

Cost of Form: ₹ 2,500/-



TENDER DOCUMENT

NAME OF WORK : ESTABLISHMENT OF TEA STALL AT F.A.A. MEDICAL COLLEGE & HOSPITAL, JOTIGAON, BARPETA, ASSAM - 781301.

TENDER NO : FAAMCH/TEA_STALL/1260/2018/1262

Date : 14/09/2018

SL. NO. OF TENDER : _____

Name of the party in whose favour the Tender form has been issued : _____


SUPERINTENDENT
FAAMCH, BARPETA, ASSAM

Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.



**Government of Assam
Office of the Superintendent
Fakhruddin Ali Ahmed Medical College Hospital
Barpeta, Assam - 781301**

(Under Society for Medical Education, Barpeta)

Phone : (03665) 252140 ::: e-mail : faamc.barpeta2010@gmail.com

No. FAAMCH/TEA_STALL/1260/2018/1262

Date- 14/09/2018

NOTICE INVITING TENDER

Sealed Tenders affixing non-refundable Court fee of ₹ 8.25/- only are invited for establishment of a **TEA STALL** at Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta from **GOVT. REGISTERED FIRMS**, reputed & experienced in running tea stall/similar nature of works.

The tender documents containing detailed information/terms and conditions for the purpose can either be obtained from the Office of the Superintendent, from **15/09/2018 to 08/10/2018 between 11 a.m. to 3 p.m.** with non-refundable payment of ₹ 2,500/- or may be downloaded from the website <http://faamcassam.co.in> Those who download the tender documents from the website should enclose the DD / Bankers cheque of ₹ 2,500/- (non-refundable) in favour of Superintendent, FAAMCH. The tender documents are non transferable.

The last date and time of submission of tender is 8th October, 2018 up to 1:00 p.m. and the tender will be opened on the same day at 1:30 p.m. in presence of the intending tenderer or their authorized representatives. The tenders are to be submitted to the office of the Superintendent, Fakhruddin Ali Ahmed Medical College Hospital, Barpeta on all the working days during office hours.


Superintendent

F.A.A. Medical College Hospital
Barpeta, Assam

Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

Memo No. FAAMCH/TEA_STALL/1260/2018/1262-A

Date- 14/09/2018

Copy forwarded for information to :

1. The commissioner & secretary to the Govt. of Assam, Health & F.W.(B) Deptt. Dispur Guwahati-6.
2. The Director of Medical Education, Assam, Sixmile, Khanapara, Ghy- 22.
3. The Chairman, Society for Medical Education, Barpeta.
4. The Principal-cum-Chief Superintendent, FAAMC&H, Barpeta.
5. The Director of Information & Public Relation Officer, Dispur, Guwahati – 6. **He is requested kindly to publish the tender notice in daily news papers. One in Assamese & one in English.**
6. Notice Board, FAAMCH, Barpeta.
7. Notice Board of the Deputy Commissioner office, Barpeta.
8. Notice Board of the Revenue Circle office, Barpeta.
9. The DI&PRO, Barpeta for wide publication of the tender.
10. The P.S. to the Hon'ble Minister of Health & F.W., Assam, Dispur, Guwahati- 6 for Kind appraisal of the Hon'ble Minister of Health, Assam
11. Office file.


Superintendent

F.A.A. Medical College Hospital
Barpeta, Assam

GENERAL TERMS AND CONDITION

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

Part-I : Technical Bid in one sealed cover with E.M.D. and other relevant documents

Part-II : Price Bid/Financial Bid in one sealed Cover.

Both the sealed envelopes should be put in one outer cover and to be submitted indicating thereon :

- i. Reference No. of Tender notice and date _____
- ii. Tender submitted for _____
- iii. Last date for submission of the tender _____
- iv. Date of opening of the tender _____
- v. Name of the firm _____

Please note that prices should not be included in the Technical Bid, failing which the tender will be rejected. The Pre-qualification documents including EMD as required in the tender document should invariably be accompanied with the Technical Bid. Any EMD previously deposited with the Institute should not be considered for this tender.

