

East Delhi Municipal Corporation
O/o Addl. Dy. Commissioner (R.P. Cell)
Udyog Sadan, 419,
Patparganj Industrial Area,
Delhi – 110092.
TENDER NOTICE FOR “Canteen”

Tender No. EDMC/HQ/2018/D-22

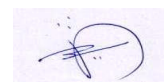
Date:10/04/2018

EDMC invites the sealed bids from reputed firm/firms for running a “Canteen” at the premises of ‘Swami Dayanand Hospital’, Dilshad Garden. The last date for submission of filled/completed tender document is 03.05.2018 up to 14:00 hrs.

For further details kindly log on to: - www.mcdonline.gov.in

Cost of Tender Document	:	Rs. 500
Sale of Tender Documents	:	12.04.2018 to 02.05.2018
Last date of submission of Bids	:	03.05.2018 upto 14.00 hrs.
Pre-Bid Meeting	:	19.04.2018 at 14.00 hrs.
Opening of Technical Bids	:	03.05.2018 at 15:00 hrs.

Admn. Officer
EDMC/RP Cell



**East Delhi Municipal Corporation,
Udyog Sadan, 419,
Patparganj Industrial Area,
Delhi – 110092.**

NOTICE INVITING TENDER

1. Sealed tenders on behalf of Commissioner, EDMC, Delhi are invited for running a “Canteen” for patients/visitors/staff Swami Dayanand Hospital of EDMC. The place of Canteen will be provided by EDMC:

For the purpose of this Tender, bidders can be either a Proprietorship firm, Partnership, Company Registered Under The Companies Act or a registered business entity and in order to support this, the bidders have to be registered under the same name with any tax authority or import export code or bank account in name of the bidders or PAN Card or any other legal registration document. Single entity as well as consortiums is eligible for bidding.

CONSORTIUM: A consortium may comprise of any of the entity mentioned above and there can be a maximum of three members in a consortium. Only one offer shall be accepted from one organization. A consortium undertaking has to be attached with the tender documents.

Tender form can be obtained from the office of Caretaker on payment of Rs. 500/- (*in cash/DD*). Tender Document can also be downloaded from EDMC website www.mcdonline.gov.in. In case the bid documents are downloaded from website, the necessary fee of Rs. 500/- for purchase of tender document in shape of Crossed Bank Draft/Pay Order (Non-refundable) in favour of “Commissioner, EDMC”, payable at Delhi shall be enclosed along with the bid at the time of submission of bid, failing which bid shall not be entertained.

Bids completed in all respects accompanied by Bank Draft/Pay order of Rs. 50,000/- drawn in favour of Commissioner, EDMC payable at Delhi as EMD along with copy of registration and experience certificate in sealed envelope may be dropped in Tender Box placed in the office of AO(R.P. Cell), EDMC HQ, Udyog Sadan, 419, First Floor, Patparganj Industrial Area, Delhi – 110092 latest by 14:00 hrs. on or before 03.05.2018. The tenders will be opened on 03.05.2018 at 15:00 hrs. If the opening date is declared as holiday the tender shall be opened at the same time on the next working day. Tenderers or his authorized persons may present themselves at the time of opening of tenders, if desired so.

Pre Bid DATE/TIME = 19.04.2018 at 1400 hrs in the office of AO (R.P. Cell) EDMC(HQ)

The EDMC reserves the right of rejecting any or all the tender bids without assigning any reasons thereof.

**Admn. Officer
R.P. Cell, EDMC**



Terms & Conditions of the Tender:

1. The bidder should submit the following documents with the Technical Bid to establish his Technical Eligibility:

- a) EMD of Rs. 50,000/- (Rs. Fifty thousand only) through a DD/Pay Order drawn in favour of Commissioner, EDMC
- b) Have FSSAI certificate (food safety certificate)/other relevant food safety quality certificate.
- c) Service tax registration
- d) Have work order/experience for running canteen service in any Government Hospital.
- e) Last three financial years' balance sheet (2013-14, 2014-15 & 2015-16) certified by a Chartered Accountant with a minimum annual turnover Rs. 25 lacs in canteen services/restaurant/catering services. The annual balance sheet has to be given as a proof of turnover. In case the company has only two years ITR (Income Tax Returns), then the provisional balance sheet of the last financial year duly self certified and a provisional certificate of turnover from the Chartered Accountant shall need to be provided.
- f) Affidavit/declaration on (not less than the Rs. 10/-) stamp paper duly notarized and stating that the firm/firms were not debarred/black listed any time by any organization.
- g) The contract period shall be valid for the period of Five years from the date the work awarded to the successful bidder. It will be further extended for two years based on performance.
- h) EMD of the successful bidder will be adjusted into monthly rent.
- i) EDMC reserves the right to cancel any or all the tenders without assigning any reason.
- j) In case of dispute the decision of the arbitrator appointed by Commissioner, EDMC will be final and binding on both the parties.
- k) EDMC will not be party if there is any dispute legal or otherwise between the contractor and his/her employees/customers.
- l) Correction in the bid papers, if any, should be authenticated with full signatures of the tender signing authority.
- m) The person signing the tender papers, in case of a firm or company should clearly specify his status in the firm or company, like (i) Sole Proprietor, (ii) Partner, (iii) Under power of attorney as Director, Manager and/or Secretary, as the case may be. Copies of documents authorizing the signatory on behalf of the firm / company should be attached with the tender documents.
- n) If any tender is withdrawn after opening the bids before final acceptance of the contract, the Earnest Money of the tender withdrawn, is liable to be forfeited.
- o) The security deposit must be paid within stipulated time, failing which the offer will be cancelled and amount deposited as Earnest Money will be forfeited.

2. Submission of Bids:

- (a) The tenderers should submit the **Technical** and **Financial Bids** in **two separate sealed envelope** and both these envelopes should be put in one envelope, duly sealed and should bear name & address of the bidder and name of the tender. This envelope should be addressed to AO (R.P. Cell).
- (b) The envelopes containing **financial & technical bids** should bear the complete name, address of the bidders & NIT No..



- (c) The bidder should sign on each page of the tender document in token of acceptance & return the same in full with bids.
- (d) The financial bid should be given in prescribed tender form only.
- (e) The sealed tender should be dropped in the tender box kept in the office of AO (R.P. Cell), EDMC (HQ), Udyog Sadan, 419, First Floor, Patparganj Industrial Area, Delhi – 110092 on 18.07.2017 upto 14.00 Hrs. The same will be opened on 18.07.2017 at 15:00 hrs. in the presence of tenderers or their authorized representative if desired so.
- (f) In case Govt. holiday is declared for the day of opening of the tender, the tender will be opened on next working day at the same time.
- (g) The EMD amount can be paid by way of DD/Pay order, which should be drawn in favour of Commissioner, EDMC, Delhi, and the same may be appended to the Technical Bid.

3. Grounds for Rejection of Bids:

Any one or more of the following actions/omissions are likely to cause rejection of bid.

- a) Bids received after specified date & time.
- b) Bids do not accompanied by required earnest money or received with shorter validity period and insufficient EMD.
- c) Bids do not purchased from the office of AO (R.P. Cell), EDMC (HQ), Udyog Sadan, 419, First Floor, Patparganj Industrial Area, Delhi – 110092 or not accompanied by cost of tender document in case tender document is downloaded from EDMC Website.
- d) Any bid received without wax sealed or tape sealed.
- e) Any conditional bid.
- f) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in NIT.
- g) Any bid received, not signed by duly authorized signatory at all appropriate places.
- h) Any effort by a bidder to influence EDMC in the bids evaluation, bid comparison or award of contract/decision may also result in rejection of the bid.
- i) In case of receipt of more than one bid by same person in different name, then all the bids of that Party will be rejected summarily and enclosed EMD will be forfeited.

4. **GESTATION PERIOD** – The selected bidder shall also get a maximum gestation period of 30 Days from the date of handing over of site/issuance of work order. No extension of gestation period shall be allowed except for force majeure clause or non-fulfilment of Conditions Precedent.

