

**NOTICE INVITING TENDER  
FOR  
LEASING/RUNNING OF CAFETERIA  
AT AIIMS GUWAHATI**



NIT No. : **05/01/Cafeteria/Engg/AIIMS-GHY/2025-26/01 dated: 11.04.2025**

NIT Issue Date : 11<sup>th</sup> APRIL 2025

Last Date of Submission Bid : 02<sup>nd</sup> MAY 2025 at 03.00 PM

Bid Opening Date : 02<sup>nd</sup> MAY 2025 at 03.00 PM

**Tender documents may be downloaded from the institute website**  
[www.aiimsguwahati.ac.in](http://www.aiimsguwahati.ac.in)

Superintending Engineer (i/c)  
All India Institute of Medical Sciences, Guwahati  
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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, GUWAHATI**  
**NOTICE INVITING TENDER**

01	Name of the Item	Leasing/Running of Cafeteria at AIIMS Guwahati
02	Tender No.	<b><u>05/01/Cafeteria/Engg/AIIMS-GHY/2025-26/01</u></b> <b><u>dated: 11.04.2025</u></b>
03	Period of contract	03 years extendable one year at a time on mutual agreement
04	Tender Fee	Rs. 2,000/- (Rupees Two Thousand only)
05	Earnest Money Deposit	Rs. 20,000/- (Rupees Twenty Thousand only)
06	Performance Security	Rs. 1,00,000/- (Rupees One Lakh only)
07	Tender documents to be downloaded from	<a href="http://www.aiimguwahati.ac.in">www.aiimguwahati.ac.in</a>
08	Mode of bid submission	Physical (offline). To be submitted at Administration Block of AIIMS Guwahati
09	Last date and time for Submission bid	02 <sup>nd</sup> MAY 2025 at 03.00 PM
10	Date and time for Opening Bid	02 <sup>nd</sup> MAY 2025 at 03.00 PM

**NOTICE INVITING TENDER FOR LEASING/RUNNING OF CAFETERIA**  
**AT AIIMS GUWAHATI**

1. AIIMS (All India Institute of Medical Sciences) Guwahati, located at Changsari, Assam, an apex healthcare institute established by an Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites **bids on Quality cum Cost Based Selection (QCBS) system** for Leasing/Running of Cafeteria. The combined dining and counter area of cafeteria is 881.0 Sq. ft. Other amenities like kitchen, bathroom and washing area is also included in the building.
2. The cafeteria shall cater for the meals and snacks requirements of faculties, staff, students and visitors by serving multi cuisine quality food and beverage items at prices approved by the institute's competent authority. The Menu shall comprise of **Continental, Indian, South Indian, Oriental, North East cuisines, bakery and confectionery items, beverages such as tea, coffee, soft drinks, juice, etc.**
3. **The minimum eligibility criteria for participating in the tender: -**
  - (a) The bidder should be in possession of Food Safety License (FSSAI) issued by competent government authority.
  - (b) The bidder (proprietor or firm or company) should have at least 03 years of experience in running cafeteria or restaurant in prime location in major cities or in any important government institution such as Universities, IITs, AIIMS, NITs, etc.
  - (c) The bidder should have Annual Turn Over of not less than Rs 70 lakh in each of last three years. Audited Financial Statement from a Chartered Accountant to be enclosed as proof along with UDIN.
  - (d) The bidder must be in possession of valid PAN/TAN, GST, PF, ESI registration for the last three years.
  - (e) A firm having any suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of PF/ESI/Minimum Wages Act or any other laws in force shall also not be eligible.
  - (f) Bidders should submit Self Declaration on bidder's letter head stating that they have not been blacklisted by any govt organization/department in last five years.
  - (g) Bidders should be in possession of Trade License before commencing the business. In case of non-possession of trade license at the time of bid submission, an undertaking in bidder's letter head that it shall be submitted within 15 days of award of the contract, shall be submitted at the time of bid submission.
  - (h) Bidders who are currently running any shop/catering business inside AIIMS Guwahati are not eligible to participate.

4. **Submission of Tender:** The tender shall be submitted in two parts, viz., TECHNICAL BID and FINANCIAL BID. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The tenders submitted through fax/email will not be considered and no correspondence will be entertained in this matter.

