

**Short Tender**  
**For Catering Services for 1<sup>st</sup> Convocation 2025**  
**at**  
**AIIMS Deoghar**



**All India Institute of Medical Sciences, Deoghar**  
**Ramsagar, Devipur, Deoghar, Jharkhand-814152**  
**Website: [www.aiimsdeoghar.edu.in](http://www.aiimsdeoghar.edu.in)**

<b>Tender Ref. no.</b>	AIIMS/DEO/Convocation/Catering Service/2025-26/05
<b>Publish Date</b>	12/06/2025; 02:00 pm
<b>Pre-Bid meeting date</b>	16/06/2025; 02:00 pm
<b>Last Date of Tender Submission</b>	19/06/2025; 02:00 pm
<b>Tender opening date</b>	20/06/2025; 02:00 pm

## **SHORT TENDER**

**Tender No.: AIIMS/DEO/Convocation/Catering Service/2025-26/05**

**Subject:** Invitation of SHORT TENDER for providing "Catering Services for 1<sup>st</sup> Convocation - 2025" at AIIMS Deoghar Campus, Devipur, Jharkhand-814152.

All India Institute of Medical Sciences Deoghar (AIIMS Deoghar) invites short tender on urgent basis for providing "Catering Services for 1<sup>st</sup> Convocation - 2025" at AIIMS Deoghar Campus scheduled in 2025, the timing of services will be intimated to the bidder at least 5 days in advance, as per details shown in the Annexure-1 & 2 on the following terms & conditions:

### **1. SCOPE OF WORK**

All India Institute of Medical Sciences Deoghar (AIIMS Deoghar) invites technical and financial bids in the proforma as per Annexure 2 from the eligible & interested caterers for providing "Catering Services for 1<sup>st</sup> Convocation - 2025" at AIIMS Deoghar Campus on the following terms & conditions (documentary proof shall be submitted along with technical offer):

**The bidder must-**

- Have rich, varied, and vast experience of having handled similar services for Large academic campuses of repute and corporate houses.
- Have highly motivated, disciplined, and experienced workforce in catering Service and managing service delivery during the convocation.
- Have a dedicated and trained team of workforce and supervisor of good disposition Vis-a-Vis interacting with and serving the guests.

### **2. GENERAL INSTRUCTIONS AND CONDITIONS FOR SUBMISSION OF TENDER:**

**Disclaimer:** The information contained in this tender or subsequently provided to Bidder(s), whether verbally or in documentary or in any other form by or on behalf of the AIIMS DEOGHAR or any of its employees or advisors is final and binding. The same is provided in the terms and conditions of this document. This tender is not agreement and is neither an offer nor invitation by the AIIMS DEOGHAR to the prospective BIDDERS or any other person. The purpose of this tender is to provide interested parties with information that may be useful to them in making their technical and financial offers (BIDs) pursuant to this tender. This tender includes statements, which reflect various assumptions and assessments arrived at by the AIIMS DEOGHAR in relation to the work. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This tender may not be appropriate for all persons, and it is not possible for the AIIMS DEOGHAR, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this tender. Information provided in this tender is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The AIIMS DEOGHAR accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The AIIMS DEOGHAR, its employees and advisors make no

representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way for participation in this BID Stage (from tender Publication till issue of Letter of Award/Work Order).

The AIIMS DEOGHAR also accepts no liability of any nature whether resulting from negligence or otherwise howsoever arising from reliance of any Bidder upon the statements contained in this tender. The AIIMS DEOGHAR may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender.

