

ANNAMALAI UNIVERSITY



Accredited with "A" Grade by NAAC

Tender Ref: No.AU/507DT/N10/Tender/ 06/2019-2020

NOTICE INVITING TENDER

For and on behalf of Annamalai University Tenders are invited under two cover system for providing diet to the inpatient of RMMCH in University for a **period of One year**.

The tender document can be obtained in person or by post from the office of the Registrar, Annamalai University, Annamalainagar, Chidambaram-608002 on payment of Rs.2100/- (Rupees Two Thousand and hundred only) by means of Demand Draft (D.D.) issued by the nationalized / scheduled bank during office hours. D.D should be drawn in favour of "**The Registrar, Annamalai University**" payable at Annamalainagar-608002. Those desirous of obtaining tender document, by post should pay Rs.100/- extra towards postal charges.

Tender documents can also be downloaded from the website Annamalai University www.annamalaiuniversity.ac.in and www.tenders.tn.gov.in at free of cost.

A.	Earnest Money Deposit (in Rs.)	Rs.1,00,000/-
B.	Sale of tender Documents closes on	25.06.2019 - 5.00 p.m.
C.	Last date and time for receipt of Tender	26.06.2019 - 11.00 a.m.
D.	Date, Time and venue of opening of Tender	26.06.2019 at 12.00 Noon at office of The Registrar, Annamalai University, Annamalainagar-608002.

REGISTRAR
Annamalai University



Annamalainagar, Chidambaram 608 002

**Tel: 04144-238259
Fax: 04144-238080**

Web: www.annamalaiuniversity.ac.in

**TENDER FOR PROVIDING DIET TO THE INPATIENT
IN RMMCH IN UNIVERSITY
FOR ONE YEAR**

TENDER DOCUMENT

Tender Ref: No.: AU/507 / N10/ / Diet (RMMCH) /Tender /05/2019-2020

Last date and time for receipt of tender : 26.06.2019 – 11.00 a.m.
Date and Time of Technical bid opening of tender : 26.06.2019 – 12.00 Noon
Date and Time of Price bid opening of tender : 26.06.2019 – 03.00 p.m.
Cost of tender document : 2,100/- (inclusive all)

**Registrar
Annamalai University
Annamalainagar, Chidambaram 608 002.**

Signature of the Tenderer

Signature of the Tenderer

**Tender Conditions and procedure to be abided by the tenderers
(To be read along with Schedules A and B)**

1. INTRODUCTION

- 1.1. This tender is for providing Diet to Inpatient in RMMCH of Annamalai University at Annamalainagar, Chidambaram as per the details given in Schedule-B.
- 1.2. **Applicability of Tamil Nadu Transparency in Tenders Act and Rules:** This tender will be governed by the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 as amended from time to time.

2. ELIGIBILITY CRITERIA

- 2.1. A tenderer will be eligible for tendering only if he satisfies the eligibility criteria as given below:
- 2.2. The tenderer should satisfy any one of the following conditions.
- a) The Tenderer should be an Income Tax assessee. (latest income tax return should be enclosed).

OR

The Tenderer should have a valid GST Number issued by the competent authority (A copy of the Registration Certificate should be enclosed).

- b) The Tenderer should possess valid EPF registration.
- 2.3. The tenderer should not have been blacklisted or debarred from participating in tenders by any Central / State Government agencies or autonomous bodies or universities/ institutions. (An undertaking to this effect should be furnished).
- 2.4. **Work Experience:** The tenderer should have at least 5 year experiences of running Providing Diet to Inpatient in hospitals of capacity not less than 500 to 800 patients. Documentary evidence such as copy of agreement or work order or certificate from the concerned institution etc., should be furnished.
- 2.5. **Financial Standing:** To prove financial capability to undertake the tender, the tenderer should furnish **Banker's Certificate** (in original) as per Appendix-7, **regarding Credit Facility** for an amount of Rs.4.00 lakhs or more from any Nationalized/Scheduled Bank.

OR

The Tenderer can furnish a **Solvency Certificate** from any Nationalized/ Scheduled Bank for Rs.4.00 lakhs. Or from Taluk Tahsildar.

- 2.6. Employees of Annamalai University or their family members are not eligible to participate in the Tender. For this purpose the family includes spouse and children (Under taking to be furnished in this regard as per Appendix 7)

Signature of the Tenderer

3. COST OF TENDERING

The Tenderer shall bear all costs associated with the preparation and submission of this Tender and the tender accepting authority will in no way be responsible or liable for these costs.

4. GENERAL INSTRUCTIONS

- 4.1. The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.