(a) **Technical Bid:** The following documents are to be furnished by the bidder along with Technical Bid as per the tender document: -

- (i) Demand Draft or Banker's Cheque in favor the Executive Director AIIMS, Guwahati for an amount of Rs 2000/ to be attached as Tender Fee.
- (ii) Demand Draft or Banker's Cheque (valid up to three months from the date of bid opening) in favor the Executive Director AIIMS, Guwahati for an amount of Rs 20,000/ to be attached as Earnest Money Deposit (EMD).
- (iii) Copy of MSME certificate on relevant category/sector, if claimed exemption of EMD.
- (iv) CA certified copies of Annual Turn Over in last three Financial Years (2021-22, 2022-23 & 2023-24).
- (v) Copy of Experience Certificate.
- (vi) Copy of Food Safety License (FSSAI).
- (vii) Copy of Trade License or an undertaking as mentioned in para 3 (g).
- (viii) Self-Declaration for non blacklisting.
- (ix) Copy of PAN / TAN Card, GST, PF, ESI Registration Certificate.
- (x) Duly Signed Tender annexures.

(b) **Financial Bid for Rent:**

Financial bid shall be related to rental charge offered by the bidder. The highest bidder (H1) will get Maximum score. The Financial bid (rent offer per month) in bidder's letter head as per format enclosed at Annexure-III must be submitted in a separate envelope. The minimum threshold for rental charge is Rs 20,000.00 per month

5. **Tender Evaluation:** Tender Evaluation shall be undertaken on **Quality cum Cost Based Selection (QCBS) procedure**. Marks will be allocated on different parameters of the bid. The total marks scored in the technical bid will be given weightage of 30% while the financial bid shall have 70% weightage in the overall selection procedure. Technical bids will be evaluated first and bidders who fail to score the prescribed minimum cut-off mark (60%) shall be rejected and their financial bid shall not be opened. Following formula will be adopted for evaluation of the bids: -

$$\text{Technical score (ST) of bidder 'X'} = \frac{\text{Bidder 'X' Marks}}{\text{Maximum Mark}} \times 100$$

$$\text{Financial score (SF) of bidder 'X'} = \frac{\text{Bidder 'X' bid price}}{\text{Highest Quoted Bid Price}} \times 100$$

$$\text{Combined Score of bidder 'X'} = 30\% \text{ of ST} + 70\% \text{ of SF}$$

6. The marking parameters for evaluation of technical bids shall be as follows:

Ser	Particulars	Marking Criteria	Maximum Marks
(i)	Registration of bidder (not less than 03 years old)	(i) 03-10 Years – 10 Marks (ii) Above 10 to 20 years – 15 Marks (iii) Above 20 – 20 Marks	20
(ii)	Annual Turn Over in Rs (in last three years)	(i) 70 – 100 Lakhs - 10 Marks (ii) Above 100 Lakhs to 150 Lakhs - 15 Marks (iii) Above 150 Lakhs – 20 Marks	20
(iii)	Work Experience	(i) 3-5 Years – 10 Marks (ii) Above 5 to 8 years – 15 Marks (iii) More than 8 years – 20 Marks	20
(iv)	Qualification and Recognition	(i) Possession of FSSAI – 10 Marks (ii) Additional marks to be awarded for possession of other qualification/degree related to Food Production & Beverage Management or certificate of honour/recognition issued by any public/industry authority <b>at the rate of 2 marks per certificate restricted to maximum 10 marks.</b>	20
(v)	Presentation on Action Plan for functioning of cafeteria	(i) Menu & Price – 10 Marks (ii) Ambience setting – 5 Marks (iii) Service & staffing plan – 5 Marks	20
		Total Marks	100

7. **Clarification & Query:** Any query regarding bidding procedure can be communicated to the given email ID within 7 days of publishing of NIT on AIIMS Guwahati website.

Department	Engineering
Contact Person	Comdt T. Ngamlien Superintending Engineer (i/c)
Contact Details	engineering@aiimguwahati.ac.in

### **GENERAL TERM & CONDITIONS**

1. **Period of Contract:** The contract period shall commence with effect from the date of award of contract and shall remain valid for 03 years. The period is further extendable maximum up to 02 years on year-to-year basis with mutual consent of both the parties.

2. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

3. **Authority of person signing document:** - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the Executive Director, AIIMS Guwahati may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

4. **Right of acceptance:** The AIIMS, Guwahati reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS, Guwahati reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

5. **Award of Contract:** The bidder who score the highest combined mark in the QCBS system of evaluation shall be declared H<sub>1</sub>. In case of tie (i.e. more than one bidders emerging as H<sub>1</sub>) the bidder who score higher marks in PPT (priority-I) or Financial bid (priority-II) will be selected. The decision of the Tender Evaluation Committee shall be final and binding.