The issue of this tender does not imply that the AIIMS DEOGHAR is bound to select a Bidder or to appoint the Successful Bidder, as the case may be for the work and the AIIMS DEOGHAR reserves the right to reject all or any of the BIDDERS or BIDs without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the AIIMS DEOGHAR, or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and the AIIMS shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

For the purposes of this Tender Document, the All India Institute of Medical Sciences DEOGHAR, JHARKHAND-814152, shall be referred to as 'AIIMS DEOGHAR' and the intending, participating and successful bidders to this Tender Document shall be referred to as 'BIDDER/FIRM'

- 2.1 The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the tender document.
- 2.2 **Study of bid document:** Bidders are advised to study all instructions, forms, requirements and other information in the Bid documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.
- 2.3 **Preparation cost:** (a) The bidder is responsible for all costs incurred in connection with participation in the process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by AIIMS DEOGHAR to facilitate the evaluation process, and in

negotiating a definitive contract or all such activities related to the bid process. AIIMS DEOGHAR in no case, will be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. (b) This bid document does not commit the AIIMS DEOGHAR to award a contract or to engage in negotiations. Further, no reimbursement cost may be incurred in anticipation of award. All materials submitted by the Bidder shall become the property of AIIMS DEOGHAR and may be returned at its sole discretion.

- 2.4 The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of AIIMS DEOGHAR to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.
- 2.5 The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, Technical Specifications, site conditions, safety and health aspects and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood the tender document, obtained his own information in all matters whatsoever that might affect the carrying out the works expressly mentioned or works which may have to be carried out to fulfill his contractual obligation within the scheduled rates and to have satisfied himself to the sufficiency for his offer.
- 2.6 The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non – responsive.
- 2.7 The Bidders are expected to carefully examine all instructions, forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the
- 2.8 The bids shall be required to be submitted within the time frames set out in the Notice Inviting Tender ('NIT') and bids submitted thereafter shall not be accepted and considered.
- 2.9 The tender documents shall not be transferable.
- 2.10 Conditional offers shall be rejected at the outset.
- 2.11 A particular Bidder shall be allowed to make and submit only one bid document. A Bidder shall not submit more than one bid, either in the same name or entity or through any partnership, LLP, joint venture or the like.
- 2.12 cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
- 2.13 AIIMS DEOGHAR reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, the AIIMS DEOGHAR

may in its discretion extend the deadline for submission of bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids.

- 2.14 The Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings or conferences, if any, including any pre award discussion with the successful Bidder, technical and other presentations, etc. and AIIMS DEOGHAR shall not be liable in any manner for the same.
- 2.15 The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.
- 2.16 AIIMS DEOGHAR reserves the right to qualify/disqualify any applicant without assigning any reason.
- 2.17 All pages of the bid being submitted must be sequentially numbered by the bidder, should be signed and page referencing should be given in a tabular format highlighting key areas to qualify the technical criteria.
- 2.18 The bidder will be required to submit a signed copy of the tender document as an acceptance of the terms and conditions laid down by AIIMS DEOGHAR, failing which the offer will be treated as withdrawn.

### **3. ELIGIBILITY CRITERIA (documentary proofs shall be submitted in technical offer):**

#### ***The bidder must have:***

- 3.1 Statutory requirements such as Municipal Food License under shop and establishment act, **FSSAI, Sales Tax, GST registration, Shop and Establishment registration certificate and PAN card.**
- 3.2 The FSSAI certificate must be issued from FSSAI, Regional office, Deoghar and the base kitchen located at the place of registered address in FSSAI Certificate.
- 3.3 **Minimum Five years of experience in catering.** Bidder should have completed similar works in a large reputed educational institution such as AIIMS, IITs, IIMs or any Central government organizations (submit a document describing brief of the works completed). The bidder must submit at least **5 previous purchase order /experience certificate in institute of national importance** during the last three Financial Years.
- 3.4 The committee/institute representative may visit to inspect and/or test/check the quality and hygienic condition of food at the bidder's site and also visit the store materials/ingredients therein for use pursuant to the contract/and or any ingredient to be used in the preparation of food intended or sale pursuant to the contract.
- 3.5 PF and ESI registration for the registered address in the name of the bidder
- 3.6 **Turnover of 10 (Ten) Crore annually in last three financial years** (Balance sheet to be certified by Chartered Accountant and must have proper UDIN No.).
- 3.7 **Tender Fee: DD for an amount of Rs.1500/- (Rupees Fifteen Hundred only) (non-refundable & mandatory)** from Nationalized/Scheduled bank drawn in favor of AIIMS, Deoghar and payable at Deoghar must be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fees failing which the tender/bid will be rejected. Bidders are requested to write their name and full address at the back of the DD submitted.