For any queries tenderer may contact **Registrar, Annamalai University, Annamalainagar, Chidambaram-608 002.**

4.2. **Tenderer to Check Tender Documents:**

The Tenderer should check the details given in the tender document and obtain his own information on all matters which may in any way affect this tender as no claim for extras for any alleged ignorance in respect thereof shall be entertained. The documents/certificates etc., mentioned anywhere in this tender document including schedules, shall be a part of this tender and the tenderer shall submit the same in the Technical Bid Cover. **In addition to this, the tenderer shall sign and submit one copy of the blank document, including addendum/corrigendum (if any), duly signed and stamped as a token of having read and accepted all the tender conditions.**

4.3. **Clarification on the tender**

A prospective tenderer requiring any clarification on the tender may request the Office of the Registrar, Annamalai University by a letter or by fax. Registrar, Annamalai University will respond in writing to any request for clarification in the tender.

4.4. **Amendments to the Tender**

- i. Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary.
- ii. Amendment to tender may also be given in response to clarifications by prospective tenderers and it is solely the discretion of the Tender Inviting Authority. Any amendment to the tender will be uploaded on the website <http://www.annamalaiuniversity.ac.in>. **It is the responsibility of the tenderer to verify the amendments if any and get the amendment documents before the submission of the tender provided no such change could be effected 48 hours prior to the time fixed for opening of the tender.**

- 4.6. **The Tender document is not transferable** under any circumstances.

5. EARNEST MONEY DEPOSIT (EMD)

- 5.1. The tenderer should furnish Earnest Money Deposit (EMD) for a value of Rs.1,00,000/- (Rupees one lakh only) along with the tender by way of Demand Draft/Bankers cheque obtained from any Nationalized/Scheduled Bank and drawn in favour of "**The Registrar, Annamalai University**" payable at **Annamalainagar**.
- 5.2. Any tender without the EMD will be considered as NON-RESPONSIVE and will be SUMMARILY REJECTED.
- 5.3. The Tender Inviting Authority will arrange to refund the Earnest Money Deposit to the unsuccessful tenderers after publishing the list of successful tenderers, within a reasonable time.
- 5.4. No interest will be paid on the EMD.
- 5.5. The EMD is liable to be forfeited if:
 - i. The Tenderer withdraws his tender at any stage after the last date and time fixed for submitting the tender.
 - ii. The tenderer on becoming successful, fails to furnish the required security deposit or sign the agreement, within the stipulated time limit.

6. TENDER PRICE AND CONTRACT REQUIREMENTS

- 6.1. Tenderer shall not make any changes in the format prescribed in for Price Bid.
- 6.2. While quoting the lease rate, the tenderer should consider all applicable taxes such as GST and duties on purchases, and any other applicable taxes and duties, levied by the state and central Government or any other authority. **The Tender Inviting Authority/University shall not be responsible for any change in the tax rate during the contract period.**

7. Submission of Tender:

7.1. Due Date for Tender Submission

- i. The tender document duly filled in, signed on all pages shall be submitted in sealed cover to **the Registrar, Annamalai University at his office upto 11.00 AM on 26.06.2019** as per the procedure laid down herein. The tender can be submitted on all working days upto the above closing date.
- ii. The tender inviting authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the including loss of the document in transit or delay in obtaining any document / certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.
- iii. The tender inviting authority may extend the due date for submission of tender by issuing an amendment in which case all the rights and obligations of the Tender Inviting Authority and the Tenderers previously subject to the original due date for submission will then be subject to the new date for submission.

Signature of the Tenderer

- iv. **Any tender received** by the Tender Inviting Authority **after the due date and time will not be considered and will be returned to the tenderer.**

7.2. Procedure for Submission of Tender

- i. Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- ii. The tender shall be submitted as per the procedures and requirements stipulated herein.
- iii. Tender submitted by telex, cable or fax will not be accepted and will be summarily rejected.
- iv. This tender is based on two-cover system i.e., Technical bid and Financial bid. Therefore the tender shall be submitted in two parts viz., Cover- A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows.

Cover-A

Cover-A	:	“TECHNICAL BID COVER”
NAME OF WORK	:	TENDER FOR PROVIDING DIET TO INPATIENT IN RMMCH OF ANNAMALAI UNIVERISTY
TENDER NUMBER	:	

Cover-B

Cover-A	:	“PRICE BID COVER”
NAME OF WORK	:	TENDER FOR PROVIDING DIET TO INPATIENT IN RMMCH OF ANNAMALAI UNIVERISTY
TENDER NUMBER	:	

- v. The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as “**Technical Bid Cover**” and “**Price Bid Cover**”.

Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows:

<p>“TENDER FOR PROVIDING DIET TO INPATIENT IN RMMCH OF ANNAMALAI UNIVERSITY ”</p> <p>TENDER NUMBER :</p>
--

- vi. The sealed tender envelope shall be addressed to “**The Registrar, Annamalai University, Annamalainagar, Chidambaram-608 002**”.
- vii. The tender envelope shall carry the name and address of the Tenderer prominently with Phone No/ email ID / and FAX No.
- viii. The Technical Bid Cover (Cover-A) shall contain the following as per the sequence indicated below.

1.	Earnest Money Deposit (EMD) for Rs. 1,00,000/- (Rupees one lakh only) as per Clause-5 of the Tender document.
2.	Application form for running the Providing Diet to Inpatient in RMMCH at University (Appendix-1)
3.	Statement of prevailing charges for services (Appendix-2)
4.	Letter of Tender cum declaration as per Appendix-3
5.	Documentary evidence for payment of income tax (latest Income tax return should be furnished) (OR) Documentary evidence of registration of Goods and Service Tax (GST)
6.	Documentary evidence of previous experience
7.	Banker's Certificate regarding Credit Facility as per Appendix-5 (OR) Solvency Certificate
8.	Declaration about family members not working in Annamalai University (Appendix 7)
9.	Certified power of Attorney authorizing a representative of the firm to sign the Tender and all subsequent communication.

In addition to the above, any document or certificates etc., mentioned anywhere in the tender document shall also be a part of the technical tender requirements.

- ix. **Financial Bid (Price Bid 'Cover-B')** shall contain the duly filled in and signed Financial Bid as per appendix-4.

7.3. Signing of the Tender

- i. The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal Manager of the firm.
- ii. The tender shall contain no alterations or additions, except those to comply with instructions issued by the Tender Inviting Authority, or as necessary to correct errors made by the tenderer, in which case such corrections shall be signed by the person or persons signing the tender.
- iii. All the pages in the tender document should be signed by the tenderer, after filling the prices in figures & words.

8. Compliance / Confirmation

The Tenderer should give an undertaking RMDCH with reference to the Application Form for Running the Providing Diet to Inpatient in RMMCH of Annamalai University in Appendix -1 and should also give under taking cum declaration regarding confirming and complying with various terms and conditions in Appendix -3" Letter of Tender cum Declaration"

Signature of the Tenderer

9. Tender Opening

- i) Tender will be opened in the presence of the tenderers or their authorized representative who choose to be present and the tender scrutiny committee at **26.06.2019 12.00 Noon. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies / tenderer.**
- ii) **Cover-A containing “Technical Bid” shall be opened first.**
- iii) On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.
- iv) Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.
- v) On verifying the EMD, the Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.
- vi) Financial bids of only those tenderers whose Technical bids are qualified, will be opened.

9.1. Process to be Confidential

- i) Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.
- ii) **Any effort by a tenderer to influence the tender accepting authority, scrutiny / evaluation committee or its members in the processing of tenders or award decisions may result in the rejection of his tender.**

9.2. Criteria for Technical Evaluation (Evaluation of Technical Bid)

- i) The tender accepting authority will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- ii) A responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one:
 - a) Which affects in any substantial way the scope, quality or performance of the contract.
 - b) Which in a substantial way is inconsistent with the Tender conditions, the tender accepting authority's rights or the Tenderers obligations under the Contract, or
 - c) Whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.
- iii) Tenderers who have not fulfilled the tender conditions shall be a non-responsive tender and will not be taken up for further evaluation and Price bid opening.
- iv) To assist the examination, evaluation and comparison of Tenders, the tender accepting authority may at its discretion, ask any tenderer for clarification on his Tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the Tender shall be sought, offered, or permitted.
- v) When a Tender fails to be responsive, it will be rejected by the tender accepting authority and may not subsequently be made responsive by correction or addition/ withdrawal of the non-conforming deviation or reservation.

9.3. Price Bid Opening

- i) The tender accepting authority will then proceed with opening of **Cover-B**, i.e., **“Price Bid Cover”** of those tenderers whose technical bid has been found

substantially responsive. The opening of the “**Price Bid Cover**” will be done in the presence of those tenderers or their representatives who choose to be present. The Tender Inviting Authority will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the “Price Bid Cover” **26.06.2019 at 03.00 p.m..**

- ii) On opening of the “Price Bid”, the amount as quoted by the tenderers will be read out.

