



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA

(An Autonomous body under MoHFW, Govt. of India)

TENDER NO AIIMS/Pat/Admn/Tender/Event Mgt./CTVS Conf/2016

DATED: 04.10.2016

SHORT NOTICE TENDER DOCUMENT

For

**EVENT MANAGEMENT OF 2 DAY CONFERENCE
OF DEPARTMENT OF CTVS**

OF

AIIMS PATNA

DATE OF ISSUE OF TENDER FORM WITH DOCUMENT:	04.10.2016
DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT:	From 04.10.2016 to 08.10.2016 up to 15.00 hrs
DATE & TIME FOR OPENING OF TENDER DOCUMENT:	On 08.10.2016 at 15.30 hrs



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
PHULWARISHARIF, PATNA - 801505

(An Autonomous body under MoHFW, Govt. of India)

No. AIIMS/Pat/Admn/Tender/Event Mgt./CTVS Conf/2016

Dated: 04.10.2016

"SHORT NOTICE INVITING TENDER FOR EVENT MANAGEMENT"

Department of CTVS, AIIMS Patna is hosting 2 days conference on 15th and 16th October 2016. About 200 guests will participate in the conference. Offers are invited from reputed firms/event management agencies/companies /individuals/societies etc for performing catering services in the premises of All India Institute of Medical Sciences Patna on the occasion of 2 Days' Conference of CTVS.

2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Tender Fee of Rs. 1,500/- and Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Fifteen Thousand only) in the form of Demand Draft issued in favour of AIIMS, Patna, drawn on any scheduled bank payable at Patna and other requisite documents to the undersigned duly superscripted "Bid for Tender No AIIMS/Pat/Admn/Tender/Event Mgt./CTVS Conf/2016" before 1500 hrs on 08.10.2016. The bids received after this deadline shall not be entertained under any circumstances whatsoever.

NOTE: The EMD and Tender Fee draft should be put in the envelope containing Technical Bid failing which the tender shall be rejected forthwith.

3. The sealed envelopes are to be deposited in the tender box placed at Administrative office, AIIMS Patna or may be sent through registered/speed post addressed to The Administrative Officer, All India Institute of Medical Sciences, Phulwarisharif, Patna – 801 507. Bids sent by COURIER will not be entertained.

4. Bids will be opened on 08.10.2016 at 15.30 hrs in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

5. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Administrative Officer through the website www.aiimspatna.org.

6. Director, AIIMS, Patna reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, AIIMS, Patna in this regard shall be final.

Administrative Officer
AIIMS Patna

Eligibility Criteria for Qualifying in Technical Bid

The agency should meet the minimum eligibility criteria:

1. A minimum experience of three years in the field. Valid documents in support of experience must be attached.
2. Agency should be based at Patna.
3. Agency should have valid VAT registration.
4. Agency should have valid service tax registration.
5. Agency should have valid food licence registration.
6. Copy of PAN Card.
7. Income tax return acknowledgement of 3 years is required.
8. Agency should have Annual Turnover of not less than Rs. 10,00,000/-.
9. The offer must be supported by tender fee of Rs. 1,500/- and EMD of Rs. 10,000/- in the form of demand draft in favour of AIIMS Patna drawn on any scheduled bank, payable at Patna.
10. Affidavit duly certified by the notary at the location of the Agencies/Head quarters or at Patna that the bidders has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending as per format enclosed.

Proposed work & Tentative Specification/Condition

Details of tentative specification/condition are as per **Annexure 2**.

Issue & Receipt of Offer

The offer with relevant supported documents is to be submitted in sealed cover to The Administrative Officer, AIIMS Patna on or before 1500 hrs on 08.10.2016.

Evaluation Criteria

1. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Price bid of only shortlisted bidders will be opened.
3. Selection will be based on lowest total of price bid.

**Administrative Officer
AIIMS Patna**

General Instructions to Bidders

1. The tender is “Two Bid’ document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD) and Tender fee. The financial bid should contain only commercial. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Contracts concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder’s authorized person should appear on each page of the tender. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.**
4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected straightaway.
5. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of AIIMS, Patna will not be considered at all.
6. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
7. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in AIIMS will stand automatically extended up to 15.00 hours of the next working day in the Government offices.
8. Late/delayed tenders received in AIIMS due to any reason whatsoever will not be accepted under any circumstances.
9. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of AIIMS Patna (www.aiimspatna.org). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the**

tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.

11. **BID PRICES:**

a) The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of VAT) as per price schedule given in Annexure-3. The offer shall be firm in Indian Rupees only. No foreign exchange will be made available by the purchaser.

b) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.

12. **SEALING AND MARKING OF BIDS:** The bidder shall wax seal the Technical and Financial Bids in separate envelopes and keep them in a bigger wax sealed envelope. The Technical Bid shall bear the name "TECHNICAL BID OF Tender No. AIIMS/Pat/Admn/Tender/Event Mgt./CTVS Conf/2016" on the envelope, while the Financial Bid shall bear the name "FINANCIAL BID of Tender No. AIIMS/Pat/Admn/Tender/Event Mgt./CTVS Conf/2016" on the envelope for avoiding any mismatch.

