

TEHSIL HEAD QUARTER HOSPITAL CHICHAWATNI

Ph: No. +92 40 5482173
Email Id: ccwpo.central@gmail.com

Bidding Documents

Tender No: THQCCW/PROC/03/08/2018

Note: Please read the terms & conditions carefully. Any offer not received as per terms & conditions of tender enquiry is liable to be ignored.

AUCTION OF CANTEEN 2018-2019 THQ HOSPITAL CHICHAWATNI

Financial Year	: 2018-19
Tender Price / Bid Document Price (Non-Refundable):	: Rs.1000/- (Non-refundable)
IPL Number	: 6638
Tender Closing Date	: Dated: 23-07-2018 at 02:00 PM
Tender Opening Date & Time	: Dated: 23-07-2018 at 02:30 PM

Bid Security: **Rs. 50,000/-**

**SUBJECT: - TERMS & CONDITIONS REGARDING RUNNING OF HOSPITAL
CAFETERIA/CANTEEN OF THQ HOSPITAL CHICHAWATNI**

Instructions to Bidders (ITB)

General Instructions:

1. Content of Bidding Document

1.1 The goods/services required, bidding procedures, and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instructions to Bidders (ITB);
- (b) General Conditions of Contract (GCC);
- (c) Special Conditions of Contract (SCC);
- (d) Contract Form;
- (g) Bid Form;

1.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

2. Eligible Bidders

2.1 This Invitation for Bids is open to all well reputed canteen/Hotels contractors/ Interested Business firms in Pakistan for running Hospital Canteen/Cafeteria .

2.2 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization.

2.3 Any offer not received as per terms and conditions of the Bidding documents is liable to be ignored. No offer shall be considered if:-

- i. Received without earnest money from any firm.
- ii. It is received after the time and date fixed for its receipt.
- iii. The tender is unsigned
- iv. The offer is ambiguous.
- v. The offer is conditional.
- vi. The offer is from a firm, black listed, suspended or removed from the approved list.
- vii. The offer is received by telegram/fax.
- viii. Offer received with shorter validity than required in the tender enquiry.

4. Eligible Goods and Services

4.1 All edible goods and related services to be supplied under the contract shall have their in eligible source and all expenditures made under the contract shall be limited to such goods and services.

5. Cost of Bidding

5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. Clarification of Bidding Documents

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification of the bidding documents, which it receives not later than seven **(07) days** prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the bidding documents.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

7.2 All prospective Bidders that have received the bidding documents shall be notified of the amendment in writing or by cable or by phone or by email or by Whatsapp , and shall be binding on them.

7.3 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

8. Method Of Bidding:

Bidding will be performed as **Open Auction of Canteen in presence of Auction Committee and all participants of interested bidders**. The highest quoted price by the bidders will be accepted for the Auction of Canteen 2018-19 of THQ HOSPITAL CHICHAWATNI

9. Corrupt or Fraudulent Practices

9.1 The Procuring Agency requires that all Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the Procuring Agency:

a. defines, for the purposes of this provision, the terms set forth below as follows:

I. "corrupt practice" means the offering, giving, receiving or soliciting of any thing of

value to influence the action of a public official in the procurement process or in Contract execution; and

II. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid

Submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition;

b. shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Contract.

Preparation of Bids

10. Language of Bid

10.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

11. Documents Comprising the Bid

11.1 The bid prepared by the Bidder shall comprise the following components:

(a) Documentary evidence established in accordance with instruction to the bidder. that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;

(b) Documentary evidence established in accordance with instruction to the bidder that the goods to be supplied by the Bidder are eligible goods and conform to the bidding documents.

14. Bid Currencies

14.1 Prices shall be quoted in Pak Rupees.

15. Documents Establishing Bidder's Eligibility and Qualification

15.1 The Bidder shall furnish documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

15.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its bid, is an eligible as defined under instruction to the bidder.

15.3 The documentary evidence to be submitted for the purposes of qualification shall include:

(a) National Tax Number (NTN) and General Sales Tax Number (if applicable) with documentary proof shall have to be provided by each Bidder in the tender.

(b) The Bidder/ Manufacturer shall submit an affidavit on legal stamp paper of Rs. 100/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial). On account of submission of false statement the Bidder shall be disqualified forthwith and subsequently black listed.

(c) The Bidder should have minimum Of One years or more experience in the market, as specified for relevant services from the date of Authorized Letter of Principal/Local Manufacturer. Similarly it is mandatory that the item to be quoted by the Bidder/ Manufacturer should have already been used in different public/ private Institution/ hospitals. Documentary proof shall have to be provided in this regard.

(d) The Bidder shall provide firms balance sheet, latest tax paid, audit inspection report (if undertaken) and at least one year bank statement.

16. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents.

16.1 Pursuant instruction to the Bidder shall furnish along with technical proposal, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

17. Bid Security **17.1** Bid Security of Rs. 50,000/- amount will have to be deposited in the form of call deposit and in case the offer is withdrawn, amended or revised during the validity period of the offer, the bid security is liable to be forfeited.

18. Bid Validity

18.1 Bids shall remain valid for a period of ninety (90) days after opening of Technical Bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

18.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons

18.3 Bidders who,

(a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids, if any.

19. Format and Signing of Bid

19.1 The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.

19.2 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

19.3 All bidding documents to be duly attested (signed and stamped) by the authorized person of company.

20. Deadline for Submission of Bids

20.1 Bids must be submitted by the Bidder and received by the Procuring Agency at the address specified Instruction to the bidder not later than the time and date specified in the Invitation for Bids.

20.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with Instruction to the bidder in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

21. Late Bid

21.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to Instruction to the bidder shall be rejected and returned unopened to the Bidder.

22. Withdrawal of Bids

22.1 The Bidder may withdraw its bid prior to the deadline specified in the invitation to bid.

22.2 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in Instruction to the bidder. Withdrawal of a bid during this interval will make the bidder eligible to be debarred for further procurements for a period as deemed necessary by the Procuring Agency.

23. Opening of Bids by the Procuring Agency

23.1 The Procuring Agency shall initially open only the envelopes marked "Essential Documents" in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The Bidders' representatives who are present shall sign the Attendance Sheet as evidence of their attendance. However, the open bid for price of Auction of Canteen 2018-19 will be conducted after quickly evaluating all the essential documents being provided.

24. Clarification of Bids

24.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

25. Evaluation and Comparison of Bids

25.1 The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to instruction to bidder will be invited for OPEN AUCTION OF CANTEEN 2018-19 OF THQ HOSPITAL CHICHAWATNI.

26. Evaluation Criteria

26.1 For the purposes of evaluation, after scrutinizing all the essential documents required for this bid, all qualified bidders will be invited for OPEN AUCTION OF CANTEEN for 2018-19 for THQ HOSPITAL CHICHAWATNI. AND THE HIGHEST QUOTED RATES BY THE QUALIFIED BIDDER WILL BE SELECTED FOR AWARD OF CONTRACT.

27. Acceptance of Bid and Award criteria

27.1 The Bidder with technically evaluated HIGHEST AUCTION RATE for bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract, within the original or extended period of bid validity.

28. Notification of Award

28.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered letter that its bid has been accepted.

28.2 The notification of Award shall constitute the formation of the Contract.

29. Signing of Contract

29.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the Parties.

30. Performance Guarantee.

30.1 The Performance Guarantee will be Rs. 50,000. The performance security shall be deposited in the shape of deposit at call (CDR). In case, the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the security deposited by him shall be forfeited and the store purchased at his risk & expense.

30.2 Failure of the successful Bidder to comply with the requirement of instruction to the bidder shall constitute sufficient grounds for the annulment of the Award, in which event the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.

31. Redressal of grievances by the Procuring Agency.

31.1 The Procuring Agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

31.2 Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under rule 35.

31.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

31.4 Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

31.5 Any bidder not satisfied with the decision of the committee of the Procuring Agency may lodge an appeal in the relevant court of jurisdiction

EVALUATION CRITERIA FOR OPEN AUCTION OF CANTEEN CONTRACT.