9.4. Criteria for Price Bid Evaluation

- i) Tender evaluation will be carried out in accordance with the “**Tamilnadu Transparency in Tenders Act, 1998 and Rules 2000**”.
- ii) In price bid evaluation the following procedures will be adopted.
 - (a) The quoted prices shall be corrected for arithmetical errors.
 - (b) In case of discrepancies between the prices quoted in words and in figures, lower of the two shall be considered.
 - (c) The Tender Accepting Authority may carry out negotiation with the **tenderer quoted lowest evaluated rate.**

10. AWARD OF TENDER

- 10.1.** The award of the tender shall be made strictly in accordance with the “**TamilNadu Transparency in Tenders Act 1998 and Rules 2000** and no deviation will be made.
- 10.2.** The Tender Accepting Authority has the right to accept any tender and to reject any or all tenders without assigning any reason.
- 10.3.** Not with standing anything that is said herein, the tender accepting authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the tender accepting authority’s action.

11. NOTIFICATION OF AWARD

- 11.1.** The tenderer whose tender has been accepted will be notified by the Tender Accepting Authority, in writing.
- 11.2.** Notification of award will constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of clause- 12 of this tender document.
- 11.3.** Upon furnishing the security deposit by the successful tenderer or tenderer sand upon signing the Agreement, the EMD will be returned to the unsuccessful tenderer within a reasonable time period.

12. SECURITY DEPOSIT

- 12.1.** The successful tender has to furnish security Deposit of **Rs.8,00,000 /- (Rupees Eight Lakh only)** in form of Demand Draft obtained from any Nationalized / Scheduled bank and drawn in favour of “**The Registrar, Annamalai University**” payable at **Annamalainagar**. Security Deposit to be furnished within 10 days of issue of letter of Acceptance.
- 12.2.** If the successful tenderer fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him will be forfeited and his tender will be held void and the tender accepting authority shall continue the process with other responsive tenderers as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000. The Tender Inviting Authority also reserves the right to take any other action as deemed necessary against such tenderer.

- 12.3. No Interest will be paid on the Security Deposit mentioned in the Tender document.

13. SIGNING THE AGREEMENT

- 13.1. The successful tenderer shall furnish the required security deposit and execute an agreement (three copies) on a non-judicial stamp paper to the value of Rs.100/- embodying the terms and conditions of the tender within 10 days from the date of acceptance of the tender. The specimen form of agreement is enclosed (**Appendix 6**).
- 13.2. If the agreement mentioned in Clause 13.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.
- 13.3. The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the University in this regard.

14. TERMINATION OF CONTRACT

14.1. Termination for Default:

- i. The Tender Accepting Authority/University may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 15 days, sent to the Diet contractor/ Lessee, terminate the contract in whole or part, (i) if the Diet contractor / Lessee fails to perform any of the obligation(s) under the contract; or (ii) if the Diet contractor/ Lessee, in the judgment of the Tender Accepting Authority/University, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- ii. In the event the Tender Accepting Authority/University terminates the contract in whole or in part, the Tender Accepting Authority/University may entrust the contract of supplying Diet to other persons/contractors in such manner and at such rate as deemed appropriate and at the risk and cost of the Diet contractor. However, the Diet Contractor/Lessee shall continue the performance of the contract to the extent not terminated.

14.2. Termination for Convenience:

The Tender Accepting Authority/University may by written notice, with a notice period of 30 days sent to the Diet Contractor/Lessee, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Tender Accepting Authority/University convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

15. Special Conditions

- 15.1. Adducing reasons like strikes, Natural Calamities non-availability of raw material etc. shall not be entertained. **Non-fulfillment of the contract on any grounds** will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. **The University also reserves the right to debar such tenderer / Diet Contractor c/ Lessee from future tenders.** Besides this the tenderer will also be liable for all damages arising from such default including the cost of conducting fresh tenders and the decrease in rates in the subsequent tender and shall compensate for all losses sustained by the University in this regard.
- 15.2. If the Tenderer fails to provide Diet to the Inpatient within the stipulated time, the University is at liberty to make alternate arrangement for Providing Diet to Inpatient services, from any other source including from any other tenderer who might have quoted higher rate, at the risk and cost of the Diet Contractor / Lessee and in such case the University has every right to recover the cost and impose penalty, besides taking any other action.

16. Visit to Tenderers' Clients:

Complete details of clients of the tenderers must be enclosed with the Technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The Tender Inviting Authority reserves the right to carry out surprise visits to establishments/ Providing Diet to Inpatient to the Inpatient serviced currently by the tenderers, and their reports will form valuable input for the short-listing process.