The bigger envelope containing technical and financial bids in separate envelopes shall be:

(a) Addressed at the following address:

Administrative Officer,
All India Institute of Medical Sciences,
Medical College Building,
Phulwarisharif, Patna – 801507.

(b) All the envelopes shall bear the Tender name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

(c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.

(d) Bids shall be delivered in person and shall be dropped in the tender box placed in the office of the Administrative Officer, AIIMS Patna or shall be sent by Registered/Speed Post. **Bids sent by COURIER will not be entertained.** The Purchaser shall not be responsible if the bids are delivered elsewhere.

(e) Venue of Tender Opening: Tender will be opened in Medical College Building, AIIMS Patna at specified time on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the Institute as well as in the office of the Administrative Officer, AIIMS Patna.

Terms & Conditions of Tender

- 1) **Language:** The language of the Tender shall be in English.
- 2) Late/delayed tenders received in AIIMS due to any reason whatsoever will not be accepted under any circumstances.
- 3) **Documents to Accompany Tender:** The Bidder shall submit the Documents mentioned in the Eligibility Criteria of the Tender.
- 4) **Return of Earnest Money :-**
 - a. After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.
 - b. On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.
- 5) **Deposition of Security Money:-** The Selected bidders must deposit the requisite amount of Security Money (5% of the approximate value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft payable at Patna duly pledged in favour of AIIMS, Patna.
- 6) **Forfeiture of Security Money :-**
 - a. In the event of failure to supply or maintain the goods/articles/performance services as per Work Order within the stipulated period, the security deposit may be forfeited.
 - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractor's risk and cost without any further reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractor.
 - c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
- 7) **Refund of Security Deposit -** After successful completion of entire supply and period of service Security Deposit will be refunded within the three months if not extended for further period.
- 8) The quantity mentioned in the price bid (Annexure-3) is minimum guaranteed quantity for which institute is inviting offer. However, number of guests may increase at the time of conference; it is the responsibility of the bidder to serve food to all the participants present at the time of conference.
- 9) On Consumption of extra quantity payment will be made on verification of actual quantity supplied by the representative appointed by the institute for this purpose.
- 10) **Payment:** 100% Payment will be made by accounts department after performance of job as per Annexure 2 against work order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt vouchers.

- 11) **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Patna with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Director, AIIMS Patna whose decision will be final and binding upon the contractor.
- 12) Rate must be valid for a period of 120 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.
- 13) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
- 14) The AIIMS Patna reserves all rights to accept or reject any Tender without showing any reason.
- 15) The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in this hospital or in any other Hospital run by the state or central government., will not be considered even his being the lowest rate.
- 16) Any future clarification(s) and / or corrigendum(s) shall be communicated by the Administrative Officer through the website www.aiimspatna.org.
- 17) Director, AIIMS, Patna reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, AIIMS, Patna in this regard shall be final.

Administrative Officer

AIIMS, Patna

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Signature of the tenderer

Mobile Number:

(with seal)

TECHNICAL BID FORMAT:

S.No.	Details	
1	Name of the firm/ Society/ Company/ Proprietary Concern	
2	Address of registered office	
3	Address of the office at Patna	
4	Telephone Nos./Fax/E-mail at Patna	
5	Earnest Deposits money (EMD) Yes/No	
6	EMD Details: Demand Draft No. : Dated: Drawn on Bank: Amount (In Figures): Amount (In Words):	
7	Banker of Company/ Firm/agency with full address Telephone Number of Banker	
8	PAN No. (Attach attested copy)	
9	VAT/SALE TAX Reg. No. (Attach attested copy)	
10	Service Tax Registration (Attach attested copy)	
11	Food License Registration (Attach attested copy)	
12	Whether rates are quoted as per format mentioned in the Bidding Document or not.	

13	Whether rates quoted are inclusive of all taxes or not.	
14	Have you previously supplied these items to any government / private organization? If yes, attach the relevant poof.	
15	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
16	Proof of financial status in form of Audit Report, Balance Sheet, Profit & Loss A/c along with all the schedules etc. For the last three financial years.	
17	Copy of Income Tax Return Filed Acknowledgement for last the last three years.	
18	Enclose an affidavit duly certified by (enclosed/Not enclosed) the notary at the location of the Agencies/Head quarters Patna that the tenderer has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	

(Signatures of the authorized signatory with seal of tendering firm)

Date:

Name:-

Place:

Address:-

Mob. No. –

Tentative Requirements / Specification & Conditions

Item No. 1 – Breakfast (15.10.2016 between 8.00 AM to 8.30 AM)

1. **Tea**
 - With Sugar
 - Without Sugar
2. **Coffee**
 - With Sugar
 - Without Sugar
3. **Snacks**
 - Poha
 - Dhokla (Haldiram only)
 - Sandwiches
 - Aloo Paratha with Tava
 - Jalebi

Item No. 2 – Tea Break (15.10.2016 between 11.00 AM to 11.30 AM)

1. **Tea**
 - With Sugar
 - Without Sugar
2. **Coffee**
 - With Sugar
 - Without Sugar
3. **Snacks**
 - Biscuits Superior Quality (Both Sweet & Salty)

Item No. 3 – Lunch (15.10.2016 between 1.00 PM to 2.00 PM)

- Soup
- Butter Nan/Plain Nan/Tandoori/Kachori
- Fried Rice
- Dal Makhani
- Matar Paneer
- Aloo Dum (Spicy)
- Butter Chicken Mashala
- Fish Fry
- Salad
- Pineapple Raita
- Papad and other items

Sweet Dish

- Rasmalai
- Gulab Jamun

Item No. 4 – Evening Tea (16.10.2016 between 4.00 PM to 4.30 PM)

Tea

- With Sugar
- Without Sugar

2. Coffee

- With Sugar
- Without Sugar

3. Snacks

- Veg Pakoda (Onion, Potato, Brinjal, Cauliflower etc.)

Item No. 5 – Dinner (15.10.2016 between 8.00 PM to 10.00 PM)

1. Starters

- Cold Drinks
- Jaljeera
- Milk Shakes
- French Fry
- Paneer Tikka
- Spring Roll (Veg & Non Veg)
- Chilli Chiken
- Chicken Kebab

2. Main Course

- Soup
- Dal Makhani
- Fried Rice/ Veg Pulao
- Butter Nan/Plain Nan/Tandoori/ Kachori
- Mushroom Pea
- Paneer Labadar
- Aloo Gobhi
- Fish Fry Boneless
- Chicken Mashala
- Mutton Curry
- Salad
- Papad & Other Items
- Fruits Raita

3. Sweet Dish

- Imerti with Rabri
- Moondal Halwa
- Ice Cream (Butter Scotch and Vanilla)

Item No. 6 – Breakfast (16.10.2016 between 8.00 AM to 8.30 AM)

Tea

- With Sugar
- Without Sugar

2. **Coffee**
 - With Sugar
 - Without Sugar
3. **Snacks**
 - Idli with Sambhar
 - Uttapam
 - Sandwiches
 - Whole Fruits
 - Gulab Janum

Item No. 7 – Lunch (16.10.2016 between 1.00 PM to 2.00 PM)

- Soup
- Butter Nan/Plain Nan/Tandoori/Kachori
- Jeera Rice
- Dal (Chane Ki)
- Mashroom Mashala
- Aloo Dum (Spicy)
- Chicken Kadhai
- Fish Curry
- Salad
- Vegetable Raita
- Papad and other items

Sweet Dish

- Rasmalai
- Gulab Jamun

Item No. 8 – Water

Water Bottels (200 ml) – 1500 pcs.

Note:

1. For Serving & Catering selected agency must place sufficient number of well-dressed and well-behaved waiters.
2. In order to avoid rush food will be served on two counters.

**Administrative Officer
AIIMS Patna**

PRICE BID FORM

To,
The Administrative Officer,
AIIMS Patna.

Dear Sir,

1. I/Wesubmitted the bid for Tender No. AIIMS/Pat/Admn/Tender/Event Mgt./CTVS Conf/2016 dated 04.10.2016 for “Performing Catering Services in 2 Days’ Conference of CTVS” of AIIMS Patna.
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of tender given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

Item. No.	ITEMS WITH SPECIFICATION	QUANTITY	Rate (INR) (Inclusive all Taxes)	Total Amount (INR) (Inclusive all Taxes)
1	Breakfast (15.10.2016 between 8.00 AM to 8.30 AM)	150		
2	Tea Break (15.10.2016 between 11.00 AM to 11.30 AM)	200		
3	Lunch (15.10.2016 between 1.00 PM to 2.00 PM)	200		
4	Evening Tea (16.10.2016 between 4.00 PM to 4.30 PM)	200		
5	Dinner (15.10.2016 between 8.00 PM to 10.00 PM)	300		
6	Breakfast (16.10.2016 between 8.00 AM to 8.30 AM)	150		
7	Lunch (16.10.2016 between 1.00 PM to 2.00 PM)	150		
8	Water Bottels (200 ml)	1500		
	Total			

(Signature of Authorised Person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

AFFIDAVIT

(On Non-Judicial Stamp paper of Rs. 100)

I, _____ Son / Daughter / Wife of
Shri _____ resident of _____ Proprietor/Director
authorized signatory of the agency/Firm (M/s _____), do hereby solemnly affirm and
declare as follows:

1. I am authorised signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Administrative Officer, AIIMS, Patna immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

Date:
Place:
Seal of the Agency

(Signature of the Bidder)
Name:
Designation
Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent