnished by the bidder is found

to be false/ fabricated/ bogus, the EMD /bid security shall stand forfeited and his /her name shall be recommended for blocking of portal registration and the bidder is liable to the black listed.

#### **9) DECLARATION OF SUCCESSFUL TENDERER AND AWARD OF CONTRACT**

**Tenderer quoting the lowest rates of maximum items** mentioned in the menu Annexure “E” which should be justifiable with market price of the items with relevant parameters including quality food will be considered as the successful Tenderer and may be called for further negotiations. The successful Tenderer has to execute an agreement with the Purchaser within 15 working days of receipt of the contract form. The successful tenderer shall sign and date the contract on non-judicial stamp paper of requisite denomination and return it to the Institute. However, the Purchaser is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any or all tenders without assigning any reason whatsoever. The Service provider is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender. The Contract, if awarded, shall be valid initially for a period of three year from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by the Service provider, the competent authority will reserve the right to terminate the contract. The period of contract can be extended for such further period at the discretion of the competent authority on same terms and conditions as mentioned in the tender document. The approved rates shall be valid for the contract period. The service provider is liable to provide services till settlement of next tender or end of the one year contract period whichever is earlier.

#### **10) NEGOTIATION**

The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for decreasing/increasing the price of the Proposal, but will be for re- confirming the obligations of the applicant under this RFP. Issues such as deployment of Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. In case the Selected Applicant fails to reconfirm its commitment, the Government Medical College, Kathua reserves the right to designate the next ranked applicant as the Selected Applicant and invite it for negotiations.

#### **11) PERFORMANCE SECURITY DEPOSIT**

On acceptance of the tender, within the period specified by the Competent Authority, the Service provider shall deposit as security a sum of **Rs. 2,00,000/- (Rupees two Lakhs only)** as security deposit. The competent authority shall be entitled to forfeit the Security Deposit or any part thereof in case of any lapse in performance or to recover any loss or damage to the property or to the Purchaser due to the act of service provider or his staff without prejudice to any other remedies provided in the contract or available under law. The security shall be in the form FDR in favour of “Chief Accounts Officer,



Government Medical College, Kathua” payable to at Kathua.

On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of all the property and articles belonging to the purchaser, which may have been issued to the contractor.

#### **11) TERMINATION**

The Government Medical College, Kathua, by written notice of 30 days (Thirty days) sent to the service provider, may terminate the contract, in whole or in part at any time if any of the stipulated conditions are not met or services and quality of food is not satisfactory for which surprise checks will be conducted by the Medical Superintendent/ Principal, Government Medical College, Kathua or any other authority appointed by the office concerned. However the Medical Superintendent/ Principal, Government Medical College, Kathua also reserves the right to terminate the contract at any time, without giving any notice in case of gross violation of the stipulated terms & conditions. For all disputes arising out of non-adherence of any terms stipulated above, Principal, GMC, Kathua is the final authority and its decision shall be final. However, the legal jurisdiction for all matters would be Kathua only.

#### **12) RESOLUTION OF DISPUTES**

In case of a dispute or difference between the Associated Hospital, Government Medical College, Kathua and the Service provider relating to any matter arising out of or connected with this agreement such dispute or difference shall be referred to an arbitrator to be nominated by the Principal, Government Medical College, Kathua. The award of the arbitrator shall be final and binding on the parties of this contract.

#### **13) NO BREACH OF AGREEMENT**

The failure of a party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

#### **14) FORCE MAJEURE**

A force Majeure means extraordinary events or circumstances beyond human control such as an event described as an ACT OF GOD (Like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong doing predictable/seasonal rain and any other events specially excluded in the clause). Notwithstanding the punitive provision contained in the contract for delay or

breach of contract the supplier would not be liable for imposition of any such sanction so long as the delay or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

## SECTION- 3

### **TERMS AND CONDITIONS OF THE CONTRACT**

- 1) **Accommodation and electricity charges to the contractor for providing Diet to the indoor Patients in the Associated Hospital of this Government Medical College.**
  - a) The contractor shall only be provided with a suitable space for operating the indoor patient diet kitchen within the premises of the Associated Hospital. It shall not be entitled to any other assistance from the Associated Hospital, Government Medical College either in the procurement of raw materials or in the securing of labour and transportation facilities etc.
  - b) The rent shall be **Rs. 8,000/ month** for the premises/ space allotted to the approved firm to start the kitchen for preparation of Diet for the indoor Patients in the Associated Hospital. It is the responsibility of Service provider to maintain facilities if any provided in proper condition. **The rent shall be enhanced 10% every year.**
  - c) The successful tenderer has to bear as well as manage all the facility of Electricity (including the installation of the electric meter), water and sanitary by his/her own level through his/her own resources as per the monthly usage and supply the eatables to the patients as per the prescribed menu and scheduled timings.
  - d) This GMC shall not provide any type of financial assistance/help to the approved bidder for kitchen establishment or/and other allied activities at the space allotted to them by the competent authority.
  - e) The successful bidder has to construct his own temporary shed in the allotted open space because of non-availability of the kitchen shed in the hospital premises.
- 2) In case any damage is caused to the property of the Associated Hospital, Government Medical College, Kathua, the amount assessed will be recovered from the Security Deposit of the contractor. In all such cases, the decision of the competent authority will be final and binding on the part of the contractor. The decision of the Principal, Government Medical College, Kathua or competent authority on these matters will be final.
- 3) It shall be meant for providing Diet to the indoor Patients in the Associated Hospital of this Government Medical College, as may be settled between the contractor and the Government Medical College, Kathua administration.
- 4) Before submission of Tender document, the tenderers, in their own interest, are advised to

visit site to assess site and its surrounding and satisfy themselves in respect of the site conditions as the Government Medical College, Kathua shall bear no responsibility for lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of knowledge, as aforesaid, on the part of the tenderers shall be at their own risk & responsibility.

- 5) The same person should sign all correspondence letter and documents who has signed the original tender. In case of change to this effect, and affidavit duly attested by the 1st class Judicial Magistrate shall have to be sent in support of the change.
- 6) The successful tenderer who may be awarded the contract for the diet services subject to fulfillment of all other formalities should be able to provide the requisite services within period of (15) days from the date of award of contract failing which the contract may be awarded to the next lowest / suitable tenderer.
- 7) This office shall not be held responsible for any postal delay, Tenders not accompanied with the relevant latest documents and other requisite information at the time of submission of tenders is liable to be rejected at the appropriate level by the competent authority.
- 8) The contractor shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to a second party to perform the contract. In the event of the contractor contravening this condition, the in- charge of Associated Hospital, Government Medical College, Kathua shall be entitled to place the contract elsewhere at risk and cost of contractor. The contractor shall be liable for any loss or damage, which hospital may suffer in consequence of or arising out of such replacement and such shall be recovered from the bills payable to him or the performance security deposited by him.
- 9) The tender committee of the Government Medical College, Kathua 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 tenderer.
- 10) The caterer shall maintain and upkeep cooking gas cylinders of commercial category in the kitchen and shall also abide by all governmental instructions in this behalf.
- 11) The rate offered/quoted in the tender should be valid for the year 2021-2024 and the upward revision of rates shall only be allowed only after the prior approval from the office of the Principal, GMC Kathua and it cannot be increased more than 5% annually. If even after the award of contract, information/facts submitted by the tenderer is found misleading/incorrect/false etc., Government Medical College reserves the right to scrap the contract forthwith.
- 12) The staff engaged should wear proper dress along with polythene gloves and head covers while distributing eatables to the patients to maintain proper hygiene in the wards.
- 13) Food and all other allied articles should be fresh and hygienically prepared and served

through the staff identified from the purpose under the direct supervision of the Contractor/ Managers.

- 14) It shall be the responsibility of the successful tenderer to keep the eatables clean and wholesome along with the maintenance of food tasting register. All the eatables shall be subject to the check by the Dietician/ Hospital Administration. A committee of officers or any other designated staff which will be nominated by the Medical Superintendent/ Principal, GMC, Kathua will have full powers to conduct the examination of the cooking place and edible materials to ensure proper hygienic conditions, quality of food and verifying that edible, items used are fresh and good condition. Their findings will be binding on the tenderer. Proper hygiene should be maintained at the cooking place.
- 15) The contractor shall ensure that the indoor patient diet supply service is provided maintaining the highest standard of cleanliness and hygiene with regard to the kitchen site, the utensils and equipment used and the manpower deployed. It shall allow no shoes or slippers to enter the kitchen- site. It shall install and maintain appropriate exhaust system in the kitchen. It shall use black colored plastic waste bags of quality approved by the competent authority of the hospital administration to dispose off the waste. It shall at all times maintain sufficient stock of the waste disposal bags. It shall dispose garbage as per norms prescribed by the hospital authorities.
- 16) The successful tenderer shall be responsible to ensure the proper rodent free kitchen and use of pest control mechanism in the kitchen and food trolleys from time to time and shall also maintain the record of the same.
- 17) The approved contractor shall prepare the food in hygienic conditions. Team of Officers/ Doctors as deputed by the Medical Superintendent/ Principal, GMC Kathua shall inspect the place of cooking at any point of time. Proper hygiene of the kitchen, including tiles, serving trolleys etc. shall be maintained by the approved contractor. In case of any unsatisfactory condition or any defect or deficiency in the service or performance of contract, the Medical Superintendent/ Principal, Government Medical College, Kathua may impose a fine subject to a maximum of Rs.10,000/- on the service provider on each such occasion. Such fines will be deductible from the Security Deposit or any other amount due to the Caterer, if not sooner paid by the Caterer. In case of continuous defect or deficiency in the service by the Caterer, the Medical Superintendent/ Principal, Government Medical College, Kathua may also terminate the contract.
- 18) The approved contractor must supply the eatables to the patients as per the prescribed menu provided by the Dietician and scheduled timings. Non Compliance shall attract the penalty of Rs.10,000/- per occasion besides termination of contract without any notice.
- 19) Non- supply of eatables/ sudden stoppage will attract a penalty of Rs.10,000/- per day

besides termination of contract without any notice.

- 20) The contractor shall procure and maintain suitable fire-safety equipment at the kitchen site. He shall obtain necessary Fire Licence required for the operation of LPG ovens at his kitchen-site.
- 21) The contractor shall maintain an Indoor Patient Diet Register in the format prescribed as follows. At the end of each month he shall prepare an abstract sheet of meals provided by him to indoor patients admitted in the Associated Hospital, Government Medical College, Kathua as per this Register. He shall submit this abstract sheet with Diet Orders/ Requisition Slips issued to him for supply of these meals, along with the monthly contractor's bill to the office of the Associated Hospital, GMC Kathua. Entries in the Indoor patient Diet Register shall be authenticated by the Dietitian/ Sister- in-Charge of Ward/ competent authority of Associated Hospital, Government Medical College, Kathua

**Diet requisition register of Indoor patient's**

Date \_\_\_\_\_

Name of ward \_\_\_\_\_

S. No	Bed No	MRD No.	Name of the patient	Phone No.	Diet prescribed	Remarks

Total number of patient's \_\_\_\_\_

Signature of Sister Incharge \_\_\_\_\_

Patient's on full diet \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Patient's on home diet \_\_\_\_\_

Patient's on NPO \_\_\_\_\_

- 22) The payment of the service provider duly verified by the Medical Superintendent, Associated Hospital, Government Medical College, Kathua shall be made after the expiry of the month and the payment shall be made after deducting TDS & GST as applicable under rule.
- 23) The approved contractor/bidder shall not involve in any illegal/banned activities under the garb of providing diet to patients.
- 24) Legal proceedings that may arise at any time shall be subject to the Jurisdiction of J&K Courts at Kathua only.

- 25) There should be no case pending with the police against the Proprietor/ Firm/ Partner/ Employees engaged or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
- 26) The workers of the Caterer shall be of good character and of sound health. Responsibility of antecedents of his workers shall lie with the caterer and they should be free from any virulent or contagious disease(s). The Caterer shall be under obligation to obtain the following certificates during the period of contract:
- a. Medical fitness certificate from the authorized Medical Officer.
  - b. Character certificate from Police for all the persons engaged by the Caterer.
- 27) None of the employees of the contractor shall enter into any kind of private work within the premises of the Associated Hospital, Government Medical College, Kathua. Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
- 28) The staff employed by the contractor will not join any union of the Government Medical College, Kathua nor shall they make any claim on service or other matter. They shall also not form any union associated with the Government Medical College, Kathua and shall have absolutely no claim to subscribe or for election in any of the unions of the Government Medical College, Kathua.
- 29) The contractor shall ensure that the personnel's deployed by the firm are disciplined and do not participate in any activity prejudicial to the interest of the Government Medical College, Kathua / Govt. of India / any State or any Union Territory.
- 30) The Caterer shall advise its work force etc. to strictly refrain from smoking or using any kind of tobacco products or pan chewing, consumption of alcohol and playing of cards within or around the premises of the Associated Hospital, Government Medical College, Kathua.
- 31) The staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Contractor.
- 32) That the tenderer needs to assure proper hygiene of and from the staff and be responsible in case any disease/infection spread of from the staff.
- 33) While supplying eatables to the patients all the necessary protocols including Covid-19 SOPs must be followed.
- 34) The successful tenderer has to install CCTV cameras in and around the area allotted for the purpose with recording facility. The footage of the CCTV cameras if required by the GMC, Kathua administration shall be provided to them as and when desired.
- 35) Negligence on part of the approved contractor, in any shape shall lead to cancellation of

contract without any notice.

- 36)** On expiry of the contract, the service provider shall vacate the premises of the Government Medical College, Kathua immediately and handover the charge of equipment/ furniture etc. peacefully to the officer nominated by the Principal, Government Medical College.



### **SPECIAL NOTE FOR SITE VISIT**

Bidders in their own interest at their cost are advised to visit, inspect and examine the site / GMC Kathua campus and its surroundings and satisfy themselves including prevailing rules, regulations/ directions of the local authorities/ State Government, that may be necessary for preparing the bid and execution of the contract, before submitting their bids in respect of the site conditions including access to the site, availability of land, water, power and other facilities, Source and extent of availability of suitable materials including water etc. and labour, including but not restricted to any other conditions which may influence or affect the work or cost thereof under the contract. No extra charges consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the Institute. The bidders should note that information, if any, with regard to the site and local conditions, as contained in this bid document has been given merely to assist the bidders and is not warranted complete in all respects. The bidder should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract. All the temporary services/ arrangements shall be made by contractor at no extra cost to Government Medical College, Kathua.

Sd/-

Principal  
Government Medical College  
Kathua

Signature

Name \_\_\_\_\_

## TECHNICAL BID

(To be submitted on the letterhead of the bidder)

<b>Tender for : Providing Diet to Indoor patients at Associated Hospital, Govt. Medical College, Kathua</b>	
Tender Ref. NO:	dated:
Name of the Bidder: Correspondence	
Address:	
Tel/Mob No.:	
Email Id:	
Contact Person Name: Mobile	
No (Contact Person):	

**Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist**

S. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.		Remarks		
			From	To			
1.	Details of Tender Fee and EMD:						
						<b>Tender Fee</b>	<b>EMD</b>
	Amount:					<b>Rs.</b>	<b>Rs.</b>
	UTR/ Transaction No.						
	Dated:						
	Bank :						
	Proof of Tender Fee & EMD to be Submitted.						
2.	Tender Acceptance Letter As per <b>Annexure – B</b>						
3.	The agency should be a registered and licensed vendor i.e. <b>FSSAI</b> licensed in the similar line of business covered under this tender. Valid Document/ certificate issued from appropriate authorities of <b>FSSAI</b> should be						

	enclosed to support this.				
4.	Copy of Permanent Account Number (PAN)				
5.	Income Tax Return of Last 02 Years				
6.	Copy of GST Registration Certificate				
7.	Valid document in support of Registered/ Branch office in J&K, If Applicable.				
8.	PF Registration No.				
9.	ESI Registration No.				
10.	Labour License No. of existing business				
11.	Self-Declaration about Non Black-Listing ( <b>as per Annexure- C</b> )				
12.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any				
13.	All other documents, as required in terms of the tender, to claim eligibility.				

**Declaration**

I/we..... (Name of the Authorized Representative of Bidder) of (Name of the bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

**Place & Date: (Name & signature with stamp of the bidder)**

**TENDER ACCEPTANCE LETTER**

(On the letter head of the Agency)

The Principal,  
Government Medical College,  
Kathua

**Sub: Acceptance of Terms & Conditions of Tender for providing Diet to Indoor patients at Associated Hospital, Government Medical College, Kathua vide Tender' Ref. No:**

\_\_\_\_\_ **Date** \_\_\_\_\_

Dear Sir,

I/ We have downloaded/ obtained the tender document(s) for the above mentioned "Tender/ Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

I/ We hereby certify that I / we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.

I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.

No employee or direct relation of any employee of the Government Medical College, Kathua is in way connected as Partner/Shareholder/ Director/Advisor/ Consultant/ Employee etc. with the Agency / Firm / Company.

I/ We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.

I/ We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our empanelment contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

**SELF-DECLARATION ABOUT NON BLACK-LISTING**

(To be submitted on the letter head of the bidder)

**Date:**

**The Principal,  
Government Medical College,  
Kathua**

**Subject: Self Declaration about Non Black-Listing for “Tender for providing Diet to Indoor patients at Associated Hospital, Government Medical College, Kathua vide Tender’ Ref. No.**

\_\_\_\_\_ **Date** \_\_\_\_\_

In response to tender under reference, I/ We hereby declare that presently our Agency / Firm / Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency/ firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**Yours faithfully,  
(Name & signature with stamp of the bidder)**

**Annexure- D**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

**(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT KATHUA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT JAMMU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT KATHUA. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED.)**

**The Principal,  
Government Medical College,  
Kathua**

**LETTER OF GUARANTEE**

WHEREAS Government Medical College, Kathua (Buyer) has invited Tender vide Tender No.....date.....for and whereas the said tender document requires that any eligible successful Bidder (Vendor) wishing to provide/ supply of Services/ Goods/ Material as per tenderdocument in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of “Government Medical College, Kathua,” in the form of Bank Guarantee for Rs ..... and valid till three years from the date of issue of Performance Bank Guarantee may be submitted within ..... days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Vendor) failing to abide by any of the conditions referred in tender document / purchase order /work Order etc. this bank shall pay to Government Medical College, Kathua on demand and without protest or demur Rs.....(Rupee .....).

This bank further agrees that the decision of Government Medical College, Kathua (Buyer) as to whether the said Bidder (Vendor) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We ..... (Name of the bank & branch) hereby further agree that the guarantee herein

contained shall not be affected by any change in the constitution of the Bidder (Vendor) and/ or Government Medical College, Kathua (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs..... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to .....
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Government Medical College, Kathua serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**Annexure- E**

**Rates to be offered, inclusive of all taxes charges, (in electronic Form Only) for the items pertaining to Group Diet to the Indoor Patients**

<b>S.No.</b>	<b>Name of the Item</b>	<b>Rates Offered</b>
<b>1</b>	<b>Dal {Mung, Channa, Arhar (Whole), Mash, Massar, Dal Mixed, Green Peas, Channa Black , Channa White &amp; Rajmash} Cooked &amp; Fried in 05 Grams fat containing 30 grams of uncooked raw Dal per plate (Any Dal Daily as per Menu</b>	
<b>2</b>	<b>Rice (Rattna Basmati) per plate, cooked 50 grams /plate.</b>	
<b>3</b>	<b>Vegetables cooked &amp; fried per plate with gravy (Uncooked 75 grams) (Gourd, Pumpkin, Cauliflower, Cabbage, Brinjal, Peas, Spinach, Ladyfinger, Kadam, Turnip, Potato, Beans, Tori &amp; Tinda etc. (Any seasonal vegetable daily as per Menu) with 05 grams of cooking fat.</b>	
<b>4</b>	<b>Soya bean (Nutri 50 grams uncooked) with Gravy containing 05 grams cooking fat.</b>	
<b>5</b>	<b>Paneer (Fresh) Curry per plate containing 50 grams uncooked Paneer with 05 grams cooking fat.</b>	
<b>6</b>	<b>Butter chiplets 10 grams, wrapped in butter paper.</b>	
<b>7</b>	<b>Brown Bread Slice per piece including charges of wrapping of 04 slices.</b>	
<b>8</b>	<b>Sugar 10 grams in Polythene bag, duly sealed.</b>	
<b>9</b>	<b>Chapatti Wheat flour including charges of wrapping (in Silver paper) of 4/2 chapattis weighing 30 grams each Chapatti.</b>	
<b>10</b>	<b>Handling charges per pack of Milk (500 ml) (if milk is provided by the Hospital authorities).</b>	
<b>11</b>	<b>Egg Hen Boiled (01 pieces)</b>	
<b>12</b>	<b>Paneer (Fresh) 25 gms to be served in a wrapped paper.</b>	
<b>13</b>	<b>Toned Milk (500ml Pack) Branded (Amul/ Verka or any brand of reputation).</b>	



**Annexure- F**

**SAMPLE MENU SCHEDULE OF THE DIET**

**ENERGY: -2457 KACL, PROTEIN: - 80 GMS, CHO: - 362 GMS, FATS: - 66 GMS**

<b>DAY</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
<b>MONDAY</b>	Milk-500ml Brown bread - 04pc + Butter chiplet Egg- 01/ Paneer cubes-25 gms	Dal Vegetable Roti-4 + Rice Soft diet - Khichri	Dal Vegetable Roti- 04 + Rice Soft diet - Khichri
<b>TUESDAY</b>	Milk-500ml Brown bread - 04pc + Butter chiplet Egg- 01/ Paneer cubes-25 gms	Dal Paneer Veg Roti-4 + Rice Soft diet- Khichri	Dal Vegetable Roti- 04 + Rice Soft diet – Khichri
<b>WEDNESDAY</b>	Milk-500ml Brown bread -4pc + butter chiplet Egg-01/ Paneer cubes-25 gms	Dal Vegetable Roti-4 + Rice Soft diet - Khichri	Dal Vegetable Roti- 04 + Rice Soft diet - Khichri
<b>THURSDAY</b>	Milk-500ml Brown bread - 04pc + Butter chiplet Egg-01/ Paneer cubes-25 gms	Dal Vegetable Roti-4 + Rice Soft diet - Khichri	Dal Paneer Veg Roti-4 + RiceSoft diet - Khichri
<b>FRIDAY</b>	Milk-500ml Brown bread - 04pc + butter chiplet Egg-01/ Paneer cubes-25 gms	Dal Vegetable Roti-4 + Rice Soft diet - Khichri	Dal Vegetable Roti- 04 + Rice Soft diet - Khichri
<b>SATURDAY</b>	Milk-500ml Brown bread - 04pc + butter chiplet Egg-01/ Paneer cubes-25 gms	Dal Paneer Veg Roti-4 + RiceSoft diet- Khichri	Dal Vegetable Roti- 04 + Rice Soft diet - Khichri
<b>SUNDAY</b>	Milk-500ml Brown bread - 04pc + butter chiplet Egg- 01/ Paneer cubes-25 gms	Dal Vegetable Roti-4 + Rice Soft diet - Khichri	Dal Vegetable Roti- 04 + Rice Soft diet - Khichri

## **NOTE**

- 1) Sugar (20gms) with each 500ml of Milk.
- 2) For vegetarian patients twenty five grams of Paneer properly wrapped in a wrapping paper in place of one boiled egg at breakfast.
- 3) Quality seasonal vegetable should be provided by rotation. One vegetable would not be cooked more than two times in a week out of the following vegetables:-  
Gourd, Pumpkin, Cauliflower, Cabbage, Brinjal, Peas, Spinach, Lady Finger, Kadam, Turnip, Potato, Beans etc.
- 4) Quality dal (pulses) should be provided by rotation. One daal would not be cooked more than two times in a week out of the following dals:-  
Moong, Mash dal, Mix dal, Moong daal whole, Chana white, Chana black, Rajmash etc.
- 5) There must be a gap of at least one day in providing the same eatables to the patients. For example particular (dal/vegetable/rice etc.) given on Monday must not be given on Tuesday.
- 6) Paneer item (uncooked 50 gms) along with dal, rice and chapattis shall be provided to the patients on at least 03 days a week in place of vegetable. Moreover, Soyabean (Nutri uncooked 50 gms) shall be provided once in a week.
- 7) Extra Diet Items can be given only on the recommendations of the Head of the Unit concerned which are:-  
Egg boiled Chapatti, Sugar, Bread Slice, and Paneer.
- 8) For specialized patients i.e. patients having undergone surgery etc. or patients required specialized diet like kehwa, soup, RT feeds (blend rice feeds) etc. the diet so provided shall be as per the recommendation of the concerned Doctor/ Dietician.

**Annexure- G****BRAND LIST FOR USAGE IN THE KITCHEN**

<b>S.NO</b>	<b>ITEM</b>	<b>BRAND</b>
1	Milk (Single Tonned)	Amul, Verka, Surya or equivalent brand
2	Brown Bread	Bonn, Modern, Harvest gold or equivalent brand
3	Butter	Amul, Mother diary, Britannia or equivalent brand
4	Paneer	Fresh, Mother Dairy, Amul or equivalent brand
5	Wheat flour	Shakti Bhog, Rajdhani, P- mark, or equivalent brand
	Sugar	Good quality
6	Rice (Basmati)	Sarveshwar, Kohinoor, Asha, Supreme, Abida or equivalent brand
7	Vanaspati Ghee	Dalda / Rath or equivalent brand
8	Refined oil	P-mark, Fortune, Patanjali or equivalent brand
9	Mustard Oil	P Mark/ Patanjali / V Brand / Bulbul or equivalent brand
10	Hing	Catch, MDH, Patanjali or equivalent brand
11	Jeera (whole)	Catch, MDH, Everest or equivalent brand
12	Dhania powder	Catch, MDH, Everest or equivalent brand
13	Haldi	Catch, MDH, Everest or equivalent brand
14	Red chilli powder	Catch, MDH, Everest or equivalent brand
14	Salt (Iodized)	Tata, Annapurna, Patanjali or equivalent brand
15	Fruits /Vegetables	Seasonal fresh quality
16	Tea	Tajmahal, Red Label, Taaza or equivalent brand
17	Foil paper of 18 micron be used for packing the food.	