17. Alternative Proposals:

Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

18. Validity of Offer:

- 18.1.** Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.
- 18.2.** In exceptional circumstances, prior to expiry of the initial time limit as indicated in 18.1 above, the tender inviting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by fax. A Tenderer may refuse the request without forfeiting his Earnest Money Deposit. A tenderer agreeing to the request will not be permitted to modify his Tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

19. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the **town of Chidambaram** in Tamil Nadu.

20. Schedules:

- a) The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.
- b) **Schedule A** refers to the terms and conditions for lease of Diet Contract at Annamalai University.
- c) **Schedule B** refers to the scope of work. It is mandatory that all tenderer, must sign and submit these Schedules along with the tender.

21. Acknowledgement:

It is hereby acknowledged that we have gone through all the tender document and various conditions mentioned hereunder and we agree to abide by them.

Date: Signature of Tenderer

Place: Official seal and address

Signature of the Tenderer

**Schedule A: Terms & Conditions for Providing Diet to Inpatient in RMMCH,
Annamalai University
Office of the Registrar, Annamalai University, Annamalainagar
(To be furnished by all)**

TERMS & CONDITIONS FOR THE CONTRACTORS IS AS FOLLOWS:

1.	Diet facilities consisting of Kitchen and few vessels are provided by Annamalai University in RMMCH Refer Appendix-2 for charges payable for vessels (Rs.700/- per month) .
2.	The University has fixed the menu, quantity size/ volume of each items
3.	The Diet contractor / Lessee shall have to serve each of the items at the quoted rates and quantum as given in the menu.
4.	The Diet canteen shall be leased out initially for a period of one year, can be extended on satisfactory performance and the mutual consent for another year.
5.	The Diet contractor should prepare hospital inpatient diet only.
6.	University shall provide the following <ul style="list-style-type: none"> a. Water for cooking (Rs.500/- per month) b. Electricity for the exclusive purpose of running the diet kitchen of prevailing rates in the University. Every effort must be exercised by the caterer to minimize electricity and water usage. Refer Appendix -2 for charges payable for services.
7.	Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the University. Indicate list of the items to be procured by the contractor as below. <ul style="list-style-type: none"> a. First quality Vegetables , fruits, provisions , dairy products, protein/ meat etc., b. Cooking gas. c. The Caterer ha to make their own arrangements for procuring utensils, other than the utensils available in the RMMCH. University will not supply any such required items to the caterer. d. Caterer should not use any artificial color, preservatives and other harmful chemical additives (say, for example, mono-soudium glutamate) in any of the dishes or even store them in the Diet kitchen premises. <p>The above list is only indicative and not exhaustive.</p>
8.	EMD amount for the Diet Tender Rs.1,00,000/- (refundable without interest)
9.	Successful Tenderer (Those who will be offered Diet Contract) has to Security deposit a sum of Rs.8,00,0000/- (Rupees Eight Lakh only) towards security deposit , which shall be returned, without any interest thereof, after expiry of contract.

10.	The security deposit shall be fore forfeited <ul style="list-style-type: none"> a. If discontinuous to run the Diet contract during the agreed terms without proper intimation. b. If not following the terms and conditions as stated in agreement. c. If any problem crops up i.c food quality, legal problem, etc.,
11.	Work Experience: The tenderer should have at least 5 year experiences of running Providing Diet to Inpatient in hospitals of capacity not less than 500 to 800 patients. Documentary evidence such as copy of agreement or work order or certificate from the concerned institution etc., should be furnished.
12.	Previous Rent for Diet Kitchen fixed at Rs.5,200/- . Now the revised rent for the year 2019-20 fixed at Rs.5,720/- (increased 10% in previous rate)
13.	If vessels provided to the contractor, vessels rent to be fixed Rs.700/- Per Month
14.	Water charges to be fixed at Rs.500/- Per month.
15.	Diet Kitchen area Electricity Charges to be calculated by A.E.E (Ele), RMMCH (as per the AU prevailing rate at present Rs.9/- per unit).
16.	The Rules and regulations prescribed by the Government regarding the EPF and fixation of pay to be followed.
17.	Every months payment will be made to the contractor after deducting the Kitchen area rent, Electricity charges , Vessels rent, Water charges and prevailing Income Tax, etc.,
18.	The premises of the Diet Kitchen should be kept clean and tidy on daily basis and the Contractor shall be fully responsible for the maintenance of hygienic as per the standards required by the municipal and Health Department.
19.	Responsibility and safeguard of the Diet Kitchen premises (University Property) shall be with Contractor. Damage to the university Diet Kitchen and vessels property will be recovered from security deposit of Contractor.
20.	University will not provide any additional facilities to the Diet Contractor, other than the existing.
21.	The Diet Kitchen premises (inside and outside) should not be used for any other purposes except for running the Diet Contract.
22.	The Lessee should not transfer/sublet the management to any other individual or agency. The manager/representative of the Lessee/Diet contractor should be present at the premises and supervise the day to day affairs of running of Diet and Shall not give scope for any complains either.
23.	The Diet Contract should be run in the name of University Diet Contract, and other name should be used. The walls and surrounding of the Diet Kitchen should not be used other for paintings/advertisement. Stay of unauthorized persons beyond Diet kitchen hours or indulging in anti-social activities action shall be viewed seriously and proper will be initiated, in such cases.

