



# Nagaon Medical College & Hospital

Mohkhuli Chariali, Laokhowa Road, Diphalu, Nagaon,  
Assam 782003

Website: [www.nagaonmcassam.org](http://www.nagaonmcassam.org)

## NOTICE INVITING QUOTATION

Tender No. NagaonMC/38/2025/2502

dtd. 17.04.2025

The **Principal-cum-Chief Superintendent**, Nagaon Medical College & Hospital, Nagaon, Assam invites sealed Quotation in single bid system for **Supply of Diet to Patients of Nagaon Medical College and Hospital**.

Important Dates			
Contract Period	2 months*		
Tentative start date of contract period	01-05-2025		
Start date of Bid Submission	22-04-2025 from 10:00AM		
Last date of Bid Submission	29-04-2025 till 12:00 Noon		
Tender Opening Date	29-04-2025 at 2:00 PM		
* As this tender is a stop-gap measure to supply diet to the patient in view of the legal dispute regarding on-going tender, hence the contract period mentioned is minimum only, and may be extended if court proceedings requires more time. However, maximum contract duration will not exceed 6 months.			

The detailed tender document is available to obtain from Office of Principal-cum-Chief Superintendent of Nagaon Medical College, Mohkhuli Chariali, Laokhowa Road, Diphalu, Nagaon, Assam 782003 till last date and time of submission as mentioned above. A payment of Rs. 1000/- (Rs. One thousand only) is to be made in the form of Demand Draft payable to '**Tender Fund NGMC**' at **IDBI Bank, Nagaon Branch** as tender processing fee, otherwise tender will not be considered. Detailed Tender document may be downloaded from [website www.nagaonmcassam.org](http://www.nagaonmcassam.org)

Bid will be processed as Two-bid system, that is, Technical and Financial Bids will be evaluated separately. Bidders are to documents as Technical and Financial bid in separate envelopes and marked accordingly. Both envelopes are to be place in a single envelop and marked as "**Bid for Supply of Diet to Patients of Nagaon Medical College and Hospital**," and to be deposited in the box kept at the premise of the Principal-cum-Chief Superintendent, Nagaon Medical College, in the College building. All the envelopes must bear name and address of the bidder in the envelop itself.

**Note:**

1. If the date of submission is declared as holiday than the date of submission would be next working day and accordingly it would be opened on the date of closure at the same time.
2. If any corrigendum is issued, it would be uploaded on the website of Nagaon Medical College only. For any amendments bidders are requested to see website [www.nagaonmcassam.org](http://www.nagaonmcassam.org).

Necessary approval from  
Secretary (ASEC) taken

Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon



## Tender Document

### 1. Eligibility Criteria:

The following documents are to be submitted for being eligible to this bid.

- 1) A court fee of Rs. 8.25/- is to be affixed with document of technical bid only.
- 2) Copy of Income Tax Return Filed Acknowledgements for last 3 financial years.
- 3) Copy of PAN Card.
- 4) Copy of GST Registration certificate with up-to-date GST return proof
- 5) Copy of Labour License.
- 6) Copy of FSSAI License having catering service.
- 7) Valid Firm Registration Certificate / Trade License
- 8) Average Annual Turn Over of 2 Crores in last 3 years, (CA verified certificate)
- 9) Acceptance of terms & conditions. Please sign each page of all the annexure including terms and conditions as token of acceptance and submit as part of tender document.
- 10) Minimum 3 years of experience of supplying diet to any of the medical colleges of Assam. (Work order to the effect to be submitted.)
- 11) Non-black list/ criminal proceedings certificate in Rs. 100/- stamp paper and notarized.
- 12) Price bid to be submitted as per the format given in the Annexure separately in Financial Bid Evaluation. *pk*

- 2. Scope of Work** – The Supplier/ Contractor is required to prepare/ cook food as per the menu at quantity as received from Nursing Superintendent in advance, and dispense at the patient bed-side in wards, ICU, isolation ward or other wards as necessary. Approximate amount of persons to be served daily is around 300 (but number of patients vary on day to day basis) which includes tea with breakfast, lunch, evening tea, and dinner., and separate menu for different types of patients. Proper hygiene, discipline, and safety must be maintained. Detailed scope of working is available as enclosure.