SR.#	ASSESSMENT PARAMETERS	MARKS	QUALIFYING MARKS
1.	NTN. No. & GST registration and copy thereof. NTN No.=10 GST No. =15	15	10
2	Financial Soundness of the firm Financial Soundness upto 0.5 Million = 8 Financial Bank soundness upto 01 million. = 10 Financial Bank soundness upto 05 million = 20	20	08
3.	Length of Business 01-05 Years =10 06-10 Years =15	15	10
4.	Details of Contract in Public/Private Organization Public Sector = 10(Pl.attach award letter/agreement deed of organization) Private Sector = 10(Pl.attach award letter/agreement deed of organizations)	20	10
5.	Staff Staff deputed for Cooking, Washing & Crockery. Personal Hygiene (Safety Vaccination Proof)	20	15

NOTE: TOTAL QUALIFYING MARKS FOR OPEN AUCTION OF CANTEEN IS 53/-.

OPEN AUCTION OF CANTEEN 2018-2019 OF THQ HOSPITAL CHICHAWATNI

SR. No.	Name Of Bidder	S/O, D/O	1st BID	2nd BID	3rd BID	4th BID	5th BID	6th BID

It is certified that M/S _____ has quoted highest bid as compare to the other bidders which is Rs. _____. Thus, Auction Committee decided to award the Canteen Contract for Fiscal Year 2018-2019 to M/S _____

Member: **Member:** **Member:** **Chairman:**
PROCUREMENT OFFICER **Dr. TANVIR UL HAQ** **DEPUTY MEDICAL SUPERINTENDENT** **MEDICAL SUPERINTENDENT**

General Conditions of Contract (GCC)

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

a. "The Contract" means the agreement entered into between the Procuring Agency and the Successful bidder, as recorded in the Contract Form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

b. "The Contract Price/Rent " means the price payable to the Hospital under the Contract for the full and proper performance of its contractual obligations.

c. "The Goods" means edible items & consumables which the Supplier is required to supply to the Procuring Agency under the Contract.

d. "The Services" means those services ancillary to the supply of above goods, e. "GCC" mean the General Conditions of Contract contained in this section.

f. "SCC" means the Special Conditions of Contract.

g. "The Procuring Agency" means The Punjab Employees Social Security Institution. h. "The Procuring Agency's Country" is the country named in SCC

i. "The Supplier" means the individual or firm supplying the goods under this Contract.

j. "Day" means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Standards

3.1 The goods supplied under this Contract shall conform to the standards mentioned in the bidding documents/ Technical Specifications.

4. Use of Contract Documents and Information

4.1 The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

4.2 The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency.

4.4 The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier.

9. Inspections and Tests.

9.1 The Procuring Agency or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications

9.2 For the purpose of inspections and tests of equipment. The Supplier, all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to the Procuring Agency. However, if the Supplier proves an undue delay in conduct of inspection on the part of Procuring Agency, the Supplier shall not be liable for penalty on account of that delay. The cost of such lab tests shall be borne by the Manufacturer/ Supplier.

9.3 The Procuring Agency's right to inspect, test and, where necessary, reject the goods after the goods have been installed at Procuring Agency's destinations.

9.4 Nothing in GCC Clause 9 shall in any way release the Supplier from any warranty or other obligations under this Contract.

10. Physical Examination/ Inspection of Goods

10.1 The goods shall be acceptable subject to physical inspection, tests and/ or in accordance with the approved sample as decided by the Procuring Agency.

11. Delivery and Documents

11.1 The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of the goods. The details of documents to be furnished by the Supplier are specified in SCC.

12. Warranty

12.1 A warranty of will be provided by the canteen contractor regarding food standard is mandatory.

13. Contract Amendments

13.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the Parties.

14. Termination for Default

14.1 The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- a. if the Supplier fails to deliver the services within the period(s)
- b. if the Supplier fails to perform any other obligation(s) under the Contract.
- c. if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause: **"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 a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition.

15. Force Majeure

15.1 Notwithstanding the provisions of GCC Clauses 21, 22, and 23, the Supplier shall not be liable for forfeiture of its Performance Guaranty/ bid Security, or termination/ blacklisting 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. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee, constituted by THQ HOISPITAL CHICHAWATNI Hospital CHICHAWATNI for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier

shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

16. Termination for Insolvency

16.1 The Procuring Agency may at any time terminate the Contract by giving written notice of one month time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

17. Arbitration and Resolution of Disputes

17.1 The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

17.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

17.3 In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. **Medical Superintendent, THQ HOISPITAL CHICHAWATNI Hospital CHICHAWATNI** or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties

18. Governing Language

18.1 The Contract shall be written in English language. Subject to GCC Clause 28, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the Parties, shall be written in English.

19. Applicable Law

19.1 This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

20. Notices

20.1 Any Notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing and confirmed to other party's address specified in SCC.

20.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later

Special Conditions of Contract (SCC)

1. The rate contract through this tender/contract will be for the period **from** -----
-----.
2. **The Rate List of Edible items** is Final and will be applicable for whole of the contract period irrespective of any change in currency rate in open market.
3. **The CANTEEN Contractor** will be bound to provide services **24/7**.
4. **THE CANTEEN Contractor** will be bound to deposit **Six Month rent** in advance **(Negotiable)** within **15 days of awarding of contract**, in case of **violation** of any clause of Terms & Conditions this amount will be **forfeited** and the firm will be black listed.
5. **THE CANTEEN Contractor** will be bound to observe the Food Standards, Hygienic conditions and cleanliness measures. The periodic inspection will be

carried out and any slackness can lead to the fine upto **Rs.10, 000/- or cancellation of the contract.**

6. The Canteen staff must be in clean clothes.
7. **The Canteen Contractor** will be bound to provide the Bio-data of employees, record of medical checkup & vaccination.
8. **THE CANTEEN Contractor** will arrange Fine quality Crockery & Furniture at his own level.
9. **THE CANTEEN Contractor** will not make any alteration/damage to Canteen Building and type of damage made to electric appliances/water supply system/Sanitary fitting/Sewerage System irrespective of any cause..
11. **THE CANTEEN Contractor** will not sell prohibited items i.e. **Cigarettes, Pan, Naswar, Gutka and any kind of Narcotics/Drugs.**
12. **THE CANTEEN Contractor** will not use Canteen Building for any Un-Social, Immoral and Unlawful activities. The Contractor will be bound to give the Undertaking on Judicial Stamp Paper of **Rs.100** duly attested & stamped by Notary public; violation may leads to **cancellation of the contract.**
13. **THE CANTEEN Contractor** will also submit the **Character Certificate & Police Verification & Undertaking** of Non-Black listing in any Public/Private department on Judicial Stamp Paper of **Rs.100** duly attested & stamped by Notary public.
15. The contractor must maintain quality.
16. All food items must be fresh.
17. Hygienic environment in the cafeteria/canteen must be maintained.
18. All crockery should be kept clean and in good condition.
19. Official tea parties/lunches/dinners will be arranged by the contractor, whenever required, 20% discount will be applicable.
20. The THQ HOSPITAL Staff will get 10%discount as per rate list.
21. The Contract period can be extended further BY 3 MONTHS IN NEXT FISCAL YEAR if required by the competent Authority.
22. The firm has no right to make any change in the tender once submitted. The firm will not attach any condition with the tender.
23. The firm should be registered in the Income/Sales Tax.

(Sig. of Bidder)

(MEDICAL SUPERINTENDENT)

Supplier Address for notice purpose **Procuring Agency's address**

..... for notice purpose shall be the

.....

**Medical Superintendent,
THQ HOSPITAL CHICHAWATNI**

Note: All assessments and procuring i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, 2014.

CONTRACT FOR RUNNING CANTEEN AT THE THQ HOSPITAL, CHICHAWATNI,

THIS AGREEMENT is entered into at CHICHAWATNI on ----- for Months (Extendable) by and between:

THQ HOISPITAL CHICHAWATNI Hospital, CHICHAWATNI, through its Deputy Medical Superintendent (Admn) (Referred to as Client) which expression shall, where the context permits, include its executors, administrators, successors-in-interest and assigns of the first part.

AND

M/s. _____ (hereinafter referred to as “Canteen Contractor” which expression shall, where the context permits, include its executors, administrators, successors-in-interest and assigns) of the second part;

WHEREAS

SERVICE PROVIDER: M/S. _____
(REFERRED TO AS CANTEEN CONTRACTOR)

CUSTOMER NAME: **THQ HOSPITAL, CHICHAWATNI**
(REFERRED TO AS CLIENT)

TYPE OF SERVICE: PROVISION/SUPPLY OF FOOD ITEMS TO PATIENTS &
EMPLOYEES OF THQ
HOSPITAL
CHICHAWATNI

NOW, THEREFORE, THIS SERVICES AGREEMENT WITNSSETH AS FOLLOWS:

1. This agreement will be in force for a period of one year and may be terminated. at the end of this period by either party giving not less than One month’s prior notice in writing. Upon termination of this agreement the Canteen contractor shall be permitted to remove all its items/equipment, which may have placed by it upon the premises but subject to clearance of dues if any and handing over the area of canteen building to THQ HOISPITAL CHICHAWATNI management.
2. The rate list provided by THQ HOISPITAL CHICHAWATNI Hospital CHICHAWATNI through bid is applicable for one year.
3. This contract can be extended further one year on the basis of mutual consent.

