

Cost of Form -500/-



TENDER DOCUMENT

Name of Work:- TENDER FOR BIDS FOR (I) DEPARTMENTAL STORE IN THE FORM OF MINI SUPERMARKET, (II) FOOD CORNER, (III) LAUNDRY AND (IV) SALOON AT F.A.A. MEDICAL COLLEGE & HOSPITAL, BARPETA, PIN NO.:- 781301, ASSAM.

Serial No. of Tender :-

Tender No.:- FAAMCH/Market Complex/619/2020/ 6300

dtd. 06/07/2020

Name of the party in whose favour
the tender from has been issued :-

Seal & Sign. of the Officer

Principal Cum Chief Superintendent
FAAMCH, Barpeta

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
FAKHRUDDIN ALI AHMED MEDICAL COLLEGE & HOSPITAL
BARPETA:::ASSAM:::Pin: 781301
(Under Society for Medical Education, Barpeta)

INVITATION FOR BIDS FOR (I) DEPARTMENTAL STORE IN THE FORM OF MINI SUPERMARKET, (II) FOOD CORNER, (III) LAUNDRY AND (IV) SALOON AT F.A.A. MEDICAL COLLEGE & HOSPITAL, BARPETA CAMPUS

Sealed tenders are invited affixing non-refundable Court fee stamp of Rs.8.25 (Rupees eight & twenty five paisa) only for establishment of (i) Departmental store in the form of mini supermarket, (ii) Food corner, (iii) Laundry and (iv) Saloon at F.A.A. Medical College & Hospital, Barpeta Campus. The proposals shall reach latest by 20th July 2020 at 01.00 PM and will be opened at 11.00A.M on 21st July 2020 in the presence of the proposers or their authorized representatives who may like to be present.

TERMS AND CONDITIONS :-

A. The proposal should be filled in neatly. Over-writing and erasing shall make the proposal liable to be rejected. Every correction must be initialed by the Proposer.

B. Before participating in the tendering process each intending bidder shall affix signature with date on the copy of the condition for the establishment of (i) Departmental store in the form of mini supermarket, (ii) Food corner, (iii) Laundry and (iv) Saloon as a token of acceptance of the conditions contained herein after and shall furnish full name & address of the individual, company, firm on whose behalf the participant is interested to bid. The name of persons, company and full postal address should be furnished. All correspondence made by the Bidder to this furnished address shall be considered as correctly delivered notwithstanding any change in postal address, shall have to be intimated to the Administrative Office of Principal-cum-Chief Superintendent, Fakhruddin Ali Medical College & Hospital, Barpeta.

C. Person intending to participate in the Bid shall have to pay the specified Tender documents fee through Demand Draft drawn in favour of Member Secretary, Society for Medical Education, Barpeta payable at Barpeta or any other officer duly authorized by him. The tenderer shall have the right to withdraw any item from being leased out. He may accept or reject any bid/offer or may stop any bidder at any stage from bidding without assigning any reason thereof. No appeal against above action by the Institute shall be entertained. The tender Committee shall conduct the Bid of any item in the following manner:-

1. The departmental store in form of a mini supermarket establishment complex and fast food counter shall be allotted through Bid only and to the highest offer for rent by bidder only.

2. Participant of Bid may offer his highest monthly rent for particular item he/she willing to take on rent. A single party may offer tender for item (i), (iii) and (iv) and for item (ii) separate tenders have to be submitted.

3. The Electricity charge or any other govt. charges/taxes (if any) as applicable from time to time shall have to be paid by the tenant/s separately. Such Charges/taxes shall be collected by the concerned authority.

4. Total 4 numbers of areas are available in the building earmarked. The cost for applying for the Bid is Rs. 500/- (Non Refundable) for each item. The details of the various item, presently offered for BID in FAAMCH Shopping Complex are given below, the bidder may make their choice of shops:-

| Item No. | Description | Type of Shop | Variety of Shop |
|----------|--------------------|--|---|
| 1. | Departmental Store | Departmental store in the form of Mini Supermarket | Grocery items including all Stationary, cosmetics, household items and appliances and goods along with refrigerated food items and fruits and fresh vegetable. |
| 2. | Food Corner | Modern Clean and Hygenic Fast Food corner | Samosa, Polao (The each should offer veg and Non-veg), Fried Rice (The each should offer veg and Non-veg), Roll(The each should offer veg and Non-veg), Chowmin (The each should offer veg and Non-veg), Momo (The each should offer veg and Non-veg), Maggi (Cooked noodles), Chicken items (Butter chicken, Dry fry, chicken roast, Dopyaja,Chicken curry) , Burger, Egg Items, Paneer Items, Paratha, Chappati, Pakora (The each should offer Veg and Non-Veg), Soup (The each should offer Veg and Non-Veg), finger chips, Chops (The each should offer Veg and Non-Veg),Fish item, Puri sabji, Roti & tarka etc. |
| 3. | Lanudry | Modernized Laundry shop | Ironing cloth & Washing cloth and dry cleaning |
| 4. | Saloon | Modernized Saloon | Dressing hair & dying, shaving, spa etc. |

5. The allotment of items to the eligible and successful bidder shall be given on full payment of amount of security deposit and EMD to FAAMCH and on execution of agreement/rent deed on non-judicial stamp paper costing Rs. 100/- (Rs. One hundred only) in prescribed format. The cost of stamp paper and other incidental charges shall have to be borne by the successful bidder/allottee.
6. The shop holder/allottee or his/her representative is restricted to make any change in electrical wiring, fittings etc without prior permission of the Institute. The allottee or his/her representative shall not make any structural changes in the premises allotted to him/her under any circumstances. If at any time it is found that the structural changes have been made which directly or indirectly is effecting the stability of the building, the said deed shall be cancelled immediately and the allottee will be prosecuted and the area impounded with risk and cost of the defaulter shop holder/ allottee concerned.
7. The allottee shall have to pay the electricity bill as per actual meter reading to FAAMCH and water charges at a flat rate of Rs.900 per month.
8. However, in case of telephone connections, charges on account of fire safety, insurance cover and security of article within the shop and any other charges, the same shall be made and arranged on his/her own, by the allottee. The FAAMCH will not be responsible for any kind of such payment under any circumstances. The allottee shall be solely responsible for discontinuation of any such service due to nonpayment of bills etc, without any liability on FAAMCH
9. The allottee shall not utilize any additional common space other than the allotted area during the handed over .
10. The lease period will be for the period of five to seven year from the date of allotment unless terminated earlier by the Institute for violation of any of the terms and conditions of the Lease/Agreement. The lease period is likely to be extended further as per the suitability and performance report.
11. The ownership of the complex and its legal possession will remain with FAAMCH, Barpeta.

The allottee will have the right to use the area during the license period for the approved purpose only.

12. The facilities shall remain open for seven days a week and during the time as decided by the institute. Any closure must be done with approval of competent authority of the institute and proper prior notification among the residents of the campus, FAAMCH community.
13. If a facility remains closed for more than 7 days without proper permission, it will be presumed to have been closed down. As such, the fresh proposals will be invited for the shop and the loss will be recovered from the first Licensee till that is taken over by the second Licensee.
14. The Institute will not be responsible for the payment of any bill due against any member of the Staff, employee and students etc. A notice to that effect shall be prominently displayed on the shop premises.
15. The allottee shall not transfer or sublet the shop or any part of the premises leased out to him/her. In case the Licensee is found to sublet the shop his/her lease will be cancelled immediately.
16. The allottee shall arrange his/her own furniture, partition, installations, shelves, etc. inside the Shop.
17. The Institute shall be entitled to recover any outstanding dues including penalty/fine, installment and other due from security deposit of the Licensee.
18. The Licensees will not be allowed to open the facility of the shop to the outsiders. The shops are solely meant for use by the Residents, Students, Visitors and Staffs of the Institute.
19. The items shall be sold in the shop as decided by the Institute from time to time.
20. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items sold/ stored for sale in the shop shall be of good quality, if anything sub-standard quality found by the Competent Authority or any other officer authorized by him on his behalf may seize the whole stock or part thereof and order the destruction thereof.
21. To regulate price and quality, regular monitoring and supervision shall be made any time by an officer/official so authorized by the competent authority and submit the report of the irregularities, if any, to the office for necessary action by the committee, or authorized officer by the competent authority.
22. Only such articles shall be offered for sale, which are particularly approved by the Institute for the shop. The Institute may by order in writing prohibit the sale of the articles, which are in contravention of the instructions.
23. The rate of various Items, services are to be displayed in the shop. Computer generated Receipt shall be provided to all customers for every item sold whether the same is demanded by customer or not.
24. The sample of the articles can be collected at any time by the Competent Authority or his representative and if found substandard, appropriate punishment including cancellation of license can be imposed.
25. The Licensee shall keep a Complaint Book which shall be made available on counters to the Customers and authorized Officer(s) of the Institute shall have the right to see all these Complaint Books as and when required.