### 3. TECHNICAL EVALUATION:

Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness will be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate all aspects of the technical bids.

Technical Bids will be opened on the date and time as mentioned earlier and in presence of bidder or their representations who wishes to be present for the opening.

The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution.

A bid determined as impracticable/non-sustainable will be rejected by the Technical committee.

The Principal cum Chief Superintendent shall have right to accept or reject any or all tenders without assigning any reasons thereof.

### 4. FINANCIAL EVALUATION:

The financial bid of only those bidders who have been found to be technically eligible will be opened.

Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

The Tender Inviting Authority does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Principal cum Chief Superintendent reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.



**5. AWARD OF CONTRACT: PLACEMENT OF ORDER**

The Institute shall consider awarding the contract to those bidders whose offers have been found technically and financially acceptable, and has quoted the lowest price (L1 price). The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

If multiple bidders quote same price in the financial bid then the selection of L1 bidder will be based upon following points in sequential order:

1. Number of experience in years.

If above point is same for multiple bidder, then

2. Number of persons served daily.

All disputes and differences of any kind whatever arising out of or in connection with this bidding process or execution of contract and all arbitrations connected with this bidding process shall be subject to the exclusive jurisdiction of Courts of Nagaon only.

**6. TERMS & CONDITIONS OF CONTRACT**

Nagaon Medical College & Hospital (NgMCH) intends to enter into a Rate Contract for outsourcing of dietary services for patients for the duration of contract period mentioned in the first page.

The firm should be in a position to start dietary services on short notice. The Contractor shall commence services in NgMCH's premises within 7 days from the date of receipt of award of contract.

If the Supplier fails to start the services in any within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 1% of the contract value for each week or part thereof of delay until actual commissioning of project, up to a maximum deduction of 10%. Once the maximum is reached, the Purchaser may consider for termination of the Contract.

- 7. Earnest Money Deposit:** No EMD Submission is required.

- 8. Each Tender sent by Post/Courier/Dropped in tender drop box is to be enclosed in Double Cover.** The inner cover should be SEALED WITH WAX AND SUPERSCRIBED as "Bid for Supply of Diet to Patients of Nagaon Medical College and Hospital," Tender Reference No. .... Dated ..... The Separate covers containing the Technical Bid and Price Bid for each item should be clearly superscribed as "Technical Bid" and "Price Bid" respectively. Quotations delivered personally should be put in the Tender Box kept at Nagaon Medical College in front of Principal's office. The tenderers themselves should ensure that their tenders with all requirements reach this office within the stipulated date and time. No late-tenders or delayed-tenders will be accepted. Nagaon Medical College will not be responsible for non-receipt / postal delays.

- 9. Bid Submission:** The submission of bid must be within scheduled date and time. Late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

- 10. Validity of offer:** - Offer shall valid for **6 months after the date** of opening of technical bids. An offer valid for a shorter period may be rejected as non responsive. In exceptional circumstances, Nagaon Medical College may solicit the vendor's consent to an extension of the period of validity. The vendor accepting the request for extension will not be permitted to modify the bid.

- 11. INTERIM CORRESPONDENCE WILL NOT BE ENTERTAINED.**

- 12. Tender Documents are not transferable under any circumstances.**

- 13. The bid should be complete in all respects otherwise liable to be rejected. Tender should be duly signed. Incomplete and unsigned bids will not be considered.**

- 14. Quotations must be clearly written or typed without any overwriting. The person signing the bid must attest all corrections / over writings if any.**



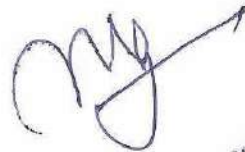
15. All rates / prices in Price bid should be given in figures and in words. If there is any discrepancy between the Prices given in figures and words the Lower of the two shall be taken for our comparison.
16. Tender Inviting Authority reserves the right to defer the above dates or cancel the Tender in part or whole without assigning any reason what so ever.

#### **7. GENERAL TERMS AND CONDITIONS**

1. Printed terms and conditions of the firms sent along with offer, if any, shall not be binding on us, if they are in full or in part are not consistent with the terms and conditions specified in this Tender.
2. **Force Majeure clause:-** The supplier shall not be liable for forfeiture of its bid security, performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. Force Majeure means an event beyond the control of the supplier and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the vendor either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises the Vendor shall forthwith notify Nagaon Medical College, Nagaon in writing of such conditions and cause thereof. Unless otherwise directed by Nagaon Medical College in writing, the vendor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all alternative means for performance not prevented by the ForceMajeure event.
3. **Applicable Law:-** This tender documents and contract is subject to the Indian law and Indian Contracts Act as applicable & amended from time to time
4. **Jurisdiction:** - All disputes are subject to the courts within *Nagaon*, India jurisdiction only.
5. Full and complete set of documentation manuals, Operation manuals and service / Maintenance manuals to be provided in **English**.
6. **Arbitration:**
  - i. All dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the contract, contained herein, shall be mutually discussed and settled between the parties.
  - ii. However, disputes which cannot be settled shall be finally decided and resolved by arbitration in accordance to the provisions of the arbitration and conciliation act 1996 and any subsequent amendments thereto. The matter requiring arbitration will be referred to a sole arbitrator to be appointed by the Principal-cum-Chief Superintendent of Nagaon Medical College only. The proceedings of the arbitration shall be conducted in English and shall be constructed as domestic arbitration under applicable laws.
  - iii. All the disputes/issues arising out of this transaction will be subjected to the exclusive jurisdiction of courts at Bhopal.
7. **Notices and communications:-** For all purposes of all notices, the following address shall be used by the Bidder / Vendor:-

**The Principal cum Chief Superintendent,  
Nagaon Medical College & Hospital  
Nagaon, Assam – 782003, India**
8. **Termination for default:-** Nagaon Medical College may, without prejudice to any other remedy for breach of contract, by written notice of default to the Supplier, terminate the contract in whole
  1. If the supplier fails to execute work as purchase order or within any extension thereof granted.
  2. If the supplier fails to perform any other obligation under the order.

3. If the supplier in the judgment of Nagaon Medical College has engaged in corrupt or fraudulent practices in competing for or in executing the order.
  4. If the supplier is declared insolvent / bankrupt in a court of law or such proceedings are contemplated by Nagaon Medical College.
  5. If the supplier goes into dissolution or liquidation or transfers substantial part of its business or assets.
9. **Termination for Cause:** - Nagaon Medical College may at any time terminate the contract by giving written notice to the vendor, without compensation to the vendor.
10. **Intellectual Property Rights:** - The Supplier shall indemnify Nagaon Medical College against all third party claims of infringement of Patent, Trademark, Copy Rights or Industrial Design rights arising from the use of any equipment / goods or any part.



Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon



**Tender for Dietary Services for NgMCH, Nagaon, Assam**

**Food Delivery Mechanism**

1. The Supplier/ Contractor is required to prepare/ cook food as per the menu at quantity as received from Nursing Superintendent in advance, and dispense at the patient bed-side in wards, ICU, isolation ward or other wards as necessary.
2. Food must be prepared under hygienic condition in the central kitchen in the hospital premise. For cooking, only LPG (Commercial) or electrical appliances must be used. Use of wood or coal fire for cooking foods will not be allowed.
3. The supplier will be required to do all necessary purchases of raw materials for preparing food, and will maintain quality of the items purchased and used. Supplier is required to deliver food at patients' bedside by their staff.
4. Food must be carried and delivered in a manner so that it remains hot and hygienic at the time of serving the same. Food are to be served as per the diet schedules without delay of more than 10 minutes than that mentioned in the schedule.
5. Utensils and carts for carrying foods will be provided by the supplier. Only food grade stainless steel utensils must be used to carry and dispense food.
6. Food delivery personnel must maintain uniform and cleanliness as mentioned in the skill specification document. The behavior of food delivery personnel must be decent and friendly with the patients and their attendants.
7. Food must be delivered under supervision of Sister-in-charge of concerned ward.
8. While delivering food in the isolation ward and ICUs, food should be delivered in packaged form. Packets must be aluminium container, or high quality food grade plastic containers, along with packaged drinking water as requirement mentioned in the diet slip.
9. NgMCH reserved the right to check the quality and quantity of the food supplied at the delivery site, and patients' feedback for the same may be obtained.

  
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Nagaon

**Tender for Dietary Services for NgMCH, Nagaon, Assam**

**PAYMENT TERMS**

1. After selection of the Successful bidder as Supplier/ Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all Payments shall be made to the Contractor by the Nagaon Medical College & Hospital Authority (NgMCH) for the services rendered. The prices in the Price Schedule shall be inclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time.
2. The diet supplier is required to prepare and supply diet according to the number of patients notified by the Nursing Superintendent daily in advance. Supplier is required to maintain record of the patient numbers and supply diet accordingly, and the record is to be submitted as monthly basis after duly verified by the officer designated for the purpose by the hospital authority.
3. The Contractor shall raise the invoice as verified as above per month and submit the same to NgMCH by 5th of every following month. The initial cost of the Contract shall be valid for a period of One Years.
4. No price escalation shall be entertained by NgMCH in addition to the Contract payments. NgMCH shall pay for any additional services required by it, which are not specified in the Price Schedule, the cost for which will again be mutually decided between NgMCH and Contractor.
5. All payments shall be made in Indian Currency as per Govt. rules. NgMCH shall be entitled to deduct any taxes in accordance with the applicable laws (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. NgMCH shall provide a certificate certifying the deduction so made.
6. No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work. The payment will be as per budgetary sanctions and will be released after scrutiny in Health & Finance Department/Medical Education and Research Department as per rule.



7. Payment of the bills shall be made based on bills submitted and satisfactory verification of the same. The bills will be cross checked with the requisition made by the ward in-charges/dietician and then countersigned authorized staff of hospital.
8. The payment will be made subject to the availability of concerned fund, which is a govt. budgeted fund.
9. Supplier has to ensure daily diet supply, monthly salary and other statutory obligations of the staff and other costs incurred for preparing food and dispensing the same without waiting for payment of the Nagaon Medical College & Hospital authority.
10. The hospital authority reserves the right to impose any other condition for payment in the public interest.

A handwritten signature in blue ink, appearing to be 'MAG', is written over the typed name.

Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
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## **BUYER ADDED BID SPECIFIC TERMS AND CONDITIONS**

### **GENERAL INSTRUCTIONS FOR 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).
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. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.
3. 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 without assigning any reasons and no further communication in this regard shall be made.
4. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
5. Bidders are requested to enclose a copy of their valid certificate of PAN No., TAN No, Sale Tax/Service Tax No./GST Registration or any other document as requested by the Institute with their tender.
6. **DOCUMENTS COMPRISING THE BID:** The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid (to be uploaded in the prescribed BOQ)

**TECHNICAL BID:** - To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria -

- (a) Copy of constitution or legal status of the bidder manufacturer/sole proprietor ship/ firm/agency or trade license etc.

  
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Nagaon Medical College & Hospital  
Nagaon

(b) The bidder shall be a dietary service provider having valid licenses. **Bidder should have from the state of Assam.**

(c) Financial status: **The average annual turnover from similar jobs, of the firm should not be less than Rs.2.00 crore (Two Crores) in the last three financial years i.e. 2020-21, 2021-22, 2022-23.** Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed. **Total annual turnover should be submitted as per “Annual Turn Over annexure”duly filled in and signed by Chartered Accountant.**

**Annual Turn Over annexure:**

<b>Financial year</b>	<b>Annual Turn Over</b>
<b>Total average annual turn over</b>	

Signature of Chartered Accountant:

Name/firm of Chartered Accountant:


Address:

Seal:

(d) **Experience of similar nature of work of minimum three years or more. Similar nature of work means supplying dietary services in a Govt. Hospitals/PSUs/Autonomous Bodies on daily basis for a minimum 300 bedded hospital.** Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last five years to this effect must be submitted along with the offer. Preference will be given to those supplying service to government hospitals. **Experience should be submitted as per Experience Annexure.**

Format of Experience certificate (Experience Annexure)

**(Necessary supporting documents like work orders, work completion certificate, payment certificate etc. should be attached along with this format)**

  
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Nagaon



Sl. No.	Project Name	Name of the Employer  (whether Employer is Govt./semi Govt./PSU, please mention)	Description of the work	Contract No	Value of Contract (Rs In Lakhs)	Date of issue of work order	Duration of work	No. Persons served on daily basis	Remarks

\* Experience of similar nature of work of minimum three years or more. Similar nature of work means supplying dietary services in a Govt. Hospitals/PSUs/Autonomous Bodies on daily basis for a minimum 300 bedded Hospital. Necessary supporting documents like work orders, work completion certificate, payment certificate etc.



Name & Signature of the bidder  
Seal of bidder



Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon

- (e) Copy of Income Tax Return Filed Acknowledgements for last 3 financial years.
- (f) Copy of PAN Card.
- (g) Copy of GST Registration certificate with GST return of Last three months
- (h) Copy of Labour License.
- (i) Copy of FSSAI License having catering service.
- (l) The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted/banned/debarred firms/company by any central/state govt. or its organization or autonomous bodies cannot take part in the tender process.
- (m) The bidder should give a notary undertaking in Rs. 100/- stamp paper that they are not under any investigation/ blacklisted/banned/debarred by any central/state government agencies.
- (n) Termination: If the bidder is found to have indulged in any of the following practices – as given below, at any point of time during the operation of the tender process, the services of the contractor may be terminated and he may be liable to prosecution. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. “Fraudulent practice” means a misrepresentation of facts in order to influence the procurement process or execution of the contract to the detriment of the Purchaser, and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial noncompetitive levels and to deprive the purchaser of the benefits of free and open competition.
- (o) The tenders will be judged strictly on the basis of the merit and no recommendations from whatsoever source will be entertained.

**FINANCIAL BID:** - The financial bid shall contain:

Price Bid Form [to be submitted in the BOQ online] - Prices must be quoted as per format specified; failing which tender shall be summarily rejected.

**7. BID PRICES:**

  
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Nagaon



**This service is outsourced for providing good, healthy and nutritious food to the patient essential for fast recovery, so no compromise in the quality of services will be tolerated.**

7.1 The bidder shall give rate of services in BOQ and the rates must be in Indian Rupees only. No foreign exchange will be made available by the institute.

7.2 The rate 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 will be treated as non-responsive and rejected.

## **8. TECHNICAL EVALUATION:**

8.1 Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness will be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate all aspects of the technical bids.

8.2 The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution.

8.3 Financial bids of only those bidders who qualify the technical criteria will be considered, provided all other requirements are fulfilled.

8.4 A bid determined as impracticable/non-sustainable will be rejected by the Technical committee.


8.5 The Principal cum Chief Superintendent shall have right to accept or reject any or all tenders without assigning any reasons thereof.

## **9. FINANCIAL EVALUATION:**

9.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible.

9.2 The Financial Bids of unsuccessful technical bidders will not be considered.

9.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be

  
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Nagaon Medical College & Hospital  
Nagaon

corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

9.4 The Principal cum Chief Superintendent does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Principal cum Chief Superintendent reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

#### **10. AWARD OF CONTRACT: PLACEMENT OF ORDER**

The Institute shall consider awarding the contract to those bidders whose offers have been found technically, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

**If multiple bidders quote same price in the financial bid then the selection of L1 bidder will be based upon following points in sequential order:**

- 1. Number of experience in years.**

**If above point is same for multiple bidder, then**

- 2. Number of persons served daily.**

All disputes and differences of any kind whatever arising out of or in connection with this bidding process or execution of contract and all arbitrations connected with this bidding process shall be subject to the exclusive jurisdiction of Courts of Nagaon only..

  
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Nagaon Medical College & Hospital  
Nagaon



## 11. TERMS & CONDITIONS OF CONTRACT (Annexure to Agreement)

11.1 NGMCH intends to enter into a Rate Contract for outsourcing of dietary services for patients for two years.

11.2 The firm should be in a position to start dietary services on short notice. The Contractor shall commence services in NGMCH's premises within 7 days from the date of receipt of award of contract.

11.3 If the Supplier fails to start the services in any within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 1% of the contract value for each week or part thereof of delay until actual commissioning of project, up to a maximum deduction of 10%. Once the maximum is reached, the Purchaser may consider for termination of the Contract.


11.4 The Contractor shall provide services through its trained personnel for the performance of its services here under and these personnel deployed shall be employees of the Contractor only and the NGMCH shall not in any manner be liable and all statutory liabilities (such as ESI & PF etc.) shall be paid for by the Contractor.

11.5 NGMCH shall have the right, within reasons, to have any personnel of the contractor removed if considered to be undesirable or otherwise and similarly the Contractor reserves, the right to remove any personnel.

11.6 The Contractor shall cover its personnel for personal accident and death whilst performing the duty and the NGMCH shall own no liability and obligation in this regard. The Contractor shall exercise adequate supervision to reasonably ensure proper performance of Services in accordance with Schedule of Requirements.

11.7 The Contractor shall issue photo identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same at all times. The personnel of the Contractor shall not be the employees of the NgMCH and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement. The Contractor shall provide names with photos of all the personals employed by him to NGMCH from time to time and immediately if there is any change of personals.

11.8 The Contractor shall cover all its personnel under the relevant laws of EPF, Labor, ESIC etc. Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties. All necessary reports and other information shall be supplied immediately as required and regular monthly


  
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Nagaon Medical College & Hospital  
Nagaon

meetings will be held with NgMCH. The Contractor shall not employ any person below the age of 18 years old. Manpower engaged shall be trained for providing services.

11.9 The service provider will be solely responsible for the employment of persons and payment of salaries, allowances and other benefits to his laborers and NgMCH (Purchaser) shall in no way responsible for the same. He should not wait for the payment from NgMCH to pay allowances and wages to his laborers. The payments are to be made through Bank /cheque and salary slip should be issued to the laborers. EPF should be deducted and the same should be in the name of laborers and a copy to be provided to NgMCH every month.

11.10 In case any workman of the service provider suffers injury / damage or meets with an accident during the discharge of duties, the entire cost of compensation should be borne by the contractor. Proper substitute arrangement should be made against absent workmen to ensure that dietary services are not affected in any way.

11.11 The laborers shall also be given weekly off after six continuous working days and holidays as per labor laws.

  
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Nagaon



ANNEXURE-A

I..... Son of Shri .....resident of..... District contractor/partner, or sole proprietor (Strike off word which is not applicable) of firm M/s..... do hereby solemnly affirm and declare that any individual /firm/companies black listed by the ..... Govt or any partner/shareholder of the above said firm thereof is/are not directly or indirectly connected with or has/have any subsisting interest in business of my firm/our above said firm.

Place:

Date:

Address


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I 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.

Place:

Date:

Deponent

  
Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon

**Annexure II**

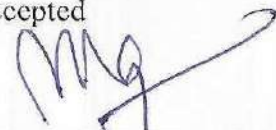
**AGREEMENT/UNDERTAKING FOR OUTSOURCING OF DIETARY SERVICES**

- (i) That, I M/s..... (Firm) will make Dietary services as per the requirement of Medical College Hospital.....for which requisition will be collected by the staff of the firm from the Dietician/wards in-charges daily before ..... AM.
- (ii) The firm will deposit a sum of Rs. ----- (Rupees -----Lakhs only) valid for security for the satisfactory execution of the agreement. Earnest money will be returned on receipt and acceptance of the security as mentioned above.
- (iii) Firm will record a certificate on each bill that the rates being charged are not higher than what they give to any other organization.
- (iv) The bill will be cross checked with the requisition made by the ward in-charges/dietician and then countersigned by authorized staff of hospital.
- (v) If the terms and conditions of the tender under this undertaking/agreement are not adhered to, the security deposit may be forfeited and rate contract cancelled. The firm may also be debarred/black listed in that case.
- (vi) Notwithstanding anything contained in conditions above, the Institute shall be at liberty to terminate this contract by giving 30 days' clear notice ending with the expiry of that month of contract without assigning any reason whatsoever. However, the tenderer may terminate this contract by giving 30 days' clear notice ending with the expiry of the month of contract. The loss thus caused to the institute as a result of re-tendering of the contract shall be borne by the tenderer from the Earnest Money/Security Deposit.

M/s

Authorized Signature and Seal

Accepted



Principal cum Chief Superintendent.  
Nagaon Medical College & Hospital.

Principal-cum-Chief Superintendent.  
Nagaon Medical College & Hospital.  
Nagaon



Financial Bid Submission

For Tender Notice Number: NagaonMC/38/2025/2502 dtd. 17.04.2025

Srl No	Rate for Diet on per Person per Day basis including all taxes

ANNEXURE-V

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

(5% of total value)


(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,

Principal cum Chief Superintendent Nagaon Medical College Hospital, Nagaon

In consideration of .....Medical College Hospital..... which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s [herein after referred to as 'supplier/contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with.....Medical College Hospital.....a sum of Rs. (Rupees) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. (Rupees) as required under the terms and conditions of contract / work order no dated [hereinafter referred as the order'] placed by Medical College Hospital.....on the said supplier /contractor. We, the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay Medical College Hospital.....an amount not exceeding Rs. (Rupees) on the demand made by Medical College Hospital.....on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We \_\_\_\_\_ the bank hereby undertakes to pay the amount under the guarantee without any demur merely on a demand from Medical College Hospital.....stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by .....Medical College Hospital..... without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of .....Nagaon Medical College & Hospital..... under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till NGMCH certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the

  
Principal cum Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon



guarantee. 3. We the bank, undertake to pay to NGMCH any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment. 4. We \_\_\_\_\_ the bank further agree that NGMCH shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the NGMCH against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of NGMCH or any indulgence by NGMCH to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ )  
and shall remain in force up to \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.

6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.

7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Superintendent, ..... Nagaon Medical College & Hospital.....

8. We, \_\_\_\_\_ the bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the NGMCH in writing.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

Signature For the Bank

Witness: Name(s) & Designation(s)

Name & Address

  
Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon

ANNEXURE-VI

POWER OF ATTORNEY (On a Stamp Paper of relevant value, if applicable)

I/ We (name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt. (Name and address) who is presently employed with us and holding the position of ..... as our attorney, to act and sign on my/our behalf to participate in the tender no ..... for .....

I/We hereby also undertake that I/we will be responsible for all action of Sri/Smt. undertaken by him/her during the tender process and thereafter on award of the contract. His / her signature is attested below

Dated this the day of 20\_ For\_

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)Date: \_\_\_\_\_

  
Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon



ANNEXURE VII

DECLARATION ON NON-JUDICIARY STAMP PAPER OF RS.100/-

NAME OF WORK: -TENDER FOR DIETERY SERVICES FOR NAGAON MEDICAL COLLEGE & HOSPITAL, NAGAON From: -

M/s .....

To the Principal cum Chief Superintendent, Nagaon Medical College Hospital, Nagaon

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document; 2 I have carefully read and understood 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 none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of any Agency with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Medical Superintendent, .....Medical College Hospital.....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.

Yours faithfully,

(Signature of the Bidder)

Date:

Name:

Place:

Seal of the Agency Address

Designation

  
Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon

**Tender for Dietary Services for NgMCH, Nagaon, Assam**

**Diet Menu**

<b>FOR GENERAL PATIENTS (per patient - per meal)</b>		
<b>TIME</b>	<b>MENU</b>	<b>QUANTITY</b>
Tea with Breakfast 7 AM - 8 AM	Milk Tea with Sugar	150 ml
	Whole Milk (for patients <12 years)	200 ml
	Biscuit (Branded)	2 Pcs
	Bread - with butter/Jam-----	4 Pcs (100gm)
	Or	2 pcs (Standard size)
	Roti (75gm flour)----- and Mixed Veg-----	125gm (pre-cookedwt.)
	Boiled Egg	1 Pc
Fruits - banana/apple/orange	1pc	
Lunch 12.30 PM - 2 PM	Rice ----- or Chapati-----	75gm (Pre-Cookedwt.) 3pcs (Standard size)
	Dal	35gm (Pre-Cookedwt.)
	Chicken 3 days a week	100gm (Pre-Cookedwt.)
	Fish 3 days a week	70gm (Pre-Cookedwt.)
	Mutton 1 day a week	100gm (Pre-Cookedwt.)
	Paneer-All days of a week for vegetarian patients	100gm (Pre-Cookedwt.)
	Mixed Vegetables (Sabji)	125gm (Pre-Cookedwt.)
	Tea 4PM-5PM	Milk Tea with Sugar Biscuit(branded)
Dinner 7PM-8PM	Rice- or Chapati (75gm flour)	75gm (Pre-Cookedwt.) 3 pcs (Standard size)
	Dal	35gm (Pre-Cookedwt.)
	Mixed Vegetables (Sabji)	125gm (Pre-Cookedwt.)

**\*All groceries including rice, dal, oil etc should be of standard and reputed company or brand.**

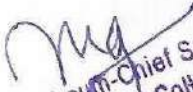
  
 Principal-cum-Chief Superintendent  
 Nagaon Medical College & Hospital  
 Nagaon



## Diet Menu

for ANC (ante natal patients) and PNC (post natal patients) as per JSSK guideline		
TIME	MENU (Pre-Cooked)	QUANTITY PER PATIENT
Tea with Breakfast  7 AM-8 AM	Milk Tea with Sugar	150ml
	Boiled Egg	1 Pc
	Bread (75gm)	4 Pcs
	Butter	10gm
Lunch 12.30PM-2 PM	Rice or Chapati (75gms flour)	75gm (Pre-Cooked wt.) 3 pcs (Standard size)
	Lemon one piece	20gm
	Dal	35gm (Pre-Cooked wt.)
	Mixed Seasonal Veg	125gm (Pre-Cooked wt.)
	Chicken curry three days a week	100gm (Pre-Cooked wt.)
	Mutton one day a week	100gm (Pre-Cooked wt.)
	Fish three days a week	70gm (Pre-Cooked wt.)
	Paneer - All days of a week for vegetarian patients	100gm (Pre-Cooked wt.)
	Tea  4PM-5PM	Milk Tea with sugar Branded biscuits-Arrowroot
Dinner 7PM-8PM	Rice Or Chapati (75 gms flour)	75gm (Pre-Cooked wt.) 3 pcs (Standard size)
	Dal	35gm (Pre-Cooked wt.)
	Mixed Seasonal Veg	125gm (Pre-Cooked wt.)
	Papad	1pc

Note:- Requirement of number of diet supply and type of diet supply to the patients should be according to the sister-in-charge of respective wards/units and sister-in-charge of respective wards also sign in the diet register after receiving the same.

  
 Principal-cum-Chief Superintendent  
 Nagaon Medical College & Hospital  
 Nagaon

**Different types to diet in addition to above such as: -**

- (1) Butter milk diet
- (2) Diabetic diet
- (3) High protein diet
- (4) Salt free diet
- (5) Cardiac diet
- (6) Cancer diets, Dialysis diets
- (7) Liquid diet for nasogastric feeding

All dietary menus will be ascertained by the treating physician/dietician.

Pediatric diets:

C0 (Infant top feed) - 6 months to 1-year, C1-1 to 3 years, C2 - 4-6 years, C3 - 7 to 9 years, C4 -10-12 years, must be provided by contractor as per guidance of dietician.

Number of patients along with types of different diets will be informed by dietician at 5pm on previous day.

**\*Bidder should serve total 03 (three) litres of packaged drinking water per day per patient except in case of infants.**

  
Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Nagaon