



**NOTICE INVITING BID THROUGH GEM PORTAL (FORWARD AUCTION) FOR LEASING OUT SPACE FOR FOOD PLAZA, AIIMS BILASPUR, HP**

AIIMS Bilaspur ,HP invites bid through Gem portal (forward auction) for leasing out space for Food Plaza area at AIIMS Bilaspur ,HP. The Desirous bidder may download the bid document form and other details from <https://gem.gov.in/>. The bidders shall upload all the documents on GeM Portal only. Some important information pertaining to the food plaza area is as under:-

SI No.	Food Kiosk No.	Location Of Food kiosk	Area allotted (SQM)	Minimum Reserve Price per month (including GST)	EMD Amount
1	Food Booth No.1	FOOD PLAZA, AIIMS BILASPUR, HP	28.1	₹ 6227	₹ 4483
2	Food Booth No.2		39.2	₹ 8687	₹ 6255
3	Food Booth No.3		38.1	₹ 8443	₹ 6079
4	Food Booth No.4		35.3	₹ 7823	₹ 5633

**1. INSTRUCTION TO BIDDERS**

- 1.1 The Bidder is expected to examine all instructions, eligibility criteria, forms, General terms and conditions etc. in the bid document. Failure to furnish complete information as required with reference to the bid document shall result in rejection of the bid.
- 1.2 The bidder must submit the bidder profile (Annexure-A) along with all required supporting documents showing their experience, qualification, financial solvency, etc. without which the bid will not be considered.
- 1.3 AIIMS Bilaspur , HP reserves the right to cancel the bid (forward auction) as a whole or in part without assigning any reason whatsoever. Moreover, AIIMS Bilaspur ,HP reserves the right to reject any and all proposals received without providing any reason.

- 1.4 **The premises can be inspected during any working days between 10:00 A.M to 4:00 PM by the bidder before submitting their offer/bid. Any queries relating to bid document & the terms and conditions contained therein shall be addressed to AIIMSBilaspur ,HP Engineering Deptt ,HP email id- ee.civil@aiimsbilaspur.edu.in/se.civil@aiimsbilaspur.edu.in**
- 1.5 The Bidders in their own interest are advised/encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their interest/ proposal. No further communication will be entertained at later stages.
- 1.6 AIIMS Bilaspur ,HP reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal.
- 1.7 Bidders should submit their response as per formats provided in submission, not conforming to the instructions or prescribed formats will be rejected.
- 1.8 Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Bid, or influence the acceptance of the bid by any means will result in his bid summarily rejected.

## **2. BID SECURITY / EARNEST MONEY DEPOSIT (EMD)**

EMD in the form of Demand Draft/FDR of any scheduled bank shall be furnished in favour of Executive Director, AIIMS Bilaspur ,HP Payable at Bilaspur,HP valid for 90 days from the last date of Submission of Bid. Any bid if found without the demand draft(s)/FDR of earnest money deposit will be rejected. The EMD amount can also be deposited online in SBI AIIMS Bilaspur , HP A/c No. 41512727609 IFSC SBIN0063972.

The EMD of unsuccessful Bidders shall be returned within Four weeks, only after the successful completion of the Bid Process without accrual of any interest. The Earnest Money Deposit of the successful Bidder shall be released after the submission of Performance Security without accrual of any interest.

## **3. PERFORMANCE BANK GUARANTEE**

The successful bidder shall furnish a Performance Bank guarantee @ 5% of the total contract value of the Bid by way of Demand Draft or Fixed Deposit Receipt (FDR) or Bank Guarantee from any scheduled bank and drawn in favour of Executive Director, AIIMS Bilaspur ,HP valid for 60 days beyond the expiry of period of three years contract and further renewable, if required. No interest will be accrued and paid on the indicated in PBG.

This PBG will be refunded after satisfactory fulfillment of the contract and all accounts thereafter are settled after six months from the date of last bill raised subject to adjustment of any claim of AIIMS Bilaspur,HP as per bid's terms & conditions. In case of breach of any term and condition of the contract, the AIIMS Bilaspur ,HP reserves the right to forfeit the Performance Security Deposit apart from annulment of the contract, in whole or in part, at any time by giving one-month notice. The PBG to be submitted within 21 days of award of contract. Non submission of the PBG within the stipulated time may entail for cancellation of the order.

#### 4. ELIGIBILITY CRITERIA

- 4.1 The bidder should have valid Registration Certificate/Certificate of incorporation of firm/organization.
- 4.2 The bidder should have minimum two years' experience for maintaining/running a cafeteria/canteen in the offices of Central Govt./State Govt./Semi- Govt./PSU/Autonomous body/Reputed Corporate Sector/ Firms.
- 4.3 The bidder should have valid FSSAI License/PAN/GST Registration from appropriate authorities to run the business.
- 4.4 The bidder should also be registered with ESI, EPF (if applicable) Bidder shall also submit the satisfactory completion certificates from the existing clients/employers failing which the information is liable to be treated as invalid.
- 4.5 The bidder should submit IT Return Acknowledgement, Audited Balance Sheet and Audited Profit and Loss for preceding three F.Y. duly certified from Chartered Accountant.
- 4.6 The bidder should submit detailed organization profile on the letter head of firm.
- 4.7 The bidder should not have indulged in any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt./Semi- Govt./PSU/Autonomous Body/Reputed Corporate Sector/ Firms during the last 5 years.

#### 5. MANDATORY SUPPORTIVE DOCUMENTS

The bidding parties meeting the criteria must enclose self- attested photocopies of supporting documents along with the proposal, failing which their bids will be summarily rejected and will not be considered any further:-

S. No.	Documentary Proof of	Attached Yes/No	Page no.
01	Proof of Average annual Turnover of the Preceding three financial years (FY):	Copy of IT Return Acknowledgement for preceding three F.Y. duly certified from CA	
		Copy of Audited Balance Sheets the preceding three F.Y duly certified from CA	
		Copy of Audited Profit and Loss the preceding three F.Y duly certified from CA	
02	EMD		
03	Copy of Registration Certificate/Certificate of incorporation		
04	Copy of PAN card of the firm or proprietor		
05	Copy of GST Registration Certificate of the firm		
06	Copy of FSSAI License of the firm		
07	Copy of ESIC and EPF Registration Certificate of the firm		
08	Copy of work orders clearly depicting value of contract related along with satisfactory/performance completion certificates from the client/employer.		
09	Bidder Contact Person Name, Designation, Mobile No. & Email-Id		
10	Detailed Company Profile		
11	Acceptance of Terms & Conditions of Bid (Annexure- B)		

12	Self-Declaration for Non-Blacklisting of the firm /manpower agency on letterhead (Format as per Annexure-C)		
13	Copy of Authorization Certificate for signing bid document, if signed by person other than the Bidder.		

**I/ We certify that the information furnished above is true and correct.**

**Date :**

**Signature of Bidder with seal**

## **6. BID EVALUATION**

- 6.1 The bid will be considered for technical evaluation, subject to submission of all relevant information/documents
- 6.2 The duly constituted Committee of the AIIMS Bilaspur ,HP will scrutinize the bid documents submitted by the bidders for the technical evaluation. Basis on the eligibility criteria and terms and conditions mentioned in the bid document, only eligible bidders will be considered as technical qualified.
- a) Thereafter, the contract will be awarded to the bidder with highest bid over the defined reserve price per month .The Bidder shall quote the rate (In INR only) on per month basis.

## **7. TERMS AND CONDITIONS:**

- 7.1 The selected contractor will be given a space for running booths in Food Plaza ,AIIMS Bilaspur, HP at monthly license fee which shall be revised on annual basis. The contractor will have to deposit the rent before 10<sup>th</sup> of every month only in the form of Demand Draft/Cheque/Online and beyond which fine of 0.5% per week of monthly rent subject to maximum of 10% of monthly rent for that particular month will be charged. If contractor continuously fails to deposit the amount within time for three months consecutively, the agreement will be treated as canceled.
- 7.2 The lease term will be initially for a period of three years and further extendable on yearly basis for the maximum period of five years, on mutually agreed terms and conditions, subject to the satisfactory performance of the contractor. There will be the enhancement @ 5% after 3 years in the monthly license fee.
- 7.3 The Food booth will required to be run on all the working days in the AIIMS Bilaspur ,HP including Saturday and other days if required by the AIIMS Bilaspur ,HP.
- 7.4 The contractor shall procure necessary permits, licenses from the Govt. required for running a Cafeteria/ Restaurant etc.
- 7.5 The contractor should use only commercial LPG cylinders for cooking. Use of Kerosene and other flammable items is strictly prohibited. The fuel cost for preparation/cooking of food will be borne by the contractor.
- 7.6 The contractor shall be responsible for safe disposal of the leftout food/vegetable peels/disposable and other garbage hygienically so that it does not pollute the environment as per civil/municipal authorities required from time to time.