6. **Contract Agreement:** The successful bidder shall be required to execute a Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. One Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to prepare/sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

7. **Performance Security:** The successful bidder will be required to furnish a Performance Security Deposit of an amount of Rs. 1,00,000/- (Rupees One Lakh Only) within 15 days of in the form of Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee [including e-Bank Guarantee] from a Commercial bank. It shall be valid up to two months beyond the completion of all contractual/lease obligations. If the successful bidder fails to deposit the security within the stipulated time, the EMD shall be forfeited, acceptance of BID shall be considered as cancelled and the contract will be awarded to the next higher bidder.

8. **Return of EMD.** EMD of unsuccessful bidders shall be returned upon award of contract to the successful bidder. EMD of successful bidder shall be returned upon receipt of Performance Security.

9. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.

10. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

11. **Electricity Charge** shall be paid by the successful bidder as per actual consumption on the prevailing rates of APDCL or at such higher rates as may be decided by the Institute from time to time. The successful bidder will have to install a sub-meter on their own cost.

12. **Monthly Rental Charge** shall be paid by the successful bidder as per tender/agreed rate in advance on or before 10<sup>th</sup> of each month. Rental charge for fractional days shall be calculated on pro-rata basis and paid within 10 days of commence/termination of contract. If rent is not paid by the stipulated date, penalty @ Rs. 500/- per day shall be imposed for the delayed period.

13. Rent will be increased by 5% per year (rounded off to nearest thousand on lower side) on the quoted price during the original period of contract. Upon extension beyond original period, rent will be increased by 10% per year (rounded off to nearest hundred) on the prevailing rent in vogue per extendable year.

14. **Restriction in Price and Items.** The successful bidder shall not sell any item beyond permissible rate nor sell any unauthorized items. Menu and rate of food items shall be as approved by AIIMS Authority from time to time.

15. **Limited Service round the clock.** The successful bidder shall make provision/arrangement to provide limited services like tea, coffee, soft drinks, snacks round the clock particularly at night to cater for requirement of staff working at night.

16. The Executive Director, AIIMS, Guwahati reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute.

17. The Executive Director, AIIMS, Guwahati reserves the right to reject all or any tender

in whole, or in part, without assigning any reasons thereof.

18. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Guwahati, which will be at liberty to refuse if it thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

19. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to terminate the contract giving one month notice without assigning any reason thereof and nothing will be payable by AIIMS, Guwahati in that event the security deposit including advance amount (03 Months' Rent) shall also stand forfeited.

20. Conditional bid will be treated as unresponsive and it may be rejected.

### **SPECIAL TERMS & CONDITIONS**

1. The successful tenderer shall bring his/their own equipment, instrument, crockeries and cutleries required to run the cafeteria. AIIMS Guwahati will provide furniture and basic lighting arrangement. Any improvement in decoration or lighting arrangement shall be carried out by the contractor.

2. The allotted bidder will have to obtain permission to carry out electrical modifications or any other such work that demands piercing of the wall.

3. The contractor shall not carry out any permanent structural modification in the said cafeteria.

4. Only designated business has to be carried out in the shop as per this contract.

5. The cafeteria should be kept neat & clean and free of unhygienic conditions. The contractor should keep the site clean. If at any point, the allotted premises found to be unclean, the contractor shall be held responsible and penalty of Rs. 2,000/- per occasion shall be imposed.

6. The contractor shall maintain the Institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or agents the same shall be rectified by the contractor at his own cost either by rectifying the damage or by paying compensation as may be determined by the Institute.

7. The tenderer is advised to visit the site before participating in the tender. The tenderer should assess the volume of business by him. The Institute will not guarantee any minimum/maximum business.

8. AIIMS, Guwahati will regulate the timings and working days of the cafeteria (Including Loading & Unloading).

9. The contractor shall not sub-let the premises either in whole or in part. The premises



shall not be used for residential purposes even for the shop staff. No additions or alterations of the premises will be made without permission of the Institute. No bathing and washing of clothes etc. will be allowed in the shop.

10. The contractor shall not keep the cafeteria closed without prior permission from the AIIMS, Guwahati authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by AIIMS, Guwahati, as it may deem fit.

11. The conduct/characters/antecedents and proper bonafide of the workers in the cafeteria shall be the sole responsibility of the contractor. However, the contractor must provide the necessary details of all its employees (permanent, temporary, casual) to the Institute. All the employees should be police verified.

12. The contractor will be responsible for maintaining adequate number of persons engaged in working and disposal of garbage (Maximum 2 Persons).

13. The agency will get antecedent, character and conduct verified and to submit a copy of police verification to Institute before engaging any employee.

14. Inspection – The Competent authority and their representative shall be entitled at any time to inspect the cafeteria. During inspection if any irregularity is found, the competent authority will have the right to impose appropriate penalty.

### **LEGAL TERMS AND CONDITIONS**

1. Successful bidder must follow all necessary statutory compliance before taking possession of the cafeteria.

2. The bearer / staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and tidy. The contractor shall not employ young children as prohibited under the law / rules / regulations.

3. The contractor and his employees would be governed by the discipline rules as may be laid down by the Institute while they are in the Institute premises.

4. The Contractor and his staff shall comply with all instructions and directions of the AIIMS, Guwahati authorities given from time to time. In the event of any emergent situation, the staff of the Contractor shall comply with instructions given by the AIIMS, Guwahati authorities, without waiting for confirmation by the Contractor.

5. All the workers engaged by the Contractor for carrying out tasks under this contract, shall be deemed to be the employees of the Contractor only. The contractor shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The contractor shall also provide its Workers photo-identity cards which shall be checked by the AIIMS, Guwahati, as and when necessary. If during Inspection, the workers are found without I- Card, a penalty of Rs 200/- per employee will be charged per instance per day.

6. The Contractor shall maintain and provide all necessary documentation, registers

and records in connection with the performance of cafeteria and other related documents including for complying with any statutory requirements and provisions of applicable laws.

7. The contractor shall ensure that the person deployed are disciplined and conduct in office premises, be best suitable and is entailed on enforce in prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral and illegal act. In case found any deployed worker, penalty will be imposed Rs. 2,000/- per such event.

8. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

9. Executive Director, AIIMS Guwahati will have the right to terminate the contract giving one month notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, Guwahati rules & regulations, or any violation of Govt. of India rules and regulation, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the contractor or his staff. The decision of AIIMS, Guwahati's management in this regard would be final and binding on the contractor. In such an event, AIIMS, Guwahati shall have the right to engage any other contractor to take over the shop.

10. If the contractor intends to withdraw from his engagement before completion of tenure, then the firm must provide one month notice before termination of contract.

11. **Dispute Settlement:** - It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations. If any dispute(s) and difference(s) cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the sole Arbitrator appointed by the Executive Director, AIIMS, Guwahati whose decision shall be final and binding on both the parties.

12. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

13. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, Assam, India only.

14. 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 Guwahati. The decision of the Arbitrator shall be final and binding on both the parties.

(Comdt T Ngamlien)  
Superintending Engineer (i/c)  
AIIMS, Guwahati

Date:

**FORMAT FOR APPLICATION**

From

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.....

To,  
The Executive Director,  
All India Institute of Medical Sciences (AIIMS), Guwahati,  
Changsari, Guwahati, Assam – 781101

**Sub: Submission of tender for leasing/running of Cafeteria at AIIMS Guwahati**

Sir,

Having examined the details given in the NIT, I/we hereby submit the tender documents and other relevant information as per details prescribed in the NIT.

Ser	Details of the Bidder	
1	Name of the Tenderer/Bidder	
2	Complete Address:	
3	Category of Bidder (sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization)	
4	Email ID	
5	Contact No.	

I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct. I/We submit the following certificates in support of our suitability, technical knowhow & capability for successful execution of the contract.

Ser	Name of Document	Name of Issuing authority	Validity
(a)	FSSAI certificate		
(b)	Experience Certificate (s)		
(c)	Annual Turnover Certificate		
(d)	Additional certificates/Awards/Recognitions		
(e)	Trade License or undertaking (as applicable)		
(f)	Self-declaration regarding non-Blacklisting		
(g)	Demand Draft regarding Application Fee		
(h)	Demand Draft regarding EMD		
(i)	Any other relevant documents (to be specified)		

Date:  
Place:

Name :  
Business Address :  
Signature of Bidder :

Seal of the Bidder :

## **Annexure – II**

### **TENDER ACCEPTANCE CERTIFICATE**

(To be given on company's letter head / seal of the bidder)

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely: Tender for Leasing/Runing of Cafeteria in AIIMS Guwahati.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your Institute too have all been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in it's totally/entirely.
5. In case any provision of this tender is found violated, then the Institute without any prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the complete earnest money deposit absolutely.

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :

**FORMAT FOR FINANCIAL BID**

(To be given on company's letter head / seal of the bidder)

I/We hereby submit my/our financial offer of Rs \_\_\_\_\_ only (Rupees \_\_\_\_\_) per month (excluding GST) towards rental charge for **“leasing/running of Cafeteria at AIIMS Guwahati”** in response to NIT No **05/01/Cafeteria/Engg/AIIMS-GHY/2025-26/01 dated: 11.04.2025**

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

Place: \_\_\_\_\_ Business Address \_\_\_\_\_ :

Signature of Bidder \_\_\_\_\_ :

Seal of the Bidder \_\_\_\_\_ :

Note: GST will be paid extra at applicable rate.