4. The contractor will deposit **Rs.50,000 /-** to THQ HOISPITAL CHICHAWATNI accounts as security/performance guarantee, which will be returned to contractor satisfactory completion of contract.

5. An administrative committee of THQ HOISPITAL CHICHAWATNI will oversee the affairs of canteen; including standard of food and implementation of terms & condition of tender under direction of Medical Superintendent, THQ HOISPITAL CHICHAWATNI Hospital CHICHAWATNI.
6. If services of canteen contractor found unsatisfactory or terms & conditions of the agreement are violated, the contract shall be terminated on 15 day's notice.
7. Rates of food items) & detailed terms will be treated as part of this contract.
8. The contractor will not allow subletting the canteen to someone else, if found doing so the contract will terminate immediately.
9. The Canteen Contractor will not provide any item to patients/employees on **CREDIT/UDHAR BASIS**. If any arrears arose the THQ HOISPITAL CHICHAWATNI management will not held responsible.
11. . The Canteen contractor will not involved in litigation. In case of any dispute, the decision of Medical Superintendent THQ HOISPITAL CHICHAWATNI will be final and would not be challengeable to any court of Law.

IN WITNESS Whereof the parties hereto have caused this contract to be executed at _____(the place) and shall enter into force on the day, month and year first above mentioned.

Signed/Sealed by the Manufacturer/ Authorized supplier/authorized Agent. 1. 2.	Signed/Sealed by Authorized officer THQ HOISPITAL CHICHAWATNI 1. 2.
---	--

BID FORM

Date: _____
Tender No. _____

To
Medical Superintendent, THQ HOSPITAL CHICHAWATNI,
Respected Sir/Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer the supply and deliver the goods specified in and in conformity with the said Bidding Documents for the sum of (Total Bid Amount) (Bid Amount in words) or such other sums as may be ascertained in accordance with the schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we shall obtain an unconditional guarantee of a bank in the sum of ____percent of the Contract price for the due performance of the Contract, in the form prescribed by the THQ HOISPITAL CHICHAWATNI.

We agree to abide by this bid for a period of (number) days from the date fixed for bid opening under ITB Clause 18 of the instructions to Bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Name and address of bidder
(If none, state "none")

Date this day of 20__.

Signature
(in the capacity of)

Duly authorized to sign bid for and on behalf of

Price Schedule

APPROVED CANTEEN RATE LIST

Sr#	Name of Item	Portion/Ingredients	Serving weight	Rate (PKR)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				

20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				

I have read the rate list carefully. I have accept the above mentioned ratelist
and offer monthly Rent;

Rs. _____.

Rs _____.

Amount in words

Amount in figures

Name of the Bidder: _____.

Addres: _____

_____.

Signature & Stamp: _____.

(MEDICAL SUPERINTENDENT)

THQ HOSPITAL CHICHAWATNI

CHECK LIST

The provision of this checklist is essential prerequisite along with submission of tenders.

SR#	Detail	Yes/No	Page No
KNOCK OUT CLAUSES			
1.	Original receipt for purchase of tender (F-6)		
2.	Minimum one year business history from the date of Registration.		
3.	Acceptance of terms and condition, tender documents duly signed and stamped.		
4.	Bank statement, National tax number and General Sale Tax number certificate		
5.	List of Contract made to Govt. Hospital and private sector		
GENERAL CLAUSES			
6.	Detail of staff to be provided.		
7.	Latest tax paid, at least one year bank statement.		
8.	Supply orders detail over last one year (minimum Government and private as case may be.		

Note: Fill in the check list properly/completely along with the page marking of the documents enclosed.

Medical Superintendent
THQ HOSPITAL CHICHAWATNI

