



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**MODEL HOSPITAL**  
**KATHA VILLAGE, OPPOSITE GILLETTE FACTORY**  
**BADDI (H.P)**



Medical Superintendent E.S.IC Model Hospital, Baddi Himachal Pradesh-173205 invites sealed bids for Grocery Items as per following details:

SNo	Name Of Item	Deptt	Earnest Money	Bid System	Tender Cost	Date of Opening of Bids
1	Grocery Items/ Kitchen Items	Dietary	10000.00	One bid	Rs100.00	22/09/2011

Interested Firms are requested to collect tender form with term & conditions from Joint Director Administration ESICMH Baddi on any working day from 10 a.m to 3 p.m and on Saturday from 10 a.m to 12 noon at the cost of Rs 100/- (One hundred only) each in the form of Demand Draft / Bankers Cheque (Non-refundable) in favour of ESIC FUND ACCOUNT NO.1 payable at Baddi. Tender documents can also be downloaded from Hospital website (<http://www.esic.nic.in>) in that case DD/Banker Cheque for the cost is to be enclosed with Tender. Tender form is to be submitted complete in all respects alongwith prescribed EMD in favour of ESIC FUND ACCOUNT NO.1 payable at Baddi in form of Demand Draft/ Banker's cheque only. The price bid should contain the commercial terms in the format given in the Tender.

Tender complete in all respect must be deposited in tender box kept in Hospital store from 10 a.m to 1 P.M. on due date of opening. Tender received late will not be entertained. Tender will be opened on the due date at 2.00 p.m in office of JD(A) Hospital in the presence of bidders or their authorized representative. If due date of opening is declared holiday, tender will be opened on next working day at same time and place.

Medical Superintendent reserves the right to reject any tender or all without assigning any reason(s) thereof.

Medical Superintendent



EMPLOYEES' STATE INSURANCE CORPORATION

MODEL HOSPITAL

KATHA VILLAGE, OPPOSITE GILLETTE FACTORY

BADDI (H.P)



To

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**Subject: Tender for Supply of Kitchen Diet items in ESIC Model Hospital, Baddi, H.P.**

Dear Sir(s),

With reference to the Advertisement appearing in the newspapers inviting tenders/quotations on above subject, I am directed to inform you as follows:-

1. That the Tender forms duly filled-in will be accepted by this office up to **1 PM on 21/09/2011** along with Earnest **money of Rs. 10,000/- (Rupees Ten thousand only)** in form of a crossed Demand Draft drawn on any Nationalized Bank, payable at Baddi in favour of the ESIC Fund **Account No. 1**. Please note that tender form not accompanied with requisite Earnest money, will be rejected out rightly without assigning any reason/entertaining any correspondence. **The Earnest money deposited with earlier tender will not be adjusted against this tender.** The Earnest money of unsuccessful tenderers will be refunded without accrual of any interest, within the stipulated time limit.

2. That the sealed envelope containing the quotation should be marked in capital letters **"QUOTATION FOR SUPPLY OF GROCERY ITEMS"**. The envelope should also bear the sender's name and address. The sealed quotations as above should be dropped in the Tender Box placed in the chamber of the Joint Director Administration of this Hospital.

3. **Late date and time for Receipt of tender: - Tenders form may be obtained from the office of Medical Superintendent, ESIC Model Hospital, Baddi, H.P. between 10AM to 1PM on all the working days from 01/09/2011 to 21/09/2011 on payment of Rs 100/- in cash or Demand Draft** drawn in favour of ESIC Fund A/c No.1, payable at Baddi, H.P. Tender form can also be downloaded from our website [www.esic.nic.in](http://www.esic.nic.in). Form downloaded from website must be accompanied with the tender form cost of Rs 100/- in the form of Demand Draft drawn in favour of ESIC Fund A/c No 1 payable at Baddi and to be attached with the Tender. **Tender must be dropped in the tender box by 1 PM on 22/09/2011.** The tender box will be opened in the Chamber of Medical Superintendent ESIC Model Hospital, Baddi, H.P. at **1:30 PM on 22/09/2011**. In case the above date is declared as holiday, the tender will be accepted and opened on next working day.