26. In case of any default, complaint or deterioration of requisite quality of items, the Licensee shall be liable to pay reasonable penalty levied by the Institute and shall deposit the penal amount as per direction of the Institute.
27. Over charging of rates is strictly prohibited. In case of default, his license will be cancelled.
28. The sale, storage or stock, deposit of Narcotics, tobacco, alcohol and other contraband & dangerous goods/materials in any form is strictly prohibited in the shop. Further, Smoking and consumption of Alcohol/intoxicants in the premises are strictly prohibited.
29. The allottee shall maintain the premises in good condition and keep it clean and tidy always.
30. The waste must be disposed of and 100% cleared before closing the area of business day and cleared at sufficient intervals during the day. The firm shall maintain neat and at all times.
31. In case of any loss or damage to the Customers due to shop/services's employees negligence, the Licensee shall be responsible to make good the loss to the customer.
32. No child labour shall be employed by the licensee in any case. Full details of the employed person will be maintained by the allottee/shop holder and will be provided to competent authority as and when demanded.
33. The allottee will not appoint any employee without proper police identification/verification and shall supply the list of his workers deployed by him who shall be equally responsible to receive any orders/information issued from this office rather they shall be treated as like licensee in this regard.
34. The allottee shall be fully responsible for good conduct and character of his/her employee(s) and employees shall be properly dressed and ensure that the dress is neat & clean at all times.
35. The allottee shall be responsible for the repair of shop required, if any, during the lease period.
36. On cancellation of lease, the premises shall be vacated by the allottee immediately from the date of issue of notice in writing by the Institute. The Institute shall take immediate possession of the shop and make alternative arrangements to run the same immediately. If any material or fitting belonging to him/her are not removed by him immediately as directed by the Institute, these will become the property of the Institute.
37. The allottee shall be responsible to make all arrangements to ensure with regard to the safe custody. The Institute shall not be responsible for any damage, loss or theft in shop, if any.
38. The allottee shall not raise any legal dispute in the court of law and if there is a dispute the matter will be referred to an Arbitrator who would be the Principal-cum-Chief Superintendent, FAAMCH, Barpeta or will be appointed by him and his decision shall be final and binding.
39. A monthly rental shall have to be given to the Member Secretary, Society for Medical Education, Barpeta alongwith water charges. The party shall have to install sub meter for electricity which they have to pay directly.
40. The intending party has to fully develop furnish the site provided from his own sources and have to pay a rental as well as electricity and other Govt. services.
41. The bidders should submit the turn over not less than Rs. 1.00 cr. food corner and not less than Rs. 0.50 Cr. for Departmental Store, Laundry & Saloon (average in last 3 years).

42. **The bidders should have minimum experience of supplying food from Educational institute/Govt. sector institute and also submit the work order with payment details from their respective authority for Food Corner.**
43. **The bidders should have experience of running a modern kitchen with electrical gadgets for cooking and preparation of food for Food Corner.**
44. The term contract shall be 5 to 7 years depending suitability. The intending party / person has to fulfill all requirements laid down in tender paper including expenditure and financial strength.
- Facilities should be provided for payment by Card and billing should be computerized.
 - For the Grocery shop the tenderer has to specify about he is offering on the MRP and the computerized bill should reflect. From other goods the price has to be display in label and cannot not be higher than the MRP rate.

INSTRUCTION TO THE ADDRESS

1. Interested bidders can visit the site in our Campus on any working day during office hours. In case of any further clarification, the bidders may contact college authority of F.A.A. Medical College & Hospital, Barpeta
2. The bids must be submitted in one packet super scribed "NIT FOR LEASING OF VARIOUS SHOPS IN SHOPPING COMPLEX, FAAMCH, BARPETA, NIT No. with Date and Last Date of Submission mentioning as per the following.
 - a) Detailed Proposal in the attached format along with additional information, if any.
 - b) Experience.
 - c) Credentials.
3. The required E.M.D in the shape of Demand Draft drawn in favour of Member Secretary, Society for Medical Education, Barpeta fee of Rs.5000/-shall be submitted to Principal-cum-Chief Superintendent, FAAMCH, Barpeta and dropped in the Tender Box .
4. Late or incomplete bids will be summarily rejected or in case the bid is not submitted with the appropriate authority, the same shall be summarily rejected.
5. Bids without EMD, application fee will not be honored and liable to be rejected. The E.M.D will be refunded to the unsuccessful bidder.
6. All relevant information and documents must be furnished along with the proposals.
7. The Institute reserves the right to cancel/reject any or all offers without assigning any reason whatsoever.

| Sl. No. | Description | Type of Shop | Quoted Rent for the shops in per Sq. ft. |
|---------|--------------------|--|--|
| 1. | Departmental Store | Departmental store in the form of Mini Supermarket | |
| 2. | Food Corner | Modern Clean and Hygenic Fast Food corner | |
| 3. | Laundry | Modernized Laundry shop | |
| 4. | Saloon | Modernized Saloon | |

The details documents are required for participating the tender are as shown below:-

- 1) Trade License
- 2) GST Registration
- 3) Income Tax Clearance (3 years)
- 4) Food License (Departmental shop and Food Corner)
- 5) PAN CARD
- 6) EMD Rs. 5000/- in the form of DD/BD/NSC/KVP/IPO in favor of Member Secretary, Society for Medical Education. The EMD money will be returned to unsuccessful bidders.
- 7) Tender documents fees Rs. 500/-
- 8) Court fee Rs. 8.25 affixing on price bid
- 9) Experience Certificate as mentioned in Sl. No. 42 & 43
- 10) Annual Turn Over last 3 years as mentioned in Sl. No. 41