24.	The authorized University officials shall have every right to inspect the Diet kitchen without any notice and take appropriate action.
25.	The Diet Contractor (Lessee) should not caterer items which are not approved.
26.	In case of violation of terms and conditions the university may take appropriate action and / or terminated the agreement, including the forfeiture of Security Deposit.
27.	Either parties shall have the right to terminate the contract by giving one month notice if it feels necessary do to so.
28.	The Lessee should execute an agreement bond in the prescribed proforma on Rs.100/- non judicial stamped paper to be borne by the lessee. <ol style="list-style-type: none"> 1. Declare that will abide by the Terms and Conditions stated above. 2. Abide by the conditions that may be stipulated during the period of lease.
29.	Decision of the ANNAMALAI UNIVERSITY is final in awarding the contracts.
30.	The Lessee (Diet Contractor has to obtain FSSAI (Food safety and standards Authority of India) License within 90 days of executing the contract agreement.
31.	The ANNAMALAI UNIVERSITY reserves the right to review and modify the terms and conditions, periodically.

**Office of the REGISTRAR,
Annamalai University,
Annamalainagar**

Schedule B: Scope of Work

The Tender is for Diet Contract in RMMCH for the Inpatients in ANNAMALAI UNIVERSITY.

Statement items that are to be served and the quantum that should be maintained

- ❖ Price evaluation will be based on L1, which is inclusive of applicable taxes like GST.
- ❖ Quote should contain Basic rate in rupees, applicable tax rate in percentage and applicable tax rate in rupees.

MENU - 1

INDIAN ORDINARY DIET (IOD)

S.No.	Name of the Diet	Qty.
1.	Break Fast	
	Coffee with Sugar	200ml
	Idly (100gm each)	3 Nos.
	Sambar (25gms of red gram dhal)	150ml
2.	Lunch	
	Rice (Parboiled)	450gm
	Sambar	150ml
	Vegetable/Greens Curry	100gm
	Butter Milk	200ml
3.	Dinner	
	Rasam Rice - Rice 250gms + Rasam150ml (separately)	400 gms
	Curd Rice - Cooked Rice 150grns + Curd 100 ml (mixed)	250 grms
	Coriander or mint or Curry leaves thick Chutney	10 gms

MENU - 2

DIABETIC DIET

S.No.	Name of the Diet	Qty.
1.	Break Fast	
	Coffee without Sugar	200ml
	Idly (100gm each)	3 Nos.
	Sambar (25gm of red gram dhal)	150ml
2.	Lunch	
	Rice (Parboiled)	450gm
	Sambar	150ml
	Vegetable/Greens Curry	100gm
	Butter Milk	200ml
3.	Dinner	
	Chappathi	3 Nos
	Dhal (35 gms of green gram dhal)	150 ml

MENU – 3
HIGH PROTEIN/PEDIATRIC DIET

S.No.	Name of the Diet	Qty.
1.	<u>Break Fast</u> Milk with Sugar Idly (100 gms each) Sambar Egg	200ml 2 Nos. 100ml 1 No.
2.	<u>Lunch</u> Rice (Parboiled) Sambar Vegetable/Greens Curry Butter Milk	250gm 100ml 100gm 100ml
3.	<u>Dinner</u> Rasam Rice - Rice 250gms + Rasam150ml (separately) Coriander or mint or Curry Leaves thick chutney Plantains	400grms 10 gms 2 Nos

MENU-4- CCU DIET
Fluid Diet per day

Period	Name of the Diet	Qty.
1st Feed	Milk with sugar	200 ml
2nd Feed	Parboiled Rice Kanji	200 ml
3rd Feed	Butter Milk (without Salt)	200 ml
4th Feed	Parboiled Rice Kanji	200 ml
5th Feed	Milk with sugar	200 ml
6th Feed	Parboiled Rice Kanji	200 ml

MENU-5 - CCU DIET
Semi Solid Diet per day

Period	Name of the Diet	Qty.
1 st Feed	Milk with sugar	200 ml
2 nd Feed	Parboiled Rice Kanji	200 ml
3 rd Feed	Butter Milk (without Salt)	200 ml
4 th Feed	Bread Milk with sugar	200 gm 100 ml
5 th Feed	Milk with sugar	200 ml
6 th Feed	Parboiled Rice Kanji	200 ml

**Additional MENU-1.
Other Diet**

Sl.No.	Name of the Diet	Qty.
1.	<u>Liquid Diet</u> Raw egg Milk with Sugar	2 Nos. 800ml

Additional MENU-2.

Sl.No.	Name of the Diet	Qty.
1.	Green gram whole sundal with Gingelly oil	100gm

Additional MENU-3.

Sl.No.	Name of the Diet	Qty.
1.	IOD with 1 No. of Boiled Eggs.	As mentioned in IOD Column.
2.	Diet provided to the patients temporarily for exam. Purpose	LUNCH PACK

**SPECIFICATION FOR FOOD
ITEMS**

The food items provided in the Diet should confirm to following specifications

• Rice	-	Parboiled Rice
• Milk	-	Specific Gravity - The Lactometer reading should not be less than 10.28 at ordinary room temperature.
• Egg	-	Boiled egg each weighing not less than 42.5gms.
• Plantains	-	Should be good, fully ripe, fresh fruits yellow. Not less than 127mm in length.
• Idly	-	One idly weighing not less than 100gms
• Sambar	-	35gm red gram dhal to be used for each serving
• Milk, Coffee	-	Hot coffee, Hot milk should be supplied
• Sugar	-	Should be packed (50gms, each packet)
• Chappathi	-	Wheat flour for 3 chappathies 100gms flour to be used.(Inclusive of dusting the chappathi while preparation)

Statement of prevailing charges for Services
(Subject to revision)

1. **Previous Rent for Diet Kitchen fixed at Rs.5,200/- . Now the revised rent for the year 2019-20 fixed at Rs.5,720/- (increased 10% in previous rate).**
2. Vessels rent Rs.700/- per month for one year.
3. Water Charges fixed Rs.500/- per month for one year
4. Diet kitchen area Electricity Charges to be calculated by A.E.E (Ele.), RMMCH (as per Annamalai University Prevailing rate at present Rs.9.00 per unit).
5. Every month payment will be made to the contractor after deducting the kitchen rent , electricity charges, vessels rent, water charges and prevailing Income tax and after the GST as applicable is paid by the Contractor etc.,

Tenderer's Signature with Seal

Appendix – 3**TENDER FOR PROVIDING DIET TO INPATIENTS IN RMMCH IN ANNAMALAI UNIVERSITY FOR YEAR 2019-20****LETTER OF TENDER CUM DECLARATION**

To

The Registrar,
Annamalai University,
Annamalai Nagar,
Chidambaram – 608 002.

Sir,

Sub: Tender for Providing Diet to the Inpatient in RMMCH in Annamalai University for the year 2019-20.

I / We, the undersigned do hereby tender and undertake to provide Providing Diet to the Inpatient in (enter the name of Contractor) as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.

2) I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned there in.

3) I / We hereby state that I/we have remitted Rs...../- (Rupeesonly) in the form of Demand Draft/Bankers Cheque No. Dated : drawn on Bank Branch, in favour of **The Registrar, Annamalai University** as Earnest Money Deposit and agree to have it forfeited to the Annamalai University in case of my / our failure to undertake the contract for the items accepted by the Tender Accepting Authority.

4) I / We hereby certify that the lease amount quoted in this tender is final and I / We will not come forward for any revision or alteration in lease amount quoted subsequently due to hike in prices or any other reasons. However I / We are aware of the right of the Tender Inviting Authority to negotiate with the tenderer quoted highest evaluated lease amount.

Signature of the Tenderer

5) I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Tender Accepting Authority at a later date during the process of evaluation of our Tender.

6) I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.

7) I / We state that I /We have not been blacklisted or debarred from participating tenders by an Central / State Government agencies or autonomous bodies or Universities / institutions.

8) In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Registrar, Annamalai University in (10) ten days, after the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.

9) We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in clause 11 of the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit to AnnamalaiUniversity. I / We agree to execute at our cost the Agreement in (10) ten days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Annamalai University and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this day of of 2019.