2. The tender may be deposited at the tender box in the office of the Superintendent, FAAMCH, Barpeta. In case the tender is sent by courier/post it would be the responsibility of the bidder that it reaches the Institute by the due date. The offers submitted through telex/telegram/fax/e-mail or any manner other than specified above will not be considered.
3. **Tenders submitted without following Two Bid procedure as mentioned above will be summarily rejected.**
4. The financial bid will be opened only in respect of those Firms who qualify in Technical Bid. Date of opening of Financial Bid will be intimated separately.
5. EMD of the unsuccessful bidders will be released by Superintendent after the order is placed to the successful bidder. Representative who will collect the EMD will be required to bring a photo ID and authority letter of bidder.
6. The bidder should enclose the following documents/information 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 made in this regard :
 - a. **Copy of Govt. Registration of firm.**
 - b. **Copy of FSSAI License. (Up-to-date)**
 - c. **Tendering Firm must have at least 5 (five) years experience of running of similar nature in Govt./Public Sector organization.**
 - d. **Affidavit to the effect that the tendered has never been black listed by any organization and has not been debarred from participating in the tendering process of the FAAMCH, Barpeta.**
 - e. **Copy of PAN Card and Income Tax return of last assessment year.**
 - f. **Copy of GST Registration & GST Return Certificate.**
 - g. **Copy of up-to-date Trade license.**
7. Rent will be fixed as per PWD rate. Electricity/Water charges will be extra.
8. The successful bidder is to arrange their own shed and distribution points etc. within the specified area.
9. Cost towards the development of such point is to be adjusted from monthly rental.



SPECIAL TERMS AND CONDITION

1. The Stall in the FAAMCH shall provide facilities only for the students, resident doctors, trainees, staff etc. of FAAMCH, Barpeta.
2. The bidder shall be required to Deposit to the hospital authorities a sum of Rs. 50,000/- (Rupees Fifty thousand) only as Earnest Money Deposit in the form of NSC, KVP, Bank Guarantee, FDR of schedule Bank valid for one year pledge to the Superintendent, FAAMCH, Barpeta which will be refundable on expiry of the contract. Failing which the Tender may be liable to 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 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.
4. Addition or alteration in quoted rates or in any term(s) and condition(s) 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 their Tender is liable to be rejected.
5. The successful bidder shall be allowed to sell the items listed in Annexure – IV and no other items will be allowed to sell in the said shop.
6. **The license shall be for a period of 11 months from the date of signing of the license Deed and thereafter may be renewed with mutual consent on terms and conditions to be settled mutually.**
7. The successful bidder should deposit security money of Rs. 50,000/- and license fee of Rs. 10,000/- before signing the Agreement. Also if the license fails to vacate the premises on expiry of license deed, is liable to pay damage charges twice the amount of license fee or Rs. 10,000/- (Ten thousand only) per month whichever is higher.
8. 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. all dues and handing over the premises without any damage.
9. If, in the opinion of the Institute, there is any defect or deficiency in the performance of this Contract, the Hospital Authority may terminate the license or impose fine of up to Rs. 5000/- (five thousand) only on the licensee on each occasion. Such fines will be deductible from the Security Deposit or any amount due to the licensee, if not sooner paid by the licensee.
10. 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.
11. After acceptance of contract/offer or after signing of agreement if the firm fails to take over the stall to operate the shop within ten days, the earnest money/security money shall be forfeited.
12. The Approved Rate List to be on display at all times prominently, In addition to this the Approved Rate List is to be displayed in white paint on black painted wall/board in front of the Stall.
13. The Caterer shall keep the licensed premises allotted by the Authority neat and tidy according to the by-laws of Health Department as laid down by the Municipal Board of Barpeta and shall be personally responsible for complying with relevant acts and regulations in force in the jurisdiction of Barpeta District. The Contractor shall also arrange to obtain the



necessary license for running the Tea Stall, if required by the Civic Authorities, the hospital in no case, shall be responsible for this. The said premises of the Tea Stall will not be used by the contractor for residential purpose.