- 7.7 Electricity & water charges shall be paid by the contractor as per actual consumption at prevailing rates of HPSEBL and HP IPH deptt respectively. The institute shall provide single point supply near to the space & bidder has to make their own provision of electricity & water beyond that point.
- 7.8 The selected bidder will be required to enter into subsequent contract on stamp paper of requisite value that outlines the terms of engagement , scope of services , pricing , service level agreements etc.
- 7.9 The contractor will deploy adequate manpower not under the age of 18 in any condition, on minimum wages as prescribed by Govt. of India from time to time with other applicable ESIC, EPF contribution.
- 7.10 The Contractor shall provide the list of the workers to AIIMS Bilaspur ,HP only after the duly police verification. The manpower shall well-qualified, experienced and capable of designing proper menu and preparation of various food items.
- 7.11 The liability responsibility in case any accidents causing injury/death to canteen workers and any of his staff shall be of the contractor. The AIIMS Bilaspur ,HP shall not be responsible in any such cases & the successful bidder shall indemnify AIIMS Bilaspur (H.P) accordingly.
- 7.12 The contractor shall provide uniforms, shoes, gloves and Identity cards to all the workers and they must be in dress and identity cards during their duty hours in the cafeteria / pantry.
- 7.13 The service provider shall arrange payment preferably in digital mode in addition to cash payment.
- 7.14 Sub Leasing of the Cafeteria after award of work/Agreement will not be permitted. In case the contractor is found guilty the contract will be terminated without any notice and security deposit will be forfeited.
- 7.15 The contractor shall not carry on in the said premises, any business other than running the said service.
- 7.16 Sale of tobacco or alcohol or pan or any other toxic product is strictly prohibited. If found the contract will be terminated immediately and security deposit performance guarantee will be forfeited. Consumption of alcohol, smoking and chewing of pan in the canteen is strictly prohibited.
- 7.17 AIIMS Bilaspur, HP however, reserves the right to terminate the contract by serving one month's notice in writing, without assigning any reason whatsoever. The selected bidder has to give 03 month notice in writing if he/she wants to terminate the contract During the notice period, both the parties will maintain the status quo.
- 7.18 Use of plastic bags inside AIIMS Bilaspur ,HP Campus is banned. Woven cloths carry bags can be provided as an alternative.
- 7.19 Any Officer/official authorized by the Executive Director , AIIMS Bilaspur ,HP, shall have power to inspect the cafeteria and direct for

the removal of any articles of food-stuff or beverage which may, in his/her opinion, be considered as unsuitable for consumption and the contractor shall carry out such directions.

- 7.20 If the AIIMS Bilaspur ,HP is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees ,the contractor will be served with 24 hour notice to improve or rectify the defect(s),failing which the AIIMS Bilaspur ,HP shall have the right to claim by way of penalty an amount of Rs.500/- on 1<sup>st</sup> default, @ Rs.1000/- on 2<sup>nd</sup> default and thereafter @ Rs.2000/- for every such occasion during the month.
- 7.21 All legal disputes shall be subject to jurisdiction of Himachal Pradesh courts only.

## **8. SCOPE OF WORK:**

The different facilities and services intended by the authority and to be provided by the bidder are mentioned below.

- 8.1 To serve tea/coffee/cold drinks, snacks, and lunch etc. On regular working days as well as in the various official meetings , programmes , seminars and function as organized by AIIMS Bilaspur , HP from time to time and also serve visiting people in connection with various works/events as well.
- 8.2 Provide and display the menu card indicating the prices of each food item/ beverage to be served in the food booth. The prices for each item/ beverage to be fixed after approval from Executive Director ,AIIMS Bilaspur.
- 8.3 Menu/Recipe will have an equal mix of food brands (local, national & International) but no Liquor item will be included. Bidder will also establish the facilities for serving different variety of Vegetarian, Non-vegetarian foods, Coffee Shop, confectionery, snacks etc.
- 8.4 To ensure the high standard of cleanliness, hygiene and sanitation in the kitchen and cafeteria.
- 8.5 Arrangement for adequate furniture, equipment's, crockeries/Cutlery, Glassware, Kitchen Utensils, Serving-ware, all consumables, and required small food production machines such as microwave, freezer, oven etc. as per requirement at its own cost, for smooth functioning of the booth.
- 8.6 Ensure the safety and proper custody of the property/structure/equipment's of AIIMS Bilaspur ,HP and will pay any loss or damage caused by him/her to AIIMS Bilaspur ,HP.
- 8.7 Design the interior /exterior of the booth with minimum facilities without out any structural change to the built up area with prior permission of AIIMS Bilaspur , HP.
- 8.8 To store enough material to cover at least 10 days of operations

**ANNEXURE- A****Bidder details  
(to be submitted on Letter Head of bidder)**

<b>1. CONTACT DETAILS</b>		
1	Name of the Organisation Company /Firm	
2	Constitution (Society/ Proprietorship/Partnership/ Company p/	
3	Name of the Head/owner/partners/ Directors of the Organisation	
4	Full Postal Address (including Telephone no, email id etc.)	
5	Web Site (if any)	
6	Name of the authorized person with Contact No. and email id	
<b>2. COMPANIES/FIRMS/REGISTERED SOCIETIES /TRUSTS DETAILS</b>		
1	Registered Firm/Manpower agency/ Organization name	
2	Type of the Organization/ Entity (Company, Proprietorship, Partnership, Society/Trust, Private Ltd. etc.)	
3	Registration number & Date of registration	
4	Address of Registered Office	
5	Registration Certificate/Certificate of incorporation	
6	Permanent Income Tax Account number(PAN)	
7	GSTIN registration number & Date	
8	ESI Registration No.	
9	EPF Registration No.	
10	FSSAI License no.	
11	Labour License (if applicable)	
12	Municipal Food License (FDA) (if applicable)	
13	No. of manpower on rolls:	Skilled _____ Un-skilled _____
<b>3. BANK DETAILS</b>		
1.	Account Holder Name	
2.	Bank Name with Branch	
3.	Account type	
4.	Account No.	
5.	IFSC Code No.	

6.	MICR No.				
7.	EMD No. With date				
<b>4. COMPANY WORK PROFILE</b>					
1	Total experience in running/managing cafeteria (in Years.)				
2	Core competency of the Organization				
<b>5. Proof of experience in providing cafeteria services to central/state govt./semi-govt /PSU/Autonomous bodies/ Reputed Corporate sector /Firms etc.)</b>					
Sr.	Name of Govt. Departments / PSU/semi-govt./Autonomous bodies/ Reputed corporate Sector/firms	Address of Govt. Departments/ PSU/semi-govt./Autonomous bodies/ Reputed corporate Sector/firms	Value of Contract (in Rs.)	Duration of Contract	
1.					
2.					
3.					
4.					
<b>Note: Certificates of experience/Work orders issued by concerned organization/department must be uploaded</b>					
<b>6. FINANCIAL PERFORMANCE SUMMARY</b>					
<b>In Indian Rupees (in Lacs)</b>		<b>FY 2020-2021</b>	<b>FY 2021-2022</b>	<b>FY 2022-2023</b>	
<b>1</b>	<b>Turn Over</b>				
<b>2</b>	<b>Profit</b>				
<b>3</b>	<b>Loss</b>				

We undertake to agree to all terms and conditions of the bid document It is certified that our firm fulfills the eligibility criteria mentioned by the AIIMS Bilaspur ,HP in bid document. The undersigned is authorized to submit the bid on behalf of the firm/company. Supporting documents of all the above information are also attached.

**Signature:** .....

**In the capacity of:** .....

**Duly authorized to sign Proposal for**

**And on behalf of:** .....

**Date:** .....

**Place:** .....



**UNDERTAKING**  
**(to be submitted on Letter Head of bidder)**

To,  
The Executive Director  
AIIMS Bilaspur,  
HP-174001

SUB: Acceptance of Terms & Conditions of bid document.

Dear Sir

1. I/We have downloaded/obtained the bid document(s) from GeM portal <https://gem.gov.in/>.
2. I/We hereby certify that I/We have read the entire terms and conditions of the bid document (including all documents like annexure(s), schedules(s), etc.), and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s), if any, issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the terms/conditions of bid document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that I/We have read and understood the requirements laid down in the bid document and have prepared the bid in compliance with the requirements specified in the document.
6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

**Sign of bidder with seal**

**Non-Blacklisting declaration**  
**(to be submitted on Letter Head of bidder)**

To,  
The Executive Director  
AIIMS Bilaspur,  
HP-174001

SUB: **Declaration for Non-Blacklisting**

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/manpower agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Furthermore, there is no vigilance/CBI case or court case pending against the firm.

**Sign of bidder with seal**