Signature of the Tenderer :

Name & Address :

Company Seal :

Signature of the Tenderer

Appendix-4

Format for Financial Bid (to be typed in the letter head of the firm)

Financial Bid

To

The Registrar,
Annamalai University,
Annamalainagar 608 002.

Dear Sir,

Sub: Lease of University RMMCH Inpatient Diet contract in
Annamalai University.

-:: ::-

- ❖ Price evaluation will be based on L1, which is inclusive of applicable taxes like GST.
- ❖ Quote should contain Basic rate in rupees, applicable tax rate in percentage and applicable tax rate in rupees.

In response to your advertisement for “**Tender for Providing Diet to Inpatient in RMMCH**” in Annamalai University. We submit herewith our Financial Bid.

Type of Menu	Price Per Day
Menu - 1	In figure
	In words
Menu - 2	In figure
	In words
Menu - 3	In figure
	In words
Menu - 4	In figure
	In words
Menu - 5	In figure
	In words

Signatures of Tenderer with Seal

Signature of the Tenderer

Type of Menu	Price Per Unit / per day
Additional Menu - 1	In figure
	In words
Additional Menu - 2	In figure
	In words
Additional Menu - 3	In figure
	In words

Signatures of Tenderer with Seal

**TENDER FOR PROVIDING DIET TO INPATIENT IN RMMCH
IN ANNAMALAI UNIVERSITY FOR THE YEAR 2019-20
BANK CERTIFICATE REGARDING CREDIT FACILITY.**

This is to certify that Mr./Mrs. or M/s.....
..... is a reputed person / company
with a good financial standing. If the contract is given for Providing Diet to Inpatient
service in the Annamalai University for the year 2019-20 (Tender Ref.
No.....) for the above person / firm,
we will be able to provide overdraft/credit facility to them for `...../-
(Rupeesonly) to meet their
working capital requirement for executing the above contract.

Date :

Signature and Designation of the
Authorized Officer.

Place :

Name and Address of the Bank.

Appendix – 6**FORMAT OF CONTRACT AGREEMENT**

THIS AGREEMENT made on the day of 2019 between The Registrar, Annamalai University, Annamalainagar, Chidambaram – 608 002.(herein after “the Tender Accepting Authority/University”) of the one part and..... (Name of Contractor) of(Address of the Contractor) (herein after called “the Contractor) of the other part.

WHEREAS the Tender Accepting Authority/University is desirous that providing Diet to the inpatient in RMMCH, AU as per the tender reference No..... and has accepted a bid by the Providing Diet to Inpatient in RMMCH for running the Diet Contract no. for a sum of Rs. /- as the monthly lease amount. (Contract Price in Words and Figures) (herein after called “the Contract Price”).

NOW THIS AGREEMENT WITNESSE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and schedule referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form, be read and construed as part of this Agreement, viz;

- a) The letter of Acceptance issued by the Tender Accepting Authority/University.
- b) The Notice Inviting Tender The Contractor bid including enclosures, annexures, appendixes, documents, etc.
- c) The Tender Document including various Terms and Conditions, schedules, etc. (including amendments and clarifications).
- d) The Schedule of Requirement
- e) Any other document listed in the Contractor bid and replies to queries, clarifications issued by the Tender Inviting Authority/University, such confirmations given by the bidder which are acceptable to the Tender Inviting Authority/University and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments towards monthly contract price to be paid to the Contractor by the Tender Inviting Authority / University as hereinafter mentioned the Tender inviting Authority/ University covenants with the contractor to provide the infrastructure and other facilities as mentioned in the tender document for contract running services as per the provisions of the Contract.

Signature of the Tenderer

4. The Tender inviting Authority / University hereby covenants to pay the Contractor in consideration of the provision of the infrastructure and other facilities for running the contract, the Contract Price (lease amount) or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

The rates stipulated in the contract shall remain valid for a period of one year with effect from contract date.

DELIVERY SCHEDULE:

Contractor shall start the Providing Diet to Inpatient services within 10 days from the issue of letter of Acceptance.

IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said (For the Tender Accepting Authority/University) in the presence of

Signature

Name Address

Signed, Sealed and Delivered by the Said (For the Contractor) in the presence of

Signature

Name Address

Signed, Sealed and Delivered by the Said (For the Tender Accepting Authority/University) in the presence of

Signature

Name Address

Appendix – 7

Declaration about family members working in Annamalai University

I..... do hereby declare that neither myself nor any of my family members (as defined in tender conditions) are employees of the Annamalai University.

I am aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

(Tenderer)

Name: