

लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम: पिन: 784001

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
(Ministry of Health & Family Welfare, Government of India)  
**Post Box No. 15 :: FAX No. (03712) 233623**  
TEZPUR :: 784001 :: ASSAM

No. LGB/NAZ/1396/18-19/2190

Date: 7<sup>th</sup> July' 2020

NOTICE INVITING QUOTATIONS

Sealed quotations (Technical Bid and Financial Bid) are invited from the interested firms for running of departmental canteen at LGBRIMH. For details log on to [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).

Sd/-  
Director  
LGBRIMH



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QUOTATION NOTICE

Sealed quotations are invited from the interested firms having experience during last 3 years of running and operating canteen in government departments /PSUs/academic institution /Private Organizations of repute and who can cater to the needs of students, staff and visitors to submit tender in two bid system. (Technical Bid & Financial Bid) for running of departmental canteen at LGBRIMH. Terms and conditions are given below:

**Terms & Conditions**

1. Space at LGBRIMH premises may be allotted to carry out canteen services.
2. Rent for the spaces are to be quoted by the bidders. However the rent should not be less than the assessed monthly rent fixed by the institute.
3. Power supply will be given by the Institute. But energy charge will have to be borne by the bidders. Bills for energy consumption will be given by the Institute which has to be paid within 07 (seven) days from the date of receipt.
4. The canteen should remain open from 08:00 am to 06:00 pm. on all working days from Monday to Saturday, Sunday closed for weekly maintenance.
5. Rates of items should be reasonable and similar to market rate.
6. Eco friendly disposable glasses and plates will have to be used for serving food items.
7. Disposal of waste materials will be the responsibility of the bidders.
8. Keeping the canteen space clean and hygienic will be the responsibility of the bidders.
9. Monthly rents will have to be paid within 5<sup>th</sup> of every month.
10. Security deposit amounting to Rs. 10,000/- (Rupees Ten Thousand only) in the form of call deposit FDR/NSC/ pledged in favour of Director, LGBRIMH, is to be deposited by the bidders at the time of allotment.
11. The successful bidders shall have to sign the deed of agreements as per the prescribed format.
12. The Director, LGBRIMH, Tezpur, has the right to cancel any or all the quotations without showing any reasons thereof.
13. All legal matters will be within the Tezpur jurisdiction.
14. For details please visit the Institute Website [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in)

The rates should reach the undersigned on or before 3 pm of 21.7.20..... The quotations will be opened on the same day.

  
(Dr. Kushal Kr. Tamuli)  
I/c Nazarat

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No. LGB/NAZ/1396/18-19/2189

Date: 7<sup>th</sup> June' 2020

Sub : NOTICE INVITING QUOTATION FOR RUNNING DEPARTMENTAL CANTEEN SERVICES AT LGBRIMH, Premises

To,

- 1.
- 2.
- 3.
- 4.

Sir,

Please quote your maximum monthly rate for running of departmental canteen services at LGBRIMH, Premises for a period of 12 months w.e.f. the date of award of contract during 2020. The envelope containing the quotation must be sealed and super-scribed as "Quotation for running departmental canteen at LGBRIMH, Tender No. .... dated..... The terms and conditions for the canteen are as follows:

General Terms and Conditions:

1. Tender No. should invariably be given at the top of the envelope. Envelope without indication will be rejected.
2. Unsealed quotations will be rejected.
3. The contract for running the canteen will be for 12 months from the date of award of contract. 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 at on 21.07.2020. In case it is a holiday declared on the date of opening of the quotation, it will be opened in the next working day at the same time.
6. One bidder should not submit more than one bid, either in his own name or in the name of other. In case bid is submitted in the name of a Registered Firm, the PAN No and Registration No. should invariably be in the name of the said Firm.



7. The contractor shall submit an undertaking in the prescribed format (Annexure-I- Technical Bid)
8. Rates must be quoted in both words and figures. (Annexure -II – Financial Bid)
9. The bidder must submit attested copy of PAN card.
10. The bidder must submit attested copy of dealership/ Trade License Certificate.
11. Quotations may be sent by registered post or put by hand in the box placed at the Nazarat section of LGBRIMH.
12. Taxes, if any, should be clearly mentioned (in percentage) in the quotation.
13. The successful bidder will have to deposit Performance Security amounting to Rs. 10,000/- 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.
14. 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.
15. 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 behavior 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 hygienic 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.



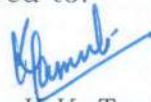
6. The Canteen shall be opened for catering on all week days from 0800 hrs to 1800 hrs. In case the Canteen is to be kept opened beyond office hours. LGBRIMH has the option to direct the Contractor to do so.
7. (A) The Canteen shall be for the use of the students, employees of LGBRIMH and their guests, 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 cannot take any article out of the LGBRIMH premise 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 the contract labourer (Regulation and Abolition) Act, 1970, Employees State Insurance Act, Workmen's Compensation Act, Payment of Wages Act, the Employees Provident Fund and Family Person 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 intoxication 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 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 good, 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 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 running canteen ( space ..... without kitchen) in the LGBRIMH premises during 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 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 /garbage clearing charge in addition to monthly rent, in form of local cheque or Banker's cheque or Bank Draft within 7 (Seven)days of the completion of the month.
  19. The Contractor shall submit an undertaking in the prescribed format (Annexure-III) along with the Technical bid.


#### Special terms & Conditions

- a) Adequate crowd and queue management to be ensured to ensure social distancing norms.
- b) Staff/Waiter/Service Boys/Service Girls to wear mask and hand gloves and take other required precautionary measures.
- c) The Seating arrangement to ensure a distance of at least 1 (one) meter between patrons as far as feasible for maintaining social distancing with 50% of total capacity at a time.
- d) In the Kitchen, the staff to follow social distancing norms.
- e) Contractor to arrange soap and sanitizer for hand wash of patron.
- f) Ensure entry of patron in the canteen wearing mask.
- g) Other advisories issued by the Govt. of India, State and District Administration on the subject should strictly be adhered to.

  
(Dr. K.K. Tamuli)  
I/c Nazarat Branch

Copy to:-

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

  
(Dr. K.K. Tamuli)  
I/c Nazarat Branch

**ANNEXURE-I**

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING Departmental CANTEEN**

**TECHNICAL BID**

(To be kept separately in a sealed cover super scribing 'Technical Bid' on the top)

Sl.No	Description	Particulars										
1.	Name of the Bidder/Firm/Company											
2.	Address											
3.	Aadhar Card (certificates to be attached)											
4.	Name of the authorized representative											
5.	Contact Number											
6.	Email											
7.	Details of statutory license obtained (if any) Trade License (certificates to be attached)											
8.	Details of PAN/GST/VAT Registration No. (certificates to be attached)											
9.	Details of organization served/presently serving (Experience certificate along with commendation certificates to be attached) In case of any doubt, the Institute authority will have the authority to verify independently.	Details of the organization served										
			<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Period</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td></td> </tr> <tr> <td>(b)</td> <td></td> </tr> <tr> <td>(c)</td> <td></td> </tr> <tr> <td>(d)</td> <td></td> </tr> </tbody> </table>	Period		From	To	(a)		(b)		(c)
Period												
From	To											
(a)												
(b)												
(c)												
(d)												

Signature of the Bidder.....

Name.....

Designation.....

Address.....

Date.....

Place.....

Seal



**ANNEXURE -II**

REQUEST FOR PROPOSAL (RFP) FOR OPERATING Departmental CANTEEN  
FINANCIAL BID

(To be kept separately in a sealed cover super scribing 'Technical Bid' on the top)

Sl.No	Description	Particulars
1.	Name of the Bidder/Firm/Company	
2.	Address	
3.	Permanent Income Tax Account (PAN No.) (certificates to be attached)	
4.	Contact Number	
5.	Email	
6.	Licence Fee for using Departmental Canteen LGBRIMH Premises	Willing to pay Rs..... per Month (in words)..... .....towards Licence Fee
7.	Details of PAN/GST/VAT Registration No. (certificates to be attached)	

Signature of the Bidder.....

Name.....

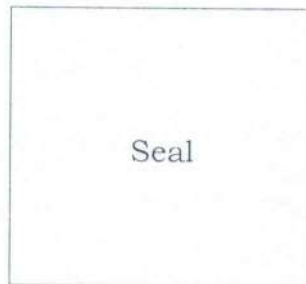
Designation.....

Address.....

.....

Date.....

Place.....



*[Handwritten Signature]*



**ANNEXURE -III**

Undertaking

Quotation Calling No.

Date.....

Name and address of the Firm

To,

The Director  
LGB Regional Institute of Mental Health  
Tezpur, Dist, Sonitpur, Assam- 784001

Sir,

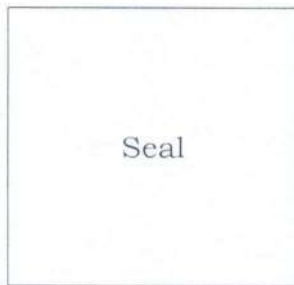
I/We the undertaking certify that I/We have gone through the terms and conditions mentioned in the tender documents and hereby undertake to agree and comply with them in its entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running of Hospital canteen will be liable to be terminated.

Signature of the Bidder.....

Date.....

Place.....



Name.....

Designation.....

Address.....

.....