- 3.8 EMD Amount: **Rs. 25,000/- (Rupees Twenty-Five Thousand only) (Refundable)** from Nationalized/Scheduled bank drawn in favor of AIIMS, Deoghar and payable at Deoghar has to be submitted (Scanned copy of DD to be uploaded online).
- 3.9 Tender should have validity of 90 days from the date of opening of the bid.
- 3.10 **Performance Security Deposit:** - The Successful Bidder will liable to deposit 5% of value of the Work Order as Performance Security Deposit in favor of "AIIMS Deoghar" payable at Deoghar by way of "Performance Bank Guarantee" Fixed Demand Receipt" from nationalized/Commercial Bank which is refundable after satisfactory completion of the work (valid for 6 months) Performance Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.
- 3.11 Work/Service(s) should be started before a date set by AIIMS DEOGHAR. The timing of services will be intimated to the bidder at least 5 days in advance. The Work/Service(s) should be completed on date set by AIIMS DEOGHAR
- 3.12 All interested bidders must submit techno commercial bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal (<https://eprocure.gov.in/eprocure/app>). No other form of bid shall be accepted and the tender shall be summarily rejected. Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.
- 3.13 The final date of convocation is yet to be announced; however, The timing of services will be intimated to the bidder at least 5 days in advance.
- 3.14 The Executive Director, & CEO, AIIMS Deoghar reserves the right to reject any bid/ cancel bid wholly or partly without assigning any reason.



#### **4. MODE OF SUBMISSION OF BID**

- 4.1 All interested bidders must submit techno commercial bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal (<https://eprocure.gov.in/eprocure/app>). No other form of bid shall be accepted and the tender shall be summarily rejected. Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.

#### **5. GENERAL TERMS AND CONDITIONS FOR SERVICE/WORK(S):**

- 5.1 It is mandatory for bidders to take a visit/ survey of the venues selected for hosting the Convocation to get prior information on the facilities available there on.
- 5.2 AIIMS Deoghar reserves the right to reject all or any of the bid and to split up the requirements or relax any of the conditions without assigning any reason.
- 5.3 Bid received after the last date and time of submission of bid will be not accepted.
- 5.4 Canvassing in connection with bid is strictly prohibited and the bids submitted by the bidders who resort to canvassing are liable to be rejected.
- 5.5 If there happens to be a holiday on any date indicated in the bid, the transaction shall be performed on the next working day.
- 5.6 Food safety clearance shall be made available for the cited service/work(s).
- 5.7 AIIMS Deoghar reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- 5.8 Any effort by a bidder/vendor to influence AIIMS DEOGHAR's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender.
- 5.9 After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- 5.10 The Committee constituted by the Competent Authority shall evaluate the Bid on the basis of eligibility criteria (documents/ information furnished as per Qualification criteria) and Annexre-2.

#### **6. SPECIAL OPERATIONAL CONDITION:**

Catering Services shall be required at three locations as follows:

- a) Fruit basket in the auditorium and guest house
- b) High Tea and Snacks served for the Guest/ dignitaries at Auditorium, AIIMS Deoghar. (Indicated in Annexure 2)
- c) Lunch/Dinner for the Faculty/Officer/Students & their parents in the Auditorium, AIIMS Deoghar

#### **7. RATES AND PRICES (Financial Offer):**

- 7.1 Bidders should quote unit price online as per prescribed proforma (Annexure-2). Rates should be inclusive of all taxes including delivery/service at site including loading, unloading, erection, testing if any, dismantling, transportation etc. If tax component not

given separately then the amount will be taken as inclusive of all taxes. Recoveries as per the government norms shall be made while making payment.

- 7.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of bid papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 7.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 7.4 Any correction/alterations in the bid should be suitably countersigned and attested by the bidder in the concerned place (s).

#### **8. PLACE OF DELIVERY/SERVICE(S):**

Place of delivery/ service shall be AIIMS Deoghar campus including its hired premises unless otherwise specified. No additional freight or any other charges would be payable towards transportation etc. The location of Service may be altered by AIIMS DEOGHAR to its convenience.

#### **9. Tender Fee and EMD: -**

- 9.1 **DD for an amount of Rs.1500/- (Rupees Fifteen Hundred only) (non-refundable & mandatory)** from Nationalized/Scheduled bank drawn in favour of AIIMS, Deoghar and payable at Deoghar must be submitted offline and **EMD Amount: Rs. 25,000/- (Rupees Twenty-Five Thousand only) (Refundable)** from Nationalized/Scheduled bank drawn in favour of AIIMS, Deoghar and payable at Deoghar has to be submitted. Bid received without Tender Fee will not be considered.
  - 9.2 The EMD shall not carry any interest.
  - 9.3 EMD of unsuccessful bidders will be returned within thirty (30) days from the date after the award of contract/ bid is decided.
  - 9.4 The EMD/PSD shall be forfeited: -
    - i) If the bidder withdraws his bid during the validity period of the bid.
    - ii) In the case of successful bidder, if he fails to furnish the required items/ deliver items/service(s) within the specified time limit.
  - 9.5 The EMD of successful bidder shall be refunded after satisfactory execution of the services after completion of the event and the EMD of the unsuccessful bidder shall be refunded within 30 working days after the contract/bid is decided.
- 10. L-1 rate** will be determined with the combined price of Fruit basket, High tea, Snacks (food packet) and Lunch/ Dinner and tent items(Annexure-2)
- 11. Quantity:** The quantity mentioned are indicative in Annexure-2 and may be altered to the extent of  $\pm 15\%$  at the time of placing the Work Order.

#### **12. PAYMENT: -**

Payments shall be made based on the actual satisfactory services rendered. No advances shall be paid. Payment will be made as per actual supply as per Purchase Order

#### **13. PENALTY FOR DELAYED SERVICES / LD**

- i) As time is the essence of the contract, preparation / serving of food mentioned in the purchase order should be strictly adhered to. Otherwise the LD clause will be applied / enforced.
- ii) If the supplier fails to execute the order within the due date and time, the supplier is liable to pay liquidated damages of 10% of order value for delay.



#### **14. DEBARMENT FROM BIDDING.**

- (i) A bidder shall be debarred if he has been convicted of an offence-
  - (a) under the Prevention of Corruption Act, 1988; or
  - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.
- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

#### **15. APPLICABLE LAW:**

- a) The contract shall be governed by the laws and procedures established by Government of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
- b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Deoghar, Jharkhand, India only.
- c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Deoghar. The decision of the Arbitrator shall be final and binding on both the parties.
- d) Force Majeure: Any delay due to Force Majeure will be attributable to the supplier unless provided through precordial evidence.

#### **16. TERMINATION:**

In case of continued non-performance and inability to meet service requirements, AIIMS Deoghar shall reserve the right to terminate the contract after giving a notice in writing. AIIMS Deoghar reserves the right to modify any terms & conditions at the time of agreement.

I/We hereby declare and affirm that I/We have read and understood the terms and condition of the contract.

Sign of bidder: \_\_\_\_\_

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

Name of the bidder: - \_\_\_\_\_

Firm's Name: - \_\_\_\_\_

## ANNEXURE-1

1. The bidder should report to campus one day in advance with all cooking related arrangements at the venue.
2. Hygiene and cleanliness should be maintained while preparing and serving Lunch.
3. There should be enough counters to avoid crowding at one particular place. (**Minimum counters arranged for each item should be 03**). The **counters will be arranged at tentatively at 04 places in the auditorium**. So, the vendor/ bidders should provide adequate numbers of counters and serving staffs.
4. All the arrangement (raw material, RO water, water for washing, utensils, crockeries, manpower and electricity at cooking area) has to be done by the bidder/Vendor.
5. The vendor will prepare the food from the raw material of the brands mentioned in Annure-5. The will prepare the food from RO water. All food items should be less spicy & less oily.
6. The Catering Service Provider has to maintain minimum number of well trained staff from their end for smooth operation at their own costs. Furthermore, the service provider must provide the neat and clean uniform, netted hat and gloves to their staff members at their own costs.
7. The agency must ensure that all the staff engaged by them for work (food preparations, food services, and Decorations) at the venue must wear masks, gloves, and disposable caps at all times.
8. The serving staffs should be well dressed and wear gloves, and disposable caps at all times
9. **All utensils and other necessary items/equipment should be arranged by the Service Provider at their own cost** i.e. vessels, plates, spoons, forks, big bins, heating equipment good quality napkins and other items if any. All utensils should be very clean and will be checked by our members before the lunch and should be brought enough numbers in order to serve everyone hassle free.
10. Washing and cleaning of utensils should be managed by the bidder/vendor
11. Dishes are expected to be arranged in the designated area thirty (30) Minutes prior to the commencement of specified Lunch time.
12. Any damage to movable/immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of AIIMS DEOGHAR.
13. The Caterer shall solely responsible for any damage and losses of their goods due to outdoor catering services within the campus
14. The service provider/agency shall nominate a person with mobile /telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
15. All dishes should be made from fresh and good quality raw materials. If found using stale or non-fresh items, the bidder/vendors will be penalised of 100% of their actual bill amount and they will be debarred/ blacklisted from serving in at AIIMS Deoghar in the future. The agency must ensure to hygienically clean all items such as vegetables/fruits/ other raw food items before food preparation
16. Menu will be finalized by the committee members.
17. The bins to collect waste food and used plates should be arranged by the caterers.
18. In respect to packaged products like ice cream etc. the caterer has to ensure the availability of sufficient stocks from approved vendor.
19. The quality of the available brand shall be as suggested by convocation committee.
20. The contractor shall be responsible and liable for all the claims of his employees if any emergency occurs.
21. The contractor shall be responsible for adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.

22. Polythene bags/plastic cups shall not be used during Convocation. Plastic containers/polythene pouches in which any milk products or eatables are generally soiled should be disposed of as quickly as possible.
23. Food wastage should be segregated from regular wastes and should be disposed properly as per extant laws.
24. Violation of any of the above clauses will be entitled in financial penalty decided by the institute.

**Penalties would be levied for:**

- **Partially cooked food**
- **Foreign particles found in food**
- **Using sub-standard raw materials**
- **Unhygienic cooking conditions (Kitchen /cook/server)**

**Penalties would include Monetary penalty up to 30% of total invoice.**

**The Institute reserves the right to impose the penalty at its own discretion.**

**Inspection and Testing by the Institute:**

The Institute shall be entitled to inspect and/or test by itself or through any of its representatives or an independent agency, any materials stored therein for use pursuant to the contract and/or any ingredient to be used in the preparation of food intended for provision or sale pursuant to the contract.

If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Institute or its authorized representative shall be final), the contractor shall not use such material, and shall keep the Institute indemnified from and against any claim of infection, **poisoning or illness arising from any bad, stale or defective food or material provided by the contractor.**

## ANNEXURE-2

**RATES & QUANTITY**  
**Menu for 1<sup>st</sup> Convocation 2025 at AIIMS Deoghar**

**I.**

A) 1. Name of item	Rate/ basket with GST	Qty	Amount (Rs.)
<b>(a) Fruit Baskets at Auditorium and Guest house</b> Each basket should consist of 1. 200 ml fruit juice (tetrapack): 01 pc 2. 01 pkt chips 40gm 3. 01 pc dairy milk 50gm 4. 01 pkt cashew 100 gm 5. 01 pkt Platina choco biscuits 60gm All the items should be properly packed and gift wrapped		05 basket	
<b>(b) For stage</b> 1. Mineral water 200 ml 2. Butter milk/ chahch (tetrapack) 200 ml 3. Laung & Ilaichi (in Tray)		20 pc	
<b>(c) For guest auditorium</b> 1. Mineral water 200 ml		300 pc	
<b>Total amount (A)</b>			

**II.**

**B) High tea (It is to be served to the dignitaries. So, all furniture's, Manpower etc. should be arranged accordingly by the bidder).**

S.no.	Menu	Rate/ plate with GST	No. of Pax	Amount (Rs.)
1	<b>High tea:</b> 1. Dry fruits (50-gram cashew & 50-gram pistachio) 2. Paneer Pakora: 100 grams 3. Lassi / Chach 4. Gujrati khaman Dhokla: 100 grams 5. Veg cutlet: 01 pc (50 gram) 6. Raj bhog: 01 pc 7. Tea/ Coffee 150 ml: 01 8. Mineral water 500 ml: 01 pc		100	
<b>Total amount (B)</b>				

**C) Snacks (Food packet)**

S.no.	Menu	Rate/ plate with GST	No. of Pax	Amount (Rs.)
1	<b>Food packet:</b> 1. Kaju Barfi: 01 pc 2. Amul Chach (100 ml): 01 pc 3. Samosa: 01 pc (50 gram) 4. Gulab Jamun: 01 pc 5. Haldiram bhujia (50 gm): 01 pkt 6. Mineral water 200 ml: 01 pc		1000	
<b>Total amount (C)</b>				

**D) Lunch/Dinner ( To be arranged at three places) :**

S.no.	Menu	Rate/ plate with GST	No. of Pax	Amount (Rs.)
1	<b>Lunch/Dinner:</b> <b>A) SNACKS:</b> <ul style="list-style-type: none"> <li>Honey Crispy Potato</li> <li>Paneer Tikka</li> </ul> <b>B) COLD/HOT BEVERAGE</b> <ul style="list-style-type: none"> <li>Tea/Coffee</li> <li>Soft drink / Jaljeera</li> </ul> <b>C) SOUP:</b> <ul style="list-style-type: none"> <li>Tomato soup</li> <li>Veg. Sweet Corn Soup</li> </ul> <b>D) SALAD:</b> <ul style="list-style-type: none"> <li>Green Salad</li> </ul> <b>E) MAIN COURSE:</b> <ul style="list-style-type: none"> <li>Vegetable Pulao</li> <li>Tawa Roti</li> <li>Butter Nan</li> <li>Dal Makhani</li> <li>Kadhai Paneer</li> <li>Vegetable Kofta</li> <li>Parwal masla bhujia</li> <li>Chicken Masala</li> <li>Papad (rosted)</li> <li>Pickles</li> </ul> <b>F) DESSERT:</b> <ul style="list-style-type: none"> <li>Moong dal Halwa</li> <li>Gulab Jamun</li> <li>Ice Cream</li> </ul> <b>G) MINERAL WATER 500 ml</b>		350	
2	<b>Lunch/Dinner:</b> <b>A) COLD/HOT BEVERAGE</b> <ul style="list-style-type: none"> <li>Soft drink / Jaljeera</li> </ul> <b>B) SALAD:</b> <ul style="list-style-type: none"> <li>Green Salad</li> </ul> <b>C) MAIN COURSE:</b> <ul style="list-style-type: none"> <li>Vegetable Pulao</li> <li>Tawa Roti</li> <li>Dal Makhani</li> <li>Kadhai Paneer</li> <li>Vegetable Kofta</li> <li>Parwal masala bhujia</li> <li>Papad (rosted)</li> <li>Pickles</li> </ul> <b>D) DESSERT:</b> <ul style="list-style-type: none"> <li>Moong dal Halwa</li> <li>Ice Cream</li> </ul> <b>E) MINERAL WATER 500 ml</b>		50	
<b>Total amount (D)</b>				

**E) Tent items**

S.no.	Name of items	Rate/ pc with GST	No. of Pc.	Amount (Rs.)
1	Dinning Round Tables with covers		20	
2	Steel chair with cushion		150	
3	Wash Basin (At the Buffet area) with water		04	
Total amount (E)				
Total amount of Rs. inclusive of all taxes (A+B+C+D+E)				
Total amount in words:				

Date:

(Full Signature of the Bidder)

Place:

Seal

**Note:**

- ❖ The above-mentioned menu is tentative, and it may be changed with the consent of the vendor/service provider after the finalization of bid.
- ❖ For Lunch/Dinner, it is necessary for the bidder to make arrangement of good quality crockery (bone china plates and good quality melamine crockeries).
- ❖ Coupons: The vendor should also provide printed coupons for Dinner/Lunch and Food packets. The coupons are to be separately printed with each serially numbered from 01 onwards. 05 days prior to the Convocation, the exact number will be informed to the vendor.



### ANNEXURE-3

#### **DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN GOVT. BID BY AIIMS, Deoghar /GOVT. DEPT (to be produce on affidavit of minimum Rs. 10 stamp)**

I /we, \_\_\_\_\_ (Name of Individual Bidder) do, hereby, declare that I / we have not been blacklisted or debarred in the past by AIIMS, Deoghar or AIIMS like institute or any other Government organization from taking part in Government Bids.

OR

I/we, \_\_\_\_\_ (Name of individual bidder) do, hereby, declare that I / we was/were blacklisted or debarred by AIIMS, Deoghar or AIIMS like institute or any government organization by \_\_\_\_\_ (Name of Govt. Dept.) from taking part in Government Bids for a period of \_\_\_\_\_ years with effect from \_\_\_\_\_. The period is over on and now I/ we are entitled to take part in Government Bids.

OR

I/we, \_\_\_\_\_ Proprietor/Partner(s)/Director(s) of M/s \_\_\_\_\_ (Name of Company/Firm/Agency) do, hereby, declare that the firm/company/Agency namely M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by AIIMS, Deoghar, or AIIMS like institute or any other Government organization from taking part in Government Bids.

OR

I/we, \_\_\_\_\_ Proprietor/Partner(s)/Director(s) of M/s \_\_\_\_\_ (Name of Company/Firm/Agency) do, hereby, declare that the firm / company/ Agency namely M/s \_\_\_\_\_ was blacklisted or debarred by AIIMS, Deoghar or by (Name of Govt. department) \_\_\_\_\_ from taking part in Government Bids for a period of \_\_\_\_\_ years with effect from \_\_\_\_\_. The period is over on and now the firm/ company/ agency is entitled to take part in Government Bids. I / we are fully aware that the Bid/ contract will be rejected/ cancelled AIIMS, Deoghar, and EMD/PSD shall be forfeited if the above information is found false. In addition to the above, AIIMS, Deoghar, will not be responsible to pay the bills for any partially completed work.

**Signature:**

**Name:**

**Capacity in which signed:**

**Name & address of the firm:**

**Seal of the firm should be Affixed**

**Note: - In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company**

## ANNEXURE: 4

**Name of the Tender:** "Catering Services for 1<sup>st</sup> Convocation - 2025" at AIIMS Deoghar

### **UNDERTAKING**

*FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT*

To  
The Executive Director & CEO,  
AIIMS Deoghar,  
Sir / Madam,

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to All India Institute of Medical Sciences, Deoghar, Jharkhand-814152 to supply the approved / awarded items in the approved prices to AIIMS Deoghar.
3. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated time positively.
4. I/We hereby undertake to supply the food items of good quality and prepared under utmost hygienic conditions. All manpower required for preparation of tent house, preparation and serving of food will be provided by us at no extra cost to AIIMS Deoghar. Utensils provided for preparation and serving of food including cleaning after servings will be done by us with no extra cost to AIIMS Deoghar.
5. Performance security of 5% of value of the Work Order shall be deposited by me/us in the form of FDR/ Irrevocable Bank Guarantee in favour of All India Institute of Medical Sciences, Deoghar on award of the contract from a Nationalised / Commercial Bank and shall remain in the custody of the Executive Director & CEO, AIIMS Deoghar till completion of the event and its settlement.
6. I/We declare that no legal/financial irregularities are pending against the proprietor Partner/Director of the tendering firm.

**Signature of Bidder**  
With seal of firm

Place .....  
Date.....

**Annexure- 5****PERMISSIBLE BRANDS OF CONSUMABLE**

<b>Name of ITEM</b>	<b>Name of BRAND</b>
Mustard Oil	Agmarked Hathi/Engine/Saloni
Salt	Iodised salt Tata, Annapurna, Nature Fresh
Spices	MDH, MTR ,Catch, Everest, or equivalent quality brand
Ketchup	Maggi, Kissan, Heinz
Refined Oil	Sundrop, Fortune, Nature Fresh
Pickle	Mother's or Priya or Tops
Atta	Aashirvad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Milk	Sudha, Medha/ Amul
Paneer	Amul/Sudha/Medha
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Ice Cream	Mother Dairy, Amul, Natural, Kwality - all varieties
Lassi, Curd, Chaach	Mother Dairy, Amul
Mineral Water	ISI marked Kinley/Bisleri/Ganga/Aquafina
Besan/ Sattu/Dal	Jalan/Tatasampan
Rice	India gate/Dawat/Fortune
Packed Juices	Real, Tropicana
Sweet	Bikaner, Haldiram

The contractor should use fresh fruits/vegetables

The Contractor may use any other equivalent brand after obtaining prior approval from AIIMS Deoghar.

**Form A**  
**PARTICULARS TO BE FILLED BY THE BIDDER**

S. no.	Detail
1	Name of the Supplier:
2	Complete Address of the Supplier:
3	Availability for technical presentation for service(s) offer at AIIMS Deoghar: Yes / No (Please ✓ appropriate response)
4	Cost of the Tender enclosed: If yes, a.) Name of the Bank__ b.) Amount: __ c.) Demand Draft No. __ Yes/No (Please ✓ appropriate response)
5	Earnest Money Deposit enclosed: If yes, a.) Name of the Bank__ b.) Amount: __ c.) Demand Draft No. d) Validity date of the enclosed DD Yes / No (Please ✓ appropriate response)
6	Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update AIIMS Deoghar] a) Full Name: b) Complete Postal Address:  c) Telephone No.: d) Mobile No.: e) E-mail: Website Address:
Note: - Demand Drafts must be complied with current standards prescribed by Reserve Bank of India.	

**Form B****PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER  
RTGS/National Electronic Fund Transfer (NEFT) Mandate Form**

1	Name of the Bidder	
2	Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	email id of the Bidder	

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

## **Form C**

### **DOCUMENTS TO BE SUBMITTED FOR QUALIFICATION BID.**

#### **a) First cover**

Qualification Bid should have scanned copy of documents in following order:

1. DD for Tender fee; **(Original)**
2. DD for Earnest Money Deposit; **(Original)**
3. Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance;
4. Self-attested copy of Certificate of Registration/ Incorporation of the company/ firm/ agency (if bidder is other than individual).
5. Self-attested copy of PAN Card. of the Bidder.
6. Self-attested copy of FSSAI and GST
7. Self-Attested copy of the IT return filed for the last three financial years .
8. Experience certificate.
9. Validated Turn over certificate.
10. Declaration as per Annexure -3 of about blacklist/Debarring, duly filled and signed by Proprietor/ All Partners/All Directors (As the case may be).
11. Declaration as per Annexure -4 of about Undertaking, duly filled and signed by Proprietor/ All Partners/All Directors (As the case may be).
12. Form- A
13. Form- B
14. Checklist of document

#### **b) Second Cover**

1. Annexure- 2



**Checklist of Providing "Catering Services for 1<sup>st</sup> Convocation 2025 at AIIMS Deoghar"**

<b>(A) Checklist - Technical Offer</b>			
S.no.	Particulars	Documents to be attached wherever applicable (Please mark)	
		Yes/No	Page No.
1.	Demand Draft for Rs. 1,500/- (Rupees Fifteen Hundred Only) towards non-refundable tender fee is enclosed.		
2.	Demand Draft for Rs. 25,000/- (Rupees Twenty-Five Thousand only) towards refundable EMD is enclosed.		
3.	Attached documents as required in the tender document (i.e., supplier/firm is manufacturer/ authorized dealer/sole distributor certificate, copy of PAN, Certificate of firm/company registration, GST registration, copy of last GST filing, service tax registration, FSSAI certificate, Registration under shop and registration act, PF certificate, ESI certificate, and copy of documents indicating turn-over, and copies of previous purchase orders)		
4.	Whether endorse tender document is attached		
5.	Supporting Documents attached as required and mentioned in tender document		
6.	Annexure 3 & Annexure-4		
7.	Duly filled Form - A & Form -B along with Cancelled Cheque		