14. The Contractor shall provide itself the necessary furniture and shall be responsible for its maintenance, loss or functions or otherwise. He/she shall also be responsible for any loss or damage to the college property movable or immovable in his possession and any decision of authority in this regard shall be final and binding.
The Contractor will be required to provide all the necessary equipment in the stall as may be agreed upon at the time of awarding of the stall contract.
15. The contractor shall keep a complain book which shall be made available by contractor to any person who desire to record any complaint and which shall be opened to inspection by the Principal, the Superintendent and the members of the Tender Committee.
16. The Contractor shall employ requisite waiters for service in the Tea stall, Staff room, Office and the Library. He/she shall be responsible for good conduct and behavior of the persons employed and working in the canteen. He/she shall provide proper uniforms to them. The Contractor will supply a list of such employees to the Superintendent with their photograph, local and permanent address for a record. He/She shall not employ any child labour. He shall follow all the rules as laid down by the Government of India.
17. The Contractor shall be personally responsible for any loss, damage or theft etc. occurring in the premise of the Tea Stall or any of the College/Hospital property.
18. The Contract shall be terminable on 1 (one) month notice on either side. The Principal/Superintendent will have the right to revoke the Contract without notice on grounds of gross misconduct, negligence or breach of contract.
19. The Contractor shall not sublet the Tea Stall contract to any other person(s).
20. The time period for opening the Tea Stall shall be 24 hours on all days.
21. The bidder or their authorized person should put their signature in all the pages of tender documents.
22. No figures or words should be over written or corrected in any form.
23. "Earthen pots and Non-plastic" glasses and plates will be used for serving & packaging various items. However, no plastic material is to be used for such purpose.
24. Superintendent of FAAMCH can alter any conditions of the Tender at any time without giving any reason.
25. In case of three regular complaints and unsatisfactory services, the Hospital Authorities reserves the right to cancel the Contract at 1 (one) month notice.

We have read the above terms and conditions of the contract and undertake to abide by all the above terms and conditions in case of award of the contract for running the Tea Stall to me.

Signature _____

Name in full _____

Address _____

Telephone No. _____



ANNEXURE - III

1. EMD :- No. _____ dated _____
For Rs. _____ drawn on
(name of the Bank _____
in favour of _____

2. Name of the Firm :- _____

3. Legal Status
(Individual/Proprietary Firm/
Partnership Firm) :- _____

4. Has your Firm ever changed
Its name any time? If so, what the earlier
Name and the reason thereof? :- _____

5. Statutory details :
 - a. Registration No. of the Firm :- _____
 - b. PAN :- _____
 - c. GST :- _____

6. Name, Designation and Tel. No.(s)
Of the contract Person :
 - a. Name :- _____
 - b. Designation :- _____
 - c. Contact No. :- _____

7. Whether there is any experience for
Smooth running of Tea Stall or not :- _____

8. To pay Rent minimum 5% or above on monthly rent as fixed by P.W.D. : _____

Signature with Seal of the proprietor of firm



ITEM LIST

Sl. No.	Item(s)	Unit	Quoted Rate	
			In figure(s)	In Word(s)
1	One Cup Tea - 125ml (with sugar)			
2	One Cup Tea - 125ml (non-sugar)			
3	One Cup Coffee - 125ml (with sugar)			
4	One Cup Coffee - 125ml (non-sugar)			
5	Packaged Drinking Water (any brand, size/weight)			
6	Refreshing Drinks (any brand, size/weight)			
7	Lemon Tea			
8	Red Tea			
9	Red Tea (without sugar)			
10	One Samosa - 70gms			
11	One Vegetable Cutlet - 70gms			
12	One piece bread slice (standard size)			
13	Biscuit - All good quality biscuit(s)			
14	Patties (Veg)			
15	Patties (Egg)			
16	Cake			
17	Pastry			
18	Puff			
19	Gulab Jamun			
20	Kaju Barfi			
21	Kalakand			
22	Pera			
23	Malai Chamcham			
24	Kachori			
25	Barfi			
26	Fruit Juice (approx. 200 ml)			
27	Fruit custard (1 plate)			
28	Sandwich (Veg)			
29	Sandwich (Egg)			
VEG THALIS				
30	Rice + Dal + Aloo Dam + Salad + Papad + Pickle			
31	Rice + Aloo Matar + Veg Curry + Dal + Kheer + Salad + Papad + Pickle			
32	Rice + Dal + Paneer Curry + Veg Curry + Pickle + Papad			



ITEM LIST

Sl. No.	Item(s)	Unit	Quoted Rate	
			In figure(s)	In Word(s)
33	Veg Pulao + Raita + Dal + Aloo Jeera			
34	Rice + Dal + Paneer Curry + Salad			
35	Rice + Black Dal + Veg Curry + Salad			
36	Rice + Chana Dal + Veg Curry + Salad			
37	Rice + Rajma Dal + Veg Curry + Papad + Salad			
38	Rice + Chole + Mixed Veg + Papad + Salad			
39	Veg Biryani			
NON-VEG THALIS				
40	Chicken Biryani			
41	Rice + Egg Curry + Dal + Aloo Dam + Salad			
42	Rice + Dal + Chicken Curry + Veg Curry + Salad			
43	Rice + Dal + Fish Curry + Veg Curry + Salad			
44	Rice + Dal + Mutton Curry + Veg Curry + Salad			