5. **SCHEDULE OF PAYMENTS BY THE SELECTED BIDDER TO EDMC:** That selected bidder shall pay a fixed monthly rental to EDMC for the premises leased to the bidder for the purpose as mentioned in the tender documents.

a. That the payment shall be given by 7th of every month and any delay shall entail a fixed penalty @ 2% per month.

b. That the rental shall increase by 5% every two year.

6. **ACKNOWLEDGEMENT OF LETTER OF ACCEPTANCE (LOA):** Within a maximum of 10 days from the date of issue of the Letter of Intent, the Preferred Bidder shall acknowledge the receipt of LOA and give concurrence to execute the tender.



7. **WORK ORDER:** Upon receipt of LOA from the selected bidder, a work order shall be issued within 15 days of receipt of letter of acceptance from the selected agency in response to the Letter of Intent.
8. **SECURITY DEPOSIT:** That EMD of the selected bidder shall be deposited in EDMC treasury as security deposit. That the security deposit shall be refunded within 15 days of completion of the project.
9. **SUPPORTING INFRASTRUCTURE TO BE PROVIDED TO THE SELECTED BIDDER BY EDMC:** The EDMC shall provide all support and to help execution of the project for the period of contract and all approvals etc as may be required for execution of the said project.
10. Each bidder must conduct survey of the existing processes and make independent evaluation of the scope of work. No bidder can hold EDMC responsible for non-understanding of the scope of work. Bidders are free to visit EDMC to understand the operations. The process is fully in public domain and no separate information shall be given to any bidder by EDMC on this account.
11. If the information furnished by the tenderer is found to be incorrect, the contract, if awarded is liable to be terminated without notice and Earnest Money and/ or Security Deposit is liable to be forfeited.
12. EDMC reserves the right to terminate the Contract at any time during the validity period without assigning the reason after issue of a due notice of 15 days.
13. EDMC reserves the right to accept or reject any request from the contractor for opening of extension counters in other EDMC offices.
14. EDMC will review the functioning/performance of the Contractor after every six months and may recommend termination of the contract based on performance and can terminated the contract without any notice.
15. (a) Any loss of "Canteen" property or any property supplied by the EDMC shall be contractor's responsibility. The loss or damage to EDMC properties shall be immediately brought to the notice of DC/ADC (R.P. Cell) and on the recommendation of DC/ADC (R.P. Cell) the cost of the loss will be recovered from the Contractor.
(b) Any loss of "Canteen" property other than those supplied by the EDMC shall be Contractor's responsibility
16. The contract is liable to be cancelled if the health department of EDMC or FDI or any Govt. agency (empowered with health, food Act etc.) find any discrepancy in the maintenance of hygienic condition or any violations of municipal by laws applicable from time to time.
17. The contractor shall in no case transfer the whole or part of the contract to any other person or firm.
18. Bids shall remain valid for 90 days from the date of bid opening prescribed by the EDMC.
19. (a) Validity period of EMD should not be less than 90 days.
(b) EDMC will not pay any interest on the Earnest Money and the security deposit.
20. EDMC, also reserves the right to forfeit Earnest Money/Security Deposit, if the tenderer, after accepting the contract, fails to comply with any of the terms and conditions set out here or in the contract agreement or in acceptance letter which may be drawn up as consequence of acceptance of the tender. EDMC may without prejudice to any other remedy for breach of contract, by written notice of default sent to contractor terminate this contract.



