

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI**

Ref. No.14-88/2017/Hostel

Dated: 21.3.17

Notice Inviting Tender for Fixed membership Messes at Hostels.

Sealed tenders are invited from experienced individuals / firms for award of license to run **Messes [Fixed membership]** at Hostels of All India Institute of Medical Sciences, New Delhi for a period of 11 months. The contract may be further renewed with the mutual consent of both the parties subject to satisfactory performance and fulfilling of terms and condition of the agreement or can be terminated earlier as defined in the agreement.

The tender documents are available on the website **www.aiims.edu**. The bidders may download the tender documents directly from the website and submit the tender cost of Rs. 200/- by way of separate demand draft drawn in favour of 'Director AIIMS', New Delhi.

FIXED MEMBER SHIP MESSES

Establishment	Hostel/ Locations	EMD	Security Amount [for the bidder selected]	Members [Approx]
Mess hostel no. 1	Gents hostel	2000/-	20,000/-	80
Mess hostel no. 2	Gents hostel	2000/-	20,000/-	140
South Indian Mess hostel no. 4 [Ground floor]	Gents hostel	2000/-	20,000/-	70
Mess –hostel no. 4 [First floor]	Gents hostel	2000/-	20,000/-	140
South Indian mess – 7 [2nd floor]	Gents hostel	2000/-	20,000/-	50
Mess hostel no. 10	Ladies hostel	2000/-	20,000/-	140

Note: **The shops /establishments in the hostels of the AIIMS are facilities only for hostellers who are medical students, residents doctors, trainees from India and abroad. The sole purpose of these establishments is to facilitate the stay of the hostellers. The intending tenderers may visit the site and submit the bid after due diligence.**

2. The mess members should have the option of choosing only breakfast/lunch/dinner or all of the above. * These numbers are approximate and may vary lower or higher side.

II. SCOPE OF WORK& RESPONSIBILITY

1. Outsourcing of Kitchen Services for Operation, . Maintenance of equipment and Utensils Including supply of food grain and raw *vegetable*, preparation, cooking and serving of good quality of meal/food.
2. The vendor shall be responsible for ensuring that all machinery and equipment's available at the Kitchen are safe to handle and are available in functional condition.
3. The contractor has to provide adequate man power for each activity for the functioning of the mess. i.e. for preparation, cooking, serving of cooked meal ,washing of utensils, store management, pest control, cleaning and maintenance of the Kitchen premises.
4. The contractor has to deploy his own trained kitchen staff to run the Kitchen including skilled operators for preparation and cooking, serving and collection of dirty dishes for cleaning and supervisory personnel for supervision and coordination of *overall* kitchen work and timely serving of good quality meal to the members of mess. The bidder shall be responsible for taking all measures to safeguard (all the staff employed by the firm) from all the likely health hazards including Personal Protective Equipment (PPE) and immunization.
5. The staff deployed by the contractor shall wear hand *gloves*, head cap, uniforms/ aprons at the time of processing for maintaining good hygienic condition.
6. The complete responsibility lies with the contractor for providing of good quality food grains like Rice, Dal (Various type), Rajma, Gram, Atta etc., fresh green vegetables and any other food item required for preparation and cooking.
7. The mess committee can reject the raw material of poor quality brought by the contractor for cooking, if found during surprise visits.
8. The vendor shall also be responsible for regular quality check of the raw material being received and he cooked food. The mess committee can check the quality of food time to time and take appropriate action if found unsuitable.
9. The contractor shall maintain best hygienic condition in preparation, cooking, washing, cleaning, storing and distribution of meal.
10. The contractor should take appropriate protective arrangement from Rat, insects [cockroach] etc. in the Kitchen area.
11. The contractor has to provide preventive as well as breakdown maintenance of kitchen equipment's and accessories.
12. The Kitchen set-up must meet the washing/ waste disposal norms of local authority applicable to Kitchen purpose.

13. Interested bidders can visit the site for inspection and to collect all the information necessary for proper assessment of the prospective assignment. Interest bidder shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

14. Medical examination of staff: The vendor shall employ only those persons for the above mentioned work who are found to be medically fit. Mess committee reserves its rights to examine any of the employees for medical fitness without prior notice. Expenses, if any incurred on medical examination of such Employees, shall be borne and paid by the vendor.

15. The successful bidder shall ensure that all employees are vaccinated for Hepatitis - B. A certificate by an appropriate hospital or Doctor shall be submitted to authenticate the same. Regular de worming of all the staff should be done every six months.

16. The approval of mess committee shall be obtained before changing the quality/brands of raw materials.

17. Cleanliness: It shall be the responsibility of the vendor to employ adequate number of cleaners and sweepers and provide them with adequate and necessary equipment's/ materials for keeping the kitchen scrupulously clean and in a sanitary condition to the satisfaction of the institute authorities. Anti rodent and pest control measures will also be strictly followed and it will be the responsibility of the vendor to ensure that premises are free of these.

Cost of tender form: Rs. 200/-

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110 029

**TENDER FORM FOR _____ MESS [FIXED MEMBERSHIP] AT _____
HOSTEL AIIMS, NEW DELHI.**

Reference No. 14-88//2017/Hostel

Earnest money deposit : Rs. 2,000/-

Tender Submission on or before 18.4.17 upto 12.30 [p.m.]

Opening of Technical bid on 18.4.17 [3.00 p.m.]

(To be filled by issuing office)

S.No. of Tender.....

Contains Pages i.e. from Sl.No 1 to 10

Name of the party in whose favour :
the tender form has been issued.
[NON -transferable]

**Supdt. of Hostels
On behalf of Director,
All India Institute of Medical Sciences
Ansari Nagar, New Delhi-110 029**

{TO BE FILLED BY THE TENDERER}

1. I/We have deposited earnest money of Rs. 2,000/-- in favour of Director, AIIMS, New Delhi Bank Draft/Banker's Cheque No. _____ dated _____ through the Hostel Section.
2. The rates of license fee as quoted in the attached schedule are inclusive of all charges/expenses required for installation and running of the mess. I/We also undertake to be responsible for payment of all taxes/surcharges/fee etc. If required to be paid to local municipal or other government agency.
3. Expenses for site preparation work and other expenses maintaining cleanliness of the surrounding area shall be borne by me/us and shall be arranged by me/us after obtaining necessary permission in writing from the Executing Officer of the license.
4. I/We also agree to all terms and conditions of the AIIMS as stipulated in the tender form or as issued from time to time.
5. I/We also agree to sign the License Deed within 10 days from the date of issue of letter of acceptance/award, failing which the earnest money deposited by me shall be liable to forfeiture by the AIIMS.
6. There is no criminal case pending against me/ us, nor have I / we been convicted for any criminal offence earlier.
7. I / We understand that my / our performance shall be reviewed at the end of one month before formal awarding of the license / contract.
8. I understand that in the event of any of the declarations and annexure being false or untrue the contract is liable to be terminated.
9. I understand that mixed quotation will not be considered for acceptance.

Signature _____

Name & full address _____

Telephone No.& email id _____

N.B.: Incase of thumb impression it should be witnessed by two persons other than those who are quoting for this work.

General Terms and Condition

1. Tender in sealed cover may be submitted under TWO BID SYSTEM containing two parts as detailed below:

Part – I: - Technical Bid in one sealed envelope with **E.M.D and Rate list [annexure II] of concerned mess with` technical bid`** written on envelope

Part- II: - Financial Bid [**Annexure I**] in second sealed envelope with` **financial bid`** written on envelope

The license fee quoted by the bidder should not be less then the minimum license fee of Rs. 2,000/-.

In case financial bid/price bid [Annexure I] is found in open or in unsealed envelop, the tender shall be rejected.

Both the sealed envelopes containing technical and financial bid should be put in another large envelope indicating thereon:-

Reference No. of Tender notice and date _____

Tender submitted for MESS [Fixed membership] with hostel detail _____

Last date for submission of the tender: _____

Date of opening of the tender _____

Name of the firm/Individual _____

Plases note that financial bid should not be included in the Technical bid. In case prices are quoted in technical bid, the tender shall be rejected. The Pre-qualification documents including EMD/Bid security as required in the tender document should invariably be accompanied with the Technical Bid. Any EMD previously deposited with the Institute shall not be considered for this tender. No interest is payable on EMD/Bid security. Earnest money is required to protect the AIIMS against the risk of the bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other right of the AIIMS. The successful bidder's earnest money will be forfeited without prejudice to other right of AIIMS if it fails to furnish the required performance security within the specified period.

2. The tender may be deposited at the tender box in the office of Hostel Section. In case the tender is sent by courier/post it would be the responsibility of the bidder that it reaches the Institute/Hostel section by the due date/time. The offers submitted through fax/email or any manner other than specified above will not be considered.

3. Tenders submitted without following Two Bid system as mentioned above will be summarily rejected.

4. The financial bid will be opened only in respect of those individuals/firms who qualify in technical bid.
Date of opening of financial bid will be intimated separately.

5. EMD will be released by Hostel Section after the order is placed to the successful bidder through electronic transfer, hence bank detail i.e. Name, and branch and account no. of the bank with IFSC code will be provided along with tender document.

6. The bidder should enclose the following documents/information duly self attested along with the tender documents. In case of non-submission of any of these documents, tender application will be summarily rejected and no further communication will be entertained in this regard:

a.) Tendering firm/individual must have experience of at least three years of running of mess in Govt. /State Govt./ Public Sector Undertaking/ Autonomous Bodies, Educational Institutions / Hospitals of repute within five years of the date of issue of tender. The bidder must submit the documentary proof of running the establishment for three years from the concerned organization along with satisfactory performance report of the three years; the tendering firm/individual should be running an establishment currently for at least six months preceding the date of issue of the tender. The client may reserves the right to verify the performance of the bidder of running establishment by site visit or any other method within fifteen days of opening of tender. If it is observed that the service of bidder with any of the current users is not satisfactory then the bid will be rejected and no communication will be entertained in this regard.

b) An undertaking from the bidder stating that the agreement/contract of the firm has never been prematurely terminated for any reason.

- c) An undertaking from the bidder that the payment of Sales tax/Service tax/VAT to the concerned department will be ensured by the licensee in the event of award of license to them.
- d) Affidavit to the effect that the tenderer has never been black listed by any organization and has not been debarred from participating in the tendering process of the AIIMS, New Delhi.
- e) Copy of PAN card, I.D. proof /Aadhar card and Income tax return of previous year. [Assessment year 16-17.]
- f) Copy of valid license under Food safety and Standard Authority Act. The bidder shall possess the valid license under FSSAI act on the date of submission of tender however the successful bidder have to ensure and submit the renewal of license till the validity of contract before awarding the license to run the mess . In case of non-submission of valid license the bid will be summarily rejected.

Special Terms and Condition

- 1 **The shops /establishments in the hostels of the AIIMS are facilities for only Hostellers, who are medical students, resident doctors, trainees from India and abroad.** The sole purpose of these establishments is to facilitate the stay of the hostellers with amenity of high standards at the lowest possible rates. Hence tenderers are advised to first visit the location and assess the sale on these rates provided before bidding.
- 2 Tenders forms duly complete in all respect along with demand draft in favour of Director, AIIMS payable at New Delhi as **earnest money Rs. 10,000/-** [Rupees ten thousand only]should be submitted in the office of the Hostel Section, All India Institute of Medical Sciences, New Delhi in a sealed cover, failing which the tender shall be rejected. The whole tender form including the notice shall be submitted while quoting rates. No paper/note shall be detached, failing which the tender shall be rejected.
- 3 Tender form duly completed in all respect along with demand draft and annexure I and II should be submitted in the office of Supdt. of Hostels, Hostel Section (Gents Hostel No.VII), All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029 in a sealed envelope indicating on the envelope reference number, Name and location of the establishment.
- 4 Tender forms shall be legibly filled in ink or typed neatly giving full address. **No figures or words should be over written or corrected in any form.** In case the quoted amount as written in words and as in figures do not tally the rates written in words shall be treated as quoted rates. The tenderer shall take care to write the rates and amount as quoted in a manner that interpolation is not possible.
- 5 The tender should be signed by the tenderer himself/themselves or his/their-authorized agent/representative. (The authorization to be enclosed wherever applicable). The validity for the quoted rates shall be 180 days [six months] from the date of tenders are opened. Any firm/individual who restricts the validity of the quoted rates for the period less than six months shall make their tender liable to rejection.
- 6 Addition or alteration in quoted rates or in any term and condition or invalidity period after submission of tenders is not permissible and if done, earnest money of the tenderer shall be liable to be forfeited and tender is liable to be rejected.
- 7 The successful bidder should only be allowed to sell the items listed in Annexure-II as per rates given against each and no other items will be allowed to sell in the said mess.
- 8 Besides the license fee the applicant should pay security deposit (refundable) and PNG charges on actual consumption basis.
- 9 The license shall be for a period 11 months from the date of signing of the license Deed and thereafter may be renewed with mutual consent of both the parties subject to satisfactory performance and fulfilling of terms and condition of the agreement or earlier termination as defined herein after.

- 10 The bidder should deposit security money as per detail given in the **Notice before** signing the agreement. Also if the licensee fails to vacate the premises on expiry of license deed, is liable to pay damage charges twice the amount of license fee or Rs. 25,000/- [Rupees Twenty five thousand only] per month whichever is higher.
- 11 The security money will be refunded after successful completion of the license period and getting a No Demand Certificate from the appropriate authorities i.e. Engineering Services Department/Hostel and any other authorities communicated time to time that licensee have cleared all dues in respect of Electricity Bills and handed over the premises without any damage.
- 12 If, in the opinion of the Institute, there is any defect or deficiency in the performance of this contract, the Superintendent of Hostels may terminate the license or impose fine of up to Rs. 5000/- (Rupees Five thousand only) on the licensee on each occasion.
- 13 On acceptance of the offer/contract the agreement of License deed is to be signed by the firm within 10 days of issue of letter of acceptance to the firm.
- 14 After acceptance of contract /offer or after signing of agreement if the firm/individual fails to take over the mess or fail to operate the mess within ten days, the earnest money/security money shall be forfeited.
- 15 Approved rate list (with signatures of hostel authority) to be on display at all times prominently
- 16 Contractors should maintain the hygiene / cleanliness of the premises at all times and according to the Health/Hygienic bye-laws of the Civic Bodies/NDMC.
- 17 The conduct/behavior, cleanliness and wages of all attendants/worker will be the responsibility of the contractors. The contractors should obtain the necessary police verification of all employees. He/she shall not employ any child labour. The contractor shall follow all the rules as applicable for running of such establishment as laid down by the concerned authority.
- 18 All employees should be provided with two sets of uniforms as decided by the Superintendent of Hostels
- 19 All employees of mess should maintain personal hygiene and undergo regular medical check-up as decided by the Superintendent of Hostels.
- 20 Complaint books are to be maintained and submitted to the Hostel Office for scrutiny every month. If complaint books are not submitted on the first working day of every month for scrutiny, a fine of Rs.500/- will be imposed and further action as deemed fit will be taken.
- 21 Sudden closure of the premises and stoppage of work without prior permission from the Superintendent of Hostels may result in cancellation of the license / contract and forfeiture of the security deposit.
- 22 The licensee shall not make any additions or alteration in the premises without permission of the Hostel authorities.
- 23 The successful applicant should enter into an agreement with AIIMS. While submitting the Application the applicant is deemed to agree/ abide by terms and conditions as given **in tender document and as stipulated in agreement.**
- 24 The Schedule as attached at Annexure-I is to be filled by the tenderer and Annexure I and Annexure II [rate-list] should be signed on every page while submitting the tender form.

- 25 The rates once decided should be strictly adhered to and cannot be changed in any circumstances without prior approval of the Supdt. of Hostels.
- 26 Every page is to be signed by the applicant.
- 27 The licensee shall indemnify AIIMS from/against any claim made or damages suffered by AIIMS by reason of any default on the part of the licensee in the due observance and performance of the provisions of any law which may be related to the purpose of the agreement and to the area in which premises are located.
- 28 The licensee will be fully responsible for implementation of labour law/shop establishment legislation including minimum wages, ESI, PF and workers compensation .
- 29 The licensee will install fire-safety equipment in the mess as per fire regulation and keep the premises harmless and indemnified against any damage arising on account of fire, theft, negligence on the part of licensee or his staff to any property or staff. Such loss/damage shall be made good at the cost of licensee and he/she shall be responsible for other legal action as per law.
- 30 Disposable glasses and plates will be used for serving & packaging various items. However, use of plastic bags is prohibited in AIIMS as per direction of Government of NCT Delhi.
31. The provision of E-payment i.e. E-Wallet, PAYTM etc. shall be available at the shop.
32. The Menu/working hours will be decided by the Mess committee and these timings are subject to change by the mess committee at any time.
33. Any form of canvassing or influencing the decisions of the authorities will result in disqualification of the applicant.
34. In case of regular three complaints, hostel authorities reserves the right to cancel the contract at one month notice.
35. Hostel Supdt. reserves the right to terminate as well as forfeit the security, in case of violation of any term and condition of the contract agreement.

(Signature)

Name (in full): _____

Address (in full with PIN code)

- Note: 1. In case of thumb impression it should be witnessed by two person other than those who are quoting for this work.**
- 2. In case of a partnership both partners are to sign the undertaking. The managing partner or the person with whom the responsibility of the contract shall lie should be mentioned.**
- 3. Authorized signatories of firms / organizations must provide letter of authorization**

ANNEXURE-I [FINANCIAL BID]
SCHEDULE

Name and full Address of the quoting firm : _____

Telephone/Mobile No.& E.mail address(if any) : _____

Name of the Mess : _____ Mess
Hostel of AIIMS, New Delhi.

Cost of Items sold : **As per Annexure-II**

Time for which it can be operated every day Including Sundays/Holidays : As decided by the hostel committee

Minimum license fee : Rs. 2000/-- per month
(Rupees two thousand only)

Amount which the firm/individual offers to Pay as License Fee **per month** : Rs. _____ (in figures)
Rs. _____
_____ (in words.)

Catalogues etc. to be enclosed if available separate sheet be attached if required a reference to No. of separate sheet attached be mentioned herein this column.

Signature _____

Name & full address _____

Telephone No. _____

N.B.: Incase of thumb impression it should be witnessed by two persons other than those who are quoting for this work.

Note: All bidders are requested to provide this annexure-I [financial bid] in separate sealed envelope.

ANNEXURE-I I

RATE LIST FOR SOUTH INDIAN MESS- 7 [2ND FLOOR]

Breakfast:

Monday: Vermicelli Upma with groundnuts and cashew, Chutney, Dahi

Tuesday: Rava upma with cashew, Chutney, Dahi

Wednesday: Idli, medu Vada, Chutney, Sambhar

Thursday: Pongal with cashewnut, Chutney, Sambhar, Dahi

Friday: Wheat and rice dosa

Saturday: Aval rice (Beaten rice with groundnuts), Chutney and Dahi

Sunday: Tomato rice, Chutney, Dahi

Lunch:

Rice, Sambhar, Dry gravy, Curd, Pappad, Rasam, 1 Banana, Egg on all days. *Egg items in afternoon includes omlet, full fry, half fry and egg bhurji*

Thursday-Lunch: Fish fry on all Thursday and fish curry on alternate Thursdays along with fish fry

Dinner:

Monday: Idli, medu Vada, Chicken gravy with 4 pieces, Chutney, Sambhar, Sweet

Tuesday: Chole Bhatture, Salad, Rice, Rasam, Curd, Pickles

Wednesday: Chicken Biryani rice, Chicken gravy, Raita, Veg biriyani, pakoda, Ice cream

Thursday: Dosa, one special dosa (Masala dosa, Onion uttapam), Fish Fry

Friday: Chappati, Chicken gravy, panner/mushroom gravy, Salad

Saturday: Pongal, Onion pakoda/Poori

Sunday: Sambhar rice, Curd rice with pomegranette, Masala vada

Breakfast and dinner includes coffee/milk on all days

Dinner: Rice, sambhar, curd to be provided on all days

All items are unlimited with the exception of non veg which are limited to 4 pieces of chicken/fish (app 100 gm) per serving.

