

LGB REGIONAL INSTITUTE OF MENTAL HEALTH  
(Govt. of India, Ministry of Health & family Welfare)

Post Box No. 15 :: FAX No. (03712) 233623

Tezpur :: 784001 :: ASSAM.

No. LGB/NAZ/1396/18-19/ 489

Date... 1<sup>st</sup> Feb. 2019

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from the interested firms for running of Wet  
**Canteen at New Hospital Building, LGBRIMH.** For details log on to  
[www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).

Director  
LGBRIMH

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
(Ministry of Health & Family Welfare, Government of India)  
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Date....1<sup>st</sup> Feb'2019...

Sub: **NOTICE INVITING QUOTATION FOR RUNNING WET-CANTEEN SERVICES AT NEW HOSPITAL BUILDING**

To,

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Sir,

Please quote your maximum monthly rate for running of Wet-Canteen services in New Hospital Building at LGBRIMH premises for a period of 12 months w.e.f. 1<sup>st</sup> March' 2019. The envelope containing the quotation must be sealed and super-scribed as "Quotation for running of Wet-Canteen at New Hospital Building, Enquiry No.....dated..... The terms and conditions for the canteen are as follows:-

**General Terms and Conditions**

1. Enquiry No. should invariably be given at the top of the envelopes. Envelopes without indication will not be entertained.
2. Unsealed quotations will be rejected.
3. The contract for running the canteen will be for 12 months w.e.f. 1<sup>st</sup> March'2019. It may be extended for a further period as may be found necessary and in such an event the renewal agreement shall be executed by both the parties.
4. The quotation should be addressed to the Director, LGBRIMH, Tezpur-784001.
5. The quotation will be opened on 15<sup>th</sup> Feb'2019. In case it is a holiday or declared on the date of opening of the quotation, it will be opened in the next working day at the same time.
6. Rates must be quoted in both words and figures.
7. The bidder must submit attested copy of PAN card.

8. The bidder must submit attested copy of dealership / Trade License Certificate.
9. Quotations may be sent by registered post or put by hand in the box placed at the Nazarat section of LGBRIMH.
10. Taxes, if any, should be clearly mentioned (in percentage) in the quotation.
11. The successful bidder will have to deposit Performance Security amounting to **5%** of the yearly rate in the form of Cheque/Demand Draft to be drawn in favour of the Director, LGBRIMH, Tezpur payable at Tezpur. The security deposit will be forfeited in the event of non-execution of the contract.
12. The contractor shall submit an undertaking in the prescribe format ( Annexure- I )
13. The Director reserves the right to reject / accept any or all of the quotation without assigning any reason thereof and also has the right to place order on one or more firms. No correspondence in this regard will be entertained.
14. For any arbitration or legal matters, the jurisdiction shall be Tezpur only.

**Specific Terms and Conditions :**

1. The contractor shall be responsible for providing food items during the contract period from 0800 hrs to 1800 hrs. In case of any complaint of food poisoning / contamination, the contractor will be held fully responsible for all the consequences arising out of such complaint due to such poisoning / contamination.
2. The contractor has to employ adequate number of staff in order to maintain efficiency and standard desired by the LGBRIMH. All persons engaged by the contractor shall be the contractor's own employee and they will claim no privileges from LGBRIMH. The contractor will be directly responsible for the administration of his employees in regard to general discipline, conduct and courteous behaviour towards the customers in general. The list of such employees / any change in employees has to be submitted with the administrative officer of the institute.
3. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by the Indian Medical Council to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are properly dressed in uniform wearing name plates. The contractor will also ensure that neat and clean uniform is provided to his staff.
4. The contractor will be responsible for general cleanliness of crockery, cooking utensils, furniture and fittings, etc. in the kitchen as well as canteen hall. The first party will not provide any cleaning materials / dusters, etc. for the same.

5. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.
6. The Canteen shall be opened for catering on all week days from 0800 hrs to 1800 hrs. In case the Canteen is to be kept opened beyond office hours, LGBRIMH has the option to direct the Contractor to do so.
7. A) The Canteen shall be for the use of the employees of LGBRIMH and their guests, patients and their attendants visiting Hospital and other persons allowed by LGBRIMH. The Contractor shall be responsible for the quality of the foods supplied and for the service.  
  
B) The Contractor can not take any article out of the LGBRIMH premises without a Gate-Pass.
8. In the event of failure to supply the approved items without prior notice by the Contractor, the same will be arranged by the First party at the Contractor's risk and cost.
9. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with rendering of the aforesaid services to LGBRIMH and shall comply with the provisions of ( Regulation and Abolition ) Act, Employees State Insurance Act, Workmen's Compensation Act, Payment of Wages Act, the Employees Provident Fund and Family Pension Fund Act 1952, the other rules, regulation and/ or statutes that may be applicable to them now or that may be introduced by the central or the State Government , or municipal Authorities subsequent to the date of this agreement. The LGBRIMH will not accept any legal and financial liability in this regard.
10. A Canteen Management Committee will be nominated by the LGBRIMH to inspect and oversee functioning of Canteen with a view to ensure hygienic and efficient service in the canteen. In case there are repeated failures or lacuna noticed on the part of contractor, the Chairman of the Canteen Committee can impose penalty as per terms and condition of the tender documents.
11. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
12. A) The Contractor shall not use the canteen premises for residential purpose, nor sublet or assign the license or use the space provided for running the canteen for any other purpose like birthday party, dinner party, lunch party etc. without approval of the Director. The Contractor shall not make any structural additions and alternations to the building.

B) LGBRIMH will not be in any way responsible for any loss or damage accrued to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other room.

13. Unless other aim specified in the terms & conditions of the tender documents, for pre- mature termination of this agreement, one- month notice will be required from either side in writing.

14. The Contractor shall keep in a conspicuous place in the Canteen, the rate list of items and a complaint book to record complaints, if any, and this book shall be open for inspection by persons duly authorized by LGBRIMH. The contractor shall inform LGBRIMH administration of the action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him by the first party from time to time.

15. In case of any dispute pertaining to running of the tea corner, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the contractor.

16. The Contractor has a mere permission only to run a wet canteen in the LGBRIMH premises during the contract period and nothing contained in this document shall be constructed as devolution of right and interest over the LGBRIMH premises or any part thereof and shall not give rise to any legal title or interest to the contractor.

17. The contractor will bring all crockery / utensils for the purpose of making and serving including Gas Burner / Induction cook top/ Refrigerator.

18. The Contractor shall pay electricity charges / water charges in addition to monthly rent, in form of local cheque or Banker's cheque or Bank Draft within 7 days of the completion of the month.

19. The Contractor shall submit an undertaking in the prescribed format (Annexure- I )

(Dr. Kushal Tamuly)  
I/C Nazarat

Copy to:

1. Notice Board, LGBRIMH, Tezpur
2. Institute web site
3. Office file

**Undertaking**

Quotation Calling No.

Date... ..

Name and address of the firm :

To,

The Director,  
LGBRIMH,  
Tezpur: 784001

Sir,

1. I, do hereby, certify that I have gone through the terms and conditions mentioned in the rate acceptance letter and undertake to comply with the same.
2. The rates quoted by me / us are valid and binding on me / us for acceptance for the items mentioned in the quotation.
3. I / We give the right to the Director, LGBRIMH, Tezpur, to forfeit the performance security, if there is any delay or noncompliance of the terms and conditions of work order.
4. There is no vigilance / police case / legal case pending against me or my firm.
5. In case of non fulfilment of the terms and conditions of the work order, the Director, LGBRIMH, shall have the right to take appropriate action and impose penalty as deem fit.

NAME:

SIGNATURE:

ADDRESS OF THE BIDDER WITH RUBBER STAMP

Vill.

P.O.

Dist.

Phone No.

NIQ no.

Opening of NIQ .

PAN/Trade Licence PAN No.

Sl no.	Quoted rate in figure	Quoted rate in words	Remark