21. Acceptance of the tender will be communicated through an acceptance letter.
22. Any bribe, commission, or gift promised or offered by the bidder or on behalf of the tenderer or his/her partner, agent or servant or any of his representative or relative to any official/officer of EDMC with a motive to influence acceptance of tender or award of work will render the bidder for cancellation of his/her tender.
23. The bidder should comply with the conditions of Minimum Wages Act. In case any liability arises in this regard, either during the period of contract or later on, the approved bidder/contractor will be solely responsible for it. The contractor shall also indemnify EDMC against any such liability/expenses and promises to pay such charges.
24. Other conditions governing the contract issued by the EDMC from time to time will also be applicable.
25. The EDMC reserves the right to review the functioning of the "Canteen" periodically. (on Half yearly basis)
26. A "Canteen" Committee will be formed which will supervise the working/performance of "Canteen" and also check the quantity and quality of items supplied by contractor including addition/deletion of any item in the menu list.
27. If the Highest bidder (H-1) withdraws from providing services/contract to EDMC during the period of contract, the same work contract can be awarded to the next lowest bidder (H-2) till finalization of new tender.
28. **Penalty:**

If the timing, quality of items & others, such as cleanness, hygienic condition, proper dress of the "Canteen" staff etc are not adhered to as per the prescribed norms a penalty will be imposed as follow:

 - a. Non-opening of "Canteen" without prior permission – Rs.500/- per day.
 - b. Late opening/early closing down of "Canteen" without proper knowledge of competent authority – Rs. 400/- on each occasion.
 - c. Stocking and supplying of inferior stuff - Rs. 1000/- for each occasion only for three occasions leading to cancellation of contract without further notice.
29. Any injury sustained by the "Canteen" employee/worker and/or in case of any casualty occurring, the responsibility will be solely on the contractor and the EDMC will in no case share any responsibility in such cases. The compensation or any other claim payable to any "Canteen" employee/worker under any Labour law, any other laws, applicable will be contractor's responsibility.
30. The contractor will ensure to display the list of served food items in the "Canteen" along with their prices/rates.
31. All sales will be against cash payment and/or coupons and the entire sale proceeds will be retained by the contractor.
32. Any Other conditions governing the contract issued by the EDMC (HQ) from time to time will also be applicable.
33. The EDMC will review the working of the "Canteen" after first six months and may recommend terminations or extension of the contract based on performance.
34. EDMC reserves the right to terminate contract at any time by issuing a notice of 60 days.
35. Any loss of "Canteen" property other than those supplied by the EDMC shall be contractor's responsibility. The loss or damage to EDMC properties shall be immediately brought to the notice of "Canteen" committee and on the



recommendation of Committee the cost of the loss will be recovered from the Contractor.

36. In the case of dispute regarding unsatisfactory service by the contractor, decision of EDMC will be final and binding.
37. The rates should be quoted in both words & figures (*Indian rupees*). In case of discrepancy in words and figures the rate quoted in words will be valid.

**Signature of the Tenderer
With rubber stamp**

Tel. No.

Fax No.



APPENDIX

CONSORTIUM UNDERTAKING ON RS 10 STAMP PAPER

TO WHOMSOEVER IT MAY CONCERN

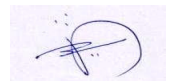
This is to state that for the purpose of the **TENDER TO RUN CANTEEN SERVICES IN SWAMI DAYANAND HOSPITAL OF EDMC**, we have agreed to form a Consortium as under:

S. No.	Name Of Agency With Address	Name Of Signing Authority Along With Designation	Role In Consortium
1			
2			
3			

Signature Party 1:

Signature Party 2:

Signature Party 3:



CERTIFICATE ON LETTER HEAD OF CHARTERED ACCOUNTANT FIRM

TO WHOMSOEVER IT MAY CONCERN

This is to state that upon perusal of books of accounts of M/s , it is stated that their turnover is as under:

	FY 2013-14	FY 2014-15	FY 2015-16
Turn-over			

Signature of CA Firm with Seal



ON THE LETTERHEAD OF THE BIDDER / CONSORTIUM

TO WHOMSOEVER IT MAY CONCERN

This is to state that for the purpose of the tender no Dated captioned **TENDER TO RUN CANTEEN SERVICES IN SWAMI DAYANAND HOSPITAL OF EDMC**, we have hereby authorized Sh/Ms working in capacity of with M/s to execute all documents on behalf of the Consortium for the above said tender.

Signature Party 1 with seal:

Signature Party 2 with seal:

Signature Party 3 with seal:



**Specification for running of a “Canteen” at EDMC HQ, 419, Patparganj
Industrial Area, Delhi – 110092.**

General:- In order to provide general hygienic prepared Tiffin, Snacks & Tea-coffee Cold drink etc. to patients/visitors/staff of Swami Dayanand Hospital of EDMC on genuine rates and using the approved ingredients in “Canteen” being run privately.

2. Details of work: The work involves following activities

The Contractor undertakes to run the “Canteen” to cater tiffin/lunch, snacks & tea-coffee, Cold drink etc. to patients/visitors/staff of Swami Dayanand Hospital of EDMC as per tender filled and according to the general hygienic preparations and sell them strictly on the genuine rates and using the approved ingredients.

The contractor will run canteen in space provided by EDMC at Swami Dayanand Hospital premises that deliver the following:

- i. all accessories as well as cost towards water and electricity connection shall be at the cost of the contractor.
- ii. Café to serve ready to eat food/packed food etc
- iii. The persons must be skilled by professional chefs to provide quality food

- 1.1 The agency shall bear cost of electricity & water.
- 1.2 The contractor will employ sufficient number of staff for smooth functioning of the “Canteen”. Payment of Salaries to such staff will be contractor’s responsibilities as per NCT of Delhi Labour laws.
- 1.3 The contractor shall use his own furniture utensils and crockery for preparation & serving of food stuffs.
- 1.4 The contractor will ensure that all the ingredients to be used must be of standard quality and should be kept properly to ensure guard against contamination.
- 1.5 The crockery used should be cleaned with good quality detergent.
- 1.6 The contractor shall ensure that proper hygienic care is taken in the kitchen and all the food items are kept properly covered to guard against dirt or flies etc.
- 1.7 The “Canteen” will be open atleast from 08:00 to 18:00 hrs. on all working days. Contractor may also have to make arrangements on Sundays/Holidays on requisition in one day advance.
- 1.8 EDMC will ensure the provision of (1) Space for “Canteen” (2) Electric supply (Electric sub-meter will be installed and the caterer will have to pay electric bill). Bidder will have to arrange water themselves.
2. The contractor shall ensure to employ persons of proven integrity and morals. The contractor will be held responsible for any misdeeds or undesirable activity indulged in by any of the “Canteen” employees/workers. In order to have checked on any anti social element, the contractor will also be responsible for obtaining Police verification certificate in r/o all the “Canteen” employees/workers.
- 2.1 The child Labour shall not be used by the contractor in the “Canteen” under any circumstances.
- 2.2 The contractor will take necessary steps against any possibility of fire accidents. If any fire accident occurs due to negligence on the part of the



contractor or his employee the resultant damage to the building and/or to the EDMC property; will have to be made by the contractor. The fire-fighting equipments in the “Canteen” will be provided by the Contractor who will further ensure that his employees/workers are well versed in its use.

- 2.3 This contract is liable to be cancelled if the health department of EDMC/any Govt. Authority finds any discrepancy in the maintenance of hygienic condition or any violation of Municipal by Laws applicable from time to time.
- 2.4 The “Canteen” staff will wear proper uniform and those working in the kitchen will have to wear aprons and cap to ensure cleanliness. Such uniforms and aprons will be provided by the contractor himself.
- 2.5 The contractor shall supply all antecedents of the “Canteen” staff to AO (R.P. Cell) and MS (SDN).
- 2.6 The contractor shall ensure to display the list of food items and Rates available in the “Canteen”.
- 2.7 Contractor may supply following items on genuine rates however he may change the items depending upon the local /staff requirement. Rates may be fixed based on earlier running canteen or other nearby government hospital canteen(s).

Lunch (*Daily different Menu- Consisting of Dal, vegetables, rice, chapattis, salad*), Dal/Rajma-Rice, Paav Bhaji, Idly/Vada Sambhar (2 pcs.), Tea, Coffee, Juices (packed), Milk Shake, Vegetarian Thali (*4 Chappatees, one plate vegetable, one plate raita, one plate dal, pappad and salad*) or (*2 Chappatees, half plate rice, one plate vegetable one plate raita one plate dal, pappad and salad*), Samosa, Bonda, Dal Vada, Kachori (with Alu Sabzi), Bread pakoda with sauce/chutni, Paneer pakora, Dosa (*Plain & Masala*) with Samber and chatni, Chhole Bhatore (2pcs), Dal ordinary & fry, Gulab Jamun/Khoya burfi, Baloo shahi/Besan Ladoo, Paav Bhaji, Idly/Vada Sambhar (2 pcs).

- 2.8 All sales will be either in cash or coupon and the entire sales proceeds will be retained by the contractor.
- 2.9 Contractor shall be held responsible for any anti social activities in “Canteen”.
- 2.10 Contractor is responsible to pay all type of applicable taxes, levies in respect of Labour laws and other statutory-byelaws applicable from time to time.



Questionnaire

From

To

Name and Address of Tenderer

Fax No. -----

AO (R.P. Cell), EDMC
Udyog Sadan, 419,
Patparganj Industrial Area, Tel. No. -
Delhi – 110092.

No.

Dated:

Name of Work: *Running of "Canteen" at SDN Hospital.*

Please furnish the following information:-

- a) Name of the Firm
- b) Type of Firm
- c) Name & self attested passport size photograph of proprietor partners/directors alongwith his/her/their ID proof /PAN card etc.

**Signature of Tenderer
With rubber stamp**



TENDER FORM (Financial Bid)

Name of Work: *Running of canteen at SDN Hospital*

Sir,

1. I have studied the tender documents & understood them.
2. I hereby agree to take the work for Running of canteen at SDN Hospital.
3. This bid is being offered with understanding that I/We shall take with the work of running of canteen at SDN Hospital.
3. I hereby quote the following rates:

Rate of rent per month payable to EDMC for the space, provided for running canteen

=(in words) (inclusive of all taxes)

= (in figure)

(The rates should be quoted in both words & figures (Indian rupees). In case of discrepancy in words and figures the rate quoted in words will be valid.)

4. I/We undertake to abide by the rules and regulations of Central/ state Govt. Governing the contractual obligations.
5. I/We understand that if any of the information/document furnished here with is found to be false or incorrect, my/our tender bid shall be liable to be cancelled and EMD shall also be forfeited. In the event of contract being awarded, the same shall also liable to be cancelled with the forfeited of the amount of the security deposit.

**Signature of Tenderer
With rubber stamp**



Tender for Running of “Canteen” at Swami Dayanand Hospital of EDMC.

1. Tender is for award of contract for running of the “Canteen” at SDN Hospital. The offer is made on the understanding that I/We shall run the “Canteen” at SDN Hospital in accordance with the terms & conditions vide Annexure ‘A’ by employing sufficient manpower, machinery and appropriate quality in hygienic conditions.
2. The offer is also on the understanding that I/We will have to pay my employees/workers the minimum wages as per the existing rates according to minimum wages Act as applicable in NCT Delhi and make other payments due to the contract Labour as per provisions of relevant acts and rules of Central/ State Government. I/We quote the rates on attached list.
3. I/We have carefully read and understand the terms and conditions issued with the tender papers and quote my/own offer with full knowledge thereof. I/We submit the following documents in a **wax-sealed envelop / Tape sealed.**
 - a) Draft/Pay order ----- dated ----- drawn on -----
----- for Rs. ----- in favour of Commissioner,
EDMC.
 - b) Certificates/documents as required in the bid.
 - c) Any other relevant documents.
4. I/We undertake to abide by the Acts, Rules, Regulations of EDMC, Central or State Government, relevant to the operation of this contract, if awarded.
5. I/We undertake that in case any information or document furnished herewith is/are found to be incorrect or false the tender offered/submitted and/or contract awarded, may be rejected/cancelled.

On behalf of:

EDMC

Signature -----
Name -----
Address -----

Office Seal -----

Tenderer

Signature (Tenderer) -----
Name -----
Address -----

Phone No. -----

Documents check list

Sr. no.	Document
1	
2	
3	
4	
5	