4. **Tender Form & Conditions: -** The application form of tender on which the offer of price/rates and other information are to be quoted is enclosed as.

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**Annexure-I. The quoted offer should be inclusive of all excise duty, surcharge, state tax, VAT and local taxes, if any and should also be inclusive of packing and delivery charges, where applicable.** The terms and conditions governing the tender are mentioned in the enclosed form **Annexure-II**, which should be signed and submitted along with **Annexure-I**.

**The tender is liable to be rejected if incomplete information is given or any document asked for in the schedule to the tender are not duly filed in or is not enclosed.** Individual signing the tender or other documents concerned with the contract must specify whether he/she signs as: -

- a. A sole proprietor of the firm, or constituted attorney of such proprietor.
- b. A partner of the firm if it is a partnership concern. In that case he must have authority to refer disputes to arbitration in case of any dispute.
- c. Constituted attorney of the firm, if it is a company.

**5. The bidder shall enclose the following documents.**

**( i ) Proof of business centre/and or Trade Licence number**

**(ii) Copy of Pan Card No. .**

**6. Vague tenders/quotations:** - Quotations qualified by vague and indefinite expressions such, as subject to immediate acceptance or approx. etc. will not be considered.

**7. .Opening of Tender** - You are at liberty to be present or authorize a representative to be present during the opening of tenders at the time and date as specified above. The name and address of the representative who would be attending at the time of the opening of the tender on your behalf should also be indicated in the tender.

**8. Right of Acceptance:** - ESIC Model Hospital, Baddi does not pledge itself to accept the lowest or any tender and reserves with itself the right of accepting the whole or part of tender.

**1. Acceptance of the Tender:** - The formal acceptance of the tender will be forwarded to the successful tenderer as soon as possible and the instructions contained in the letter should be acted upon immediately by the successful tenderer. In case the successful tenderer fail to comply with the formal acceptance of the tender or fail to provide the services within stipulated time, the offer of acceptance will be treated as cancelled and in such eventuality the tender will be awarded to the next party and the earnest money so deposited will be treated as forfeited.

**2. The party/tenderer whose tender is accepted will send a letter to Medical Superintendent, ESIC Model Hospital, Baddi, conveying his acceptance of the terms and conditions and the rates/price.** The receipt of this letter by Medical Superintendent will conclude the contract. The successful tenderer will execute an agreement on above subject within the time span as may be specified by the Medical Superintendent.

MEDICAL SUPERINTENDENT

**ANNEXURE-I**



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**MODEL HOSPITAL**  
**KATHA VILLAGE, OPPOSITE GILLETTE FACTORY**  
**BADDI (H.P)**



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**TENDER FORM**

TENDER FOR SUPPLY OF KITCHEN DIET ITEMS/GROCERY ITEMS IN ESIC MODEL HOSPITAL, BADDI H.P.

**GENERAL PARTICULARS**

<b>1. Name of Firm/Party</b>	
<b>2. Address</b>	<b>PIN CODE NO.-----</b>
<b>3. Whether Proprietorship/ Partnership (attach proof)</b>	
<b>4. Telephone &amp; Mobile Nos. E-Mail ID.</b>	
<b>5. Pan Card No. (attach photo copy)</b>	
<b>6. Annual Turn over (attach photo copies of last Income Tax return filed)</b>	
<b>7. Whether you are having a Trade License No. If Yes, attach photo copy.</b>	
<b>8. Desirable - Period of experience) –1 years - (attach photo Copies of experience certificate for supply of grocery items to</b>	

any Govt. Hospital, reputed private hospital or any other Govt institutions	
9. Address of the premises from where the business is being carried out.	

**Note:**

- a) In case of Partnership, a copy of the Partnership Deed, duly attested by a Notary Public should be furnished.
- b) In the case of Partnership firms, where authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by that partner of the firm.
- c) A person signing the tender form or any documents forming part of the contract on behalf of the another shall be deemed to be construed that he has authority to sign and if on enquiry it is found that the person so signing has no authority to do so, the purchaser, without prejudice to other civil criminal remedies, will cancel the contract and hold the signatory responsible for all costs and damages.
- d) Tenderers shall have to deposit an Earnest Money of Rs 10000/- (Rs Ten thousand) only in the form of Demand Draft drawn on any nationalized bank, payable at Baddi, in favour of ESIC Fund A/c No. 1 along with the tender form/bid Tenders/bids without Earnest Money shall out rightly be rejected.

2) Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_  
for Rs. 10,000/- drawn on \_\_\_\_\_ Bank Branch at \_\_\_\_\_ as Earnest money is enclosed.

It is certified that the particulars given above are true to the best of my knowledge/belief and I/We have gone through the terms and conditions and have also understood the same and do hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions I/We shall be responsible for the consequences of the same.

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**(Of Authorized Signatory of the Agency/firm and also affix seal of the Agency/Firm)**

## ANNEXURE II

### TERMS AND CONDITIONS

1. The contract shall be valid for a period of two year i.e. 2011-2013. It can be extended further on yearly basis at the sole discretion of the Medical Superintendent, ESIC Model Hospital, Baddi, after taking into consideration various factors governing such extension including performance of the contractor.
2. The items should be of good and standard quality.
3. All the supplies will be delivered at the Hospital's Kitchen Store and no transportation charges (cartage), in any form whatsoever, will be paid extra.
4. Time of delivery shall be maintained between 10.00.AM to 1PM only.
5. The goods supplied must be in proper packing and should have complete information in all respect i.e. Price, Batch No, Mfg date and Expiry Date etc. with statutory details.
6. In case of non supply within the prescribed time slot, the Hospital may purchase the same from the open market and extra money so incurred due to rate difference plus transportation/cartage etc will be deducted from the present or subsequent bills of the Contractor.
7. Supplies for Sunday and Holidays will be made on a working day just preceding the Sundays and holidays.
8. In case of non supply due to some unavoidable circumstances prior intimation will be given by the contractor to the Hospital authorities and this will be dealt with in accordance with terms and conditions as laid down at Serial No. 6 above. The Challan showing the quantity, description of the items being supplied with date and time should be submitted by the contractor at the time of delivery and the same will be signed by the person duly authorized by the Medical Superintendent in token of having received the supply.
9. The rates of items shall also include all vat, excise duty, surcharge, State tax and local taxes etc, if any and are also inclusive of packing and delivery charges, if applicable.
10. If the supplied material is not found as per laid down standard the same will be returned without assigning any reasons and replacement would be made on the same day by the contractor.
11. If the Hospital authorities are not satisfied with the quality of supplies the contract shall be cancelled after giving 15 days notice.
12. In both the situations as mentioned at Serial No. 9 & 10 above, the decision of the Hospital authorities will be final and binding.
13. The contractor shall deposit a sum of **RS 50,000/-**(Rs Fifty thousand) only as a Security Money, which shall be refunded without accrual of interest, within 60 days of the expiry of the contract, (if the contract is not extended). In case the contractor himself discontinues the contract prematurely, the Security Money so deposited shall be forfeited and no correspondence in this regard will be entertained.
14. The items will be supplied by the contractor with credit facility for 30 days and at the end of each calendar month, the contractor will present a pre receipted bill in triplicate showing date wise supply made by him and amount due.

15. All disputes arising out of or in connection with this agreement shall be settled by sole arbitration of Medical Superintendent, or a person appointed on his/her behalf.
16. The tenderer should sign on all pages of the tender form.
17. **The supply shall be made by the contractor in the premises of the Kitchen Stores or at any other place as instructed by the authorized representative of the Medical Superintendent on all days of supply..**
18. **Supplied items of masalas should be of AGMARK/FPO QUALITY/NORMS, wherever applicable.**
19. The items not found of standard quality shall have to be replaced at your own cost within 24 hours.
20. Supplied items should be in proper packing. Loose supplies of items shall not be accepted at all.
21. Tenderers should quote rate of one brand only (against S.No.1, 4 to 10 out of 2/3 brands mentioned in the price bid).
22. Tenders shall be finalized on the basis of lowest rates quoted by the party irrespective of party choosing any brand out of 2/3 brand names given.
23. **Rates of all items to be quoted in Kgs only .**
24. Overwriting/Cutting should be avoided.
25. Medical Superintendent reserves the right to accept the lowest or any tender or accept the whole or part of tender and also the right to cancel the contract at any time without assigning any reasons thereof.

#### UNDERTAKING

I/We \_\_\_\_\_ have carefully gone through and understood the contents of the tender form and I/We undertake to abide myself/ourselves by the terms and conditions set forth.

Date : - \_\_\_\_\_  
Place : - \_\_\_\_\_

Signature: - \_\_\_\_\_

Name: \_\_\_\_\_

Designation - \_\_\_\_\_

ANNEXURE A

**PRICE BID (QUOTE RATES HERE)**

Sr No. Name of the item Approx. Yearly Requirement Approx. monthly Specification of diet Brand of items  
(in Kg.) requirement in kg) items

1Atta (Whole Wheat Atta 11357 947 10 kgs.pack Shaktibhog/Annpurna

2Rice - Parmal (Saboot) 9013 752 50 kg Good quality

3 Sugar 1587 133 100 Kg fresh & good quality

4 Salt(Iodized) 393 33 1 kg pack Tata,Annpurna,Captain cook

5 Tea leaves 244 21 1/2 kg pack Tata,Taj Mahal, Brook Bond

6Haldi 127 11 200 gm MDH/Everest/Catch

7Kitchen King 13 2 200 gm MDH/Everest/Catch

8Garam Masala 16 2 200 gm MDH/Everest/Catch

9Dhania Power 13 2 200 gm MDH/Everest/Catch

10Degi Mirch 16 2 200 gm MDH/Everest/Catch

11 Zeera 31 3 200 gm Agmark

12Oil (Rice-Bran Oil) 1272 106 1 kg pack Ricela

13Dal 4425 369 fresh & Good quality

**DALS**

1Rajma Approx. requirement of total dals Fresh and good quality

2Rongi is 4425 kg per annum. Fresh and good quality

3 Soyabeen Demand for specific dals and quantity Fresh and good quality

4Kala Chana shall be on requirement basis Fresh and good quality

5White Channa during a month Fresh and good quality

6Moongi Dhoti Fresh and good quality

7Moongi Chilka Fresh and good quality

8Masar Sabat Fresh and good quality

9Mah Chilka Fresh and good quality

10Chane Ki dal Fresh and good quality

11Moong Sabhat Fresh and good quality

**NOTE**

1. SHOULD BE IN PROPER PACKING

2. TENDERER SHOULD QUOTE RATE OF ONE BRAND ONLY ( AGAINST SR. NO.1,4 TO 10) OUT OF 2/3 BRANDS GIVEN.

3. TENDER SHALL BE FINALIZED ON THE BASIS OF LOWEST RATES QUOTED BY THE PARTY IRRESPECTIVE OF PARTY CHOOSING ANY BRAND

OUT OF 2/3 BRAND NAMES GIVEN.

4. RATES OF ALL ITEMS TO BE QUOTED IN KG ONLY.

5. OVERWRITING/CUTTING SHOULD BE AVOIDED. Signature

Name

Rates per kg ( in figures)