S.No.	Particulars	MONTHLY CHARGES [Rate in Rs.]
1.	Breakfast only	700.00
2.	Lunch only	1000.00
3.	Dinner only	1000.00
4.	Breakfast, Lunch and Dinner	2700.00

Signature with seal _____

Name & full address _____

Telephone No. _____

Email: _____

ANNEXURE-I I

RATE LIST FOR SOUTH INDIAN MESS- 4 [Ground FLOOR]

		Timing
Breakfast	Rs. 25/-/meal	7 a.m. -10.30 a.m
Lunch	Rs. 35/- meal	12.30 pm - 2.30 p.m.
Dinner	Rs. 40/- meal	8.00 p.m. – 12.00 a.m.

Breakfast : Iddli & Chutney/ Puttu & Banana/ Idiyappam & beans/ Uppumav

Lunch :Rice [Keralal Style], sambar., fish / chicken/ omlette, lemaonade/ payasam, pappadam.

Dinner : Rice [Keralal Style]/Chapatti/ Porotta,/ noolputtu, beans curry/Sambhar, chicken curry/ fish chilly chicken/ egg curry/ mutton.

- . **The Menu/working hours will be decided by the Mess committee and these timings are subject to change by the mess committee at any time.**

Signature with seal _____

Name & full address _____

Telephone No. _____

Email: _____

RATE LIST FOR OTHER FIXED MEMBERSHIP MESSSES

Hostel no.1, hostel no. 2, hostel no. 4 [F.F.] at Gents hostel and hostel no. 10 [Ladies hostel]

Timing:-

7 a.m. – 10.30 a.m

12.30 p.m - 2.30 p.m.

8.00 p.m. – 10.30 a.m.

For Breakfast items:-

S.no.	Item	Rate
1.	Plain parantha	7/-
2.	Aloo / Maithi parantha	8/-
3.	Onion parantha	10/-
4.	Aloo – pyaaz parantha	10/-
5.	Paneer parantha	12/-
6.	Mix parantha	10/-
7.	Egg omelette/ bhurgi/Boiled egg	8/-
8.	Dahi	8/-
9.	Tea	6/-
10.	Milk tea	7/-
11.	Milk	8/-
12.	Coffee	8/-
13.	Butter toast	8/-
14.	Butter Jam toast	10/-
15.	Nimbu pani	5/-
16.	Bread omlette	10/-
17.	Half fry/Full fry	6/-
18.	French toast	10/-
19.	Roti	3/-
20.	Sandwich	10/-
21.	Cold coffee	10/-
22.	Lassi	10/-

Cont/-

RATE LIST FOR OTHER FIXED MEMBERSHIP MESSSES

Hostel no.1, hostel no. 2, hostel no. 4 [F.F.] at Gents hostel and hostel no. 10 [Ladies hostel]

LUNCH & DINNER

Days	Lunch	Dinner
Monday	Kadhi+Aloo+Rice	Butter chicken +Veg munchurian+Daal +Rice
Tuesday	Rajma+Lemon rice	Daal+Chana+Paneer+Rice
Wednesday	Rice+Daal+Chilli potato	Veg+Non-vegBiryani
Thursday	Gravy chilly paneer+Rice+Daal	Egg urry+Rice+Daal+Soyachaap
Friday	Poori+Chana+Aloo	Paalakpaneer+Tadka Dal+Rice
Saturday	Lemon rice+Lobiya+AlooPalak	Rice+Gobimunchurian
Sunday	Kichidi+Friedaloo+Roti	Kulcha/Bhature+chole+Rice

Maintenance fee is 330 for meals above or equal to 20
Its, 220 for meals above or equal to 10

Rs. 30/- per meal for Lunch/Dinner.

- . **The Menu/working hours will be decided by the Mess committee and these timings are subject to change by the mess committee at any time.**

Signature with seal _____

Name & full address _____

Telephone No. _____

Email: