

**NOTICE INVITING TENDER**

**TENDER DOCUMENT FOR CATERING SERVICES AT  
Medical College, Hospital and Research Centre, Vashi, Sanpada, Navi  
Mumbai**

[THIS TENDER FORM IS TO BE DULY SIGNED AND ALONG WITH ALL REQUISITE DOCUMENTS ARE TO  
BE SUBMITTED BY EMAIL BEFORE THE DUE DATE TO [etenders@mgmuhs.com](mailto:etenders@mgmuhs.com)

**PART-A: Technical Bid**

Sealed eTenders by email are invited from experienced, competent and reputed contractors for providing catering services at MGM Medical College, Hospital and Research Centre, Vashi, Sanpada, Navi Mumbai – 400705 for its employees, students, visitors, patients and their attendants.

The tender documents can be downloaded from the website of MGMIHS at [www.mgmuhs.com](http://www.mgmuhs.com). The salient features of the tendering process are as under:

1	Period for submission of tender	From 01/05/2025 to 01/06/2025 by email
2	Last date / time / mode of submission of tender	01/06/2025 up to 1500 Hrs. To be submitted by email to <a href="mailto:etenders@mgmuhs.com">etenders@mgmuhs.com</a>
3	Pre-Bid Meeting	Pre-Bid Meeting will be held on 25/05/2025 at 11:00 Hrs in the Conference Room, 3 <sup>rd</sup> floor, MGM Institute of Health Sciences, Kamothe, Navi Mumbai – 410209. Queries from vendors should reach by email to <a href="mailto:etenders@mgmuhs.com">etenders@mgmuhs.com</a> on or before 20 <sup>th</sup> May 2025.
4	Date of scrutiny of the technical bids	<u>Technical</u> : 07/06/2025 <u>Financial</u> : 15/06/2025
5	Interaction with Vendors	20-06-2025
6	Award of Contract	30-06-2025
7	Start of Services	01-08-2025
8	Bid Earnest Money Deposit	₹20,000/- (Online payment as per details given below)
9	Performance Security Deposit	₹1,00,000/- (Inclusive of the EMD amount)
10	License fee	(Min. ₹ _____ + GST) Or (% of Monthly Sale) per month

**RTGS/NEFT payment details for payment of deposits are given below:**

1	Name of Beneficiary	: MGM Medical College, Vashi
2	Beneficiary Address	: Sector-30, Vashi, Navi Mumbai-400705
3	Payable at (Place)	: Mumbai
4	Beneficiary Bank Account No.	: 0183104000369732
5	Bank Name and Address	: IDBI Bank, 39-41, Sector 11, C. B. D. Belapur, Navi Mumbai- 400614
6	Branch Code	: 0183
7	IFS Code	: IBKL0000183
8	MICR Code	: 400259023
9	Beneficiary Email ID	: accmgmsanpada@gmail.com
10	Beneficiary Contact no.	: +91 99873 08592 / +91 98209 65932
11	Swift Code	: IBKLINBB183

**PROFILE OF THE BIDDER:**

The bidder should enclose its detailed profile.

Before submitting the bid, the intending bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications.

Bidder should be a professional with experience in providing in-house catering (i.e., Veg, Non-Veg, South Indian, North Indian, Chinese, Continental, etc.) to hospitals, institutions, corporate sector, etc.

The bidder should preferably be based in Mumbai/Navi Mumbai or have a representative establishment in Mumbai/Navi Mumbai.

Bidder should remit **Rs. 20,000/-** online as Earnest Money Deposit (EMD). **Tenders without the prescribed EMD will not be considered.**

## ANNEXURE I

### GENERAL CONDITIONS OF TENDER

Period of Validity of Bids: Bids shall remain valid for acceptance for 180 Days from the date of opening of tender prescribed by the purchaser. A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.

The tenure of the Contract will be for 2 years. Initially, the contract will be awarded for a 6-month period and if services are found satisfactory, the contract will be continued on half yearly basis for a total period of 2 years.

The successful bidder will be required to deposit a further sum of **Rs.80,000/- (over and above the EMD amount remitted)** within 7 days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit of **Rs.1,00,000/-** shall be refundable after expiry/termination of the contract.

The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm failing to deposit the amount as above. However, Institute reserves the right to revive the contract order, if circumstances warrant. The security deposit shall not bear any interest.

The contractor shall provide adequate number of competent and well-trained staff for cooking, cleaning, dining and room services.

Minimum number of staff including expert Chef, shall be maintained at any point of time sufficient to manage the activities of the training centre at all times. The contractor should have full control of such employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor. The catering staff is to be identified separately and not allotted sundry duties elsewhere in the premises.

No advance shall be paid. Bills for catering services may be raised by the contractor on a monthly basis and the same shall be settled within one month from the date of submission of the bills, provided the same are in order.

Applicable taxes will be deducted at source at the time of settlement of bills.

The contractor should maintain the registers for his employees viz., Muster Roll, Register of Wages, Register of Fines, Register of Deductions for Damage or Loss, Register of Overtime, Wage Slips etc. as required by Labour Laws.

The contractor or his authorized representative has to attend review meeting every month or as and when required, for discussion, evaluation of performance of the contract, and compliance to statutory issues, etc.

## **Opening of Tenders:**

The tender shall be opened - Technical bids on 07-06-2025 and Financial bids on 14-06-2025 at CPD Conference Room, 4th floor, MGMIHS, Kamothe. In case this date is declared a holiday then tender opening shall take place on the next working day at the same time. The Tenderer/ his representative, if so desire, may be present at the time of opening of the tender. The competent authority reserves the right to accept or reject any or all tenders at any time without assigning any reason thereof whatsoever and his decision shall be final on this account.

**Part I - The Technical Tender Document:** Part I shall be opened first to analyse & assess the credentials, capabilities and experience of the firm/organization to provide Catering Services. All the documents shall be scrutinized, first-hand information regarding the quality of food and services provided by the tenderer shall be assessed by the nominated committee.

**Part II of tender schedule:** Financial Tenders: Financial bid of only those qualified in Technical Tender Part I, shall be opened in the presence of tenderers at a date & time notified in advance by the Purchaser.

**Tender evaluation/technical bid:** - All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender document. The tenderers, who do not meet the basic requirements, will be treated as non-responsive and rejected. The following are some of the important points, for which a tender may be declared as non-responsive and will be rejected, during the initial scrutiny:

- The Tender document is unsigned
- The Tenderer is not eligible
- The Tender document validity is shorter than the required period
- The tender document is without EMD of the required amount
- Tenderer has not agreed to give the required performance security
- The tenderer has not agreed to some essential condition(s) incorporated in the tender.
- In the case of authorized signatory, the tenderer must provide the full particulars of the person authorized to sign the tender on his behalf.
- Conditional Tenders will be rejected outright.

## **Financial bid:**

Prices quoted by the tenderer shall be unchangeable during the contract period except for any variation in case of statutory payments. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

The vendor has to pay GST and other govt levies in addition to the License fee as per prevailing rates.

All prices must be mentioned both in figures and words. The bidder must make sure that there is no discrepancy between the two. In case of any discrepancy between the two the interpretation of CPD

on this account shall be final and binding. If the tenderer does not accept the correction of errors as per CPD's interpretation their bid will be rejected.

**Declaration of successful tenderer and award of contract:**

The tenderer quoting the H-1 Licence Fee and L1 food costs; with relevant parameters and is technically qualified will be considered as the successful tenderer and may be called for further negotiations.

The successful tenderer has to execute an agreement with the purchaser within 15 working days of receipt of the contract form and the successful tenderer shall sign with date the contract on non-judicial stamp paper of requisite denomination and submit to the Medical College, Hospital and Research Centre authorities.

However, CPD is under no obligation to accept any tender received which is lower than the reserve price and is entitled to reject any or all tenders without assigning any reason whatsoever.

The Service provider is to be entirely responsible for the execution of the contract in all respects by the terms and conditions as specified in the tender. The Contract, if awarded, shall be valid initially for two years from the date of award of the contract subject to continuous satisfactory performance. On failure on this aspect by the Service provider, the competent authority will reserve the right to terminate the contract. The period of contract can be extended for such further period at the discretion of the competent authority on same terms and conditions as mentioned in the tender document. The approved rates as indicated below shall be valid for the contract period.

**Performance security Deposit:** On acceptance of the tender, within the period specified by the competent authority, the service provider shall deposit as security a sum of Rs.1,00,000/- (Rupees One Lac only) as security deposit with a validity of two months beyond the contracted period. The competent authority shall be entitled to forfeit the security deposit or any part thereof in case of any lapse in performance or to recover any loss or damage to the property or to the purchaser due to the act of the service provider or his staff without prejudice to any other remedies provided in the contract or available under law. The security shall be in the form of demand drafts in favour of "MGMIHS" payable at Mumbai.

If the contractor fails in fulfilling the above-mentioned terms and conditions, such failure will constitute a breach of the contract and the competent authority shall be entitled to make other arrangements at the risk and expense of the contractor.

On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of all the property and articles belonging to the purchaser, which may have been issued to the contractor.

**Termination:** The Purchaser, by written notice of 60 days (sixty days), may terminate the contract, in whole or in part at any time if any of the stipulated conditions are not met or service is not satisfactory. However, the Purchaser also reserves the right to terminate the contract at any time, without giving any notice in case of gross violation of the stipulated terms & conditions. For all disputes arising out of non-adherence of any terms stipulated above, the Dean/Medical Superintendent/ Medical Director, Medical College, Hospital and Research Centre, Vashi, Sanpada is the final authority and its decision shall be final. However, the legal jurisdiction for all matters would be Navi Mumbai jurisdiction only.

**Resolution of disputes:** In case of a dispute or difference between the Purchaser and the Service provider relating to any matter arising out of or connected with this agreement such dispute or difference shall be referred to an arbitrator to be nominated by the Hon. Vice Chancellor, MGMIHS, Kamothe, Navi Mumbai. The award of the arbitrator shall be final and binding on both the parties of this contract.

**Right to modify or relax:** The Purchaser reserves the right to modify and/or relax any of the terms and conditions of the tender/contract to align the contract with the prevalent circumstances and situation/requirement of the hospital.

**Purchaser's right to accept or reject any bid:** The Purchaser reserves the right to accept or reject any bid without assigning any reason at any time prior to the award of the contract, without thereby incurring any liability to the affected tenderers or any obligations to inform the affected tenderers of the grounds for purchaser's action.

**Corrupt or Fraudulent Practices:** The Purchaser requires that Tenderers/Service Providers observe the highest standard of ethics during the tendering period and execution of the contracts. In pursuance of this policy, Medical College Vashi, Sanpada, Navi Mumbai defines, for the purposes of this provision, the terms set forth as follows:

“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; and

“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 Medical College Vashi, Sanpada and includes collusive practice among Tenderers (before or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Medical College Vashi, Sanpada of the benefits of free and open competition;

Purchaser will reject a proposal for award if it is noticed that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

This Purchaser will declare a firm ineligible, either indefinitely or for a stated period, for the award of a financial contract if it at any time finds that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract by the Medical College Vashi, Sanpada.

**Coercive practice:** Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the tendering process or affect the execution of a contract.

The Purchaser will reject a proposal for award if it determines that the tenderer recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

## **ELIGIBILITY CRITERIA**

The intending bidder must read the terms and conditions of the tender carefully. He should only submit his bid, if he considers himself eligible and if he has all the required documents.

The following documents are to be mentioned in Annexure 'IV' as a part of the Technical Bid documents to be submitted:

1. Bidder must have PAN No. and GST No. GST registration certificate should be enclosed.
2. Registration/ Incorporation/ Shop & Establishment certificate should be enclosed.
3. Bidder should be registered and/or have license with FDA/FSSAI and certificate to be enclosed.
4. Last 3 years' Income tax return to be enclosed.
5. Last 3 years Profit & Loss A/c and Balance sheet to be enclosed.
6. Bank Solvency certificate of Rs.5 Lakhs to be enclosed.
7. Bidder must have a minimum of **three years' experience of such scope of work in a reputed organization, preferably in an academic or a medical institution** on the last date of submission of tender. Suitable documentary evidence in the form of a letter from the concerned organization should be submitted along with the tender documents.
8. A performance / Feedback certificate from the respective organization regarding catering is to be enclosed.
9. Bidder must have **a minimum Rs.50 Lakhs as average turnover** in any one of the preceding 3 financial years. A certificate regarding average turnover from a qualified Chartered Accountant is required to be furnished along with the 'Technical Bid' (Part- I).
10. The Tenderer/Contractor should furnish along with tender an affidavit on Non-judicial stamp paper of appropriate value stating therein as under: -
  - A. Tenderer should not be blacklisted in any of the Organizations in any of the previous years. No criminal cases were filed against Tenderer regarding food services, food poisoning, harassment, etc.
  - B. That there is no case pending against them in a court of law, or that at no time they were penalized by any court of Law or Regulatory Authority
  - C. That the firm has never been blacklisted/penalized/defaulted by any government Institution/Hospital in the last 5 years.

- D. That the firm has deposited up-to-date Sales Tax and Income Tax remittances. (Attach a copy of clearance/Return certificate).

**Note:** - The affidavit must be as per the details mentioned above. Any changes in the text matter is not acceptable & MGMIHS reserves the right to reject such offers.

Note: - Bidder applying to the tender must enclose the documents supporting the eligibility criteria. The bidder not fulfilling the eligibility criteria will not be considered.



## **ANNEXURE II**

### **SPECIAL CONDITIONS OF THE CONTRACT**

1. The contractor shall furnish list of his/her employees to be deployed along with qualifications, experience, address, photos, etc.
2. The Contractor shall furnish a detailed duty chart of the employees employed by him at the beginning of every month and keep informed Institute of any changes made in them from time to time. The duty chart for the month should give the specific names of the employees and respective duties they are required to attend to. Also, Contractor should submit the list of employees with the changes effected if any on first day of every month.
3. Persons working in the canteen shall be provided with apron, gloves, headgear, etc., besides uniform.
4. Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.
5. The contractor shall deploy adequate staff having relevant experience for the catering to ensure consistent quality of service. Such staff shall include Chef, Assistant Chefs, Kitchen Helpers, Waiters, Dining Hall helpers, Kitchen/dining cleaning/utensil/crockery washers, etc. The contractor shall provide additional manpower whenever necessary.
6. One of the Cook should be available from breakfast till completion of the dinner. Allocation of duties/shifts etc. shall be the responsibility of the Contractor.
7. The Contractor shall remove any employee who in the opinion of Institute is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify Institute against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them
8. It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with Institute.
9. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty/Institute premises.
10. Vehicle movement of contractor vehicles will not be allowed during general working hours of the hospital. The contractor has to arrange the supply of goods before 0800 Hrs and after 1800 Hrs.
11. The Contractor shall not sublet transfer or assign the contract to any part thereof. In the event of subletting the contract shall be cancelled & performance security deposit will be forfeited.
12. All the items should be freshly prepared in the kitchen by using good quality ingredients. The contractor should make their own arrangement for all groceries, vegetables, oil, masala etc. required for the preparation of food.
13. The contractor should make their own arrangement for cutlery & crockery, glassware and furniture.
14. The vegetables should be soaked in salted water to ensure that the traces of pesticides are removed and then it should be washed thoroughly.
15. Cooking should be done with hygiene in the reputed brands of refined healthy Sunflower/Mustard oil as approved by the Officer-in-charge. It should bear 'Agmark' wherever available and with the approval of the Officer-in-charge. The food should not have excessive oil, spices, chillies and salt.

16. The sweet etc. being provided should not be artificially coloured and should be free of silver foil etc.
17. The dining tables, chairs, floor etc. should always be kept clean and arranged properly.
18. The serving of food shall be as per the directions of the officer-in-charge. The food should be piping hot at the time of service.
19. The kitchen including the tiles, drainages and flooring should be cleaned thoroughly. The chopping boards and knives should be cleaned properly on a daily basis. The cleaning of SS plates and kitchen utensils should be done properly and the utensils etc. should be kept sparkling clean. The vendor is responsible for managing the cleaning by their own arrangement.
20. Special cleaning of the kitchen equipment and utensils etc. including the kitchen may be done every week or as and when needed or as directed by the Officer-in-charge.
21. All the cooks and kitchen staff should wash their hands while entering the kitchen area.
22. The storage of the raw food should be done properly and at the correct temperature. The cleaning of the stores should be done every week and also as and when directed by the Officer in charge to ensure that the area is free from pests and rodents.
23. The food items like pickles, jams, sauces etc. should not be stored beyond the expiry dates.
- 24. The staff should undergo annual medical tests as prescribed by the Municipal Corporation.**
25. The vendor is to ensure that all the staff remains in uniform at all times and ensure required FSSAI standards.
26. The personnel appointed by the contractor must have proper and clean uniforms for their identification.
27. The personnel appointed should have the basic knowledge of personal hygiene and safe and clean methods of food handling; they should be of good character and decent behaviour.
28. They should be provided with appropriate ID Cards by the contractor. The staff should be in proper attire and wear proper Caps, Masks, gloves, etc. during cooking/serving.
29. The contractor should deploy female staff at the Girls Hostel
30. The staff should be well disciplined and they should remain in their area of work. They should not loiter in the building.
31. The staff should be briefed to conserve electricity, water, gas and other precious resources.
32. Before employing, the contractor should have the character and antecedents of the employees verified by police/appropriate agencies. Any change in the employment of workers should be with prior permission from the authorized representative of management and after verification as above. Police verification with respect to employees deployed by the vendor is mandatory and will be the responsibility of the vendor to obtain the same.

**GAS:** Institute shall provide commercial LPG gas pipeline connection and the Contractor shall make timely payments for the gas bills due from time to time.

**FURNITURE AND FIXTURES:** All furniture, fixtures, equipment and articles as mentioned in Annexure-C as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by Institute in or to the kitchen and dining block shall remain to be the exclusive property of Institute and shall on termination/expiry of this contract be handed over by the Contractor to Institute in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

**Kitchen Equipment:** Adequate care to be taken to keep the kitchen equipment in good condition. The list of kitchen equipment items will be provided at the time of awarding the contract. The cooking range, oven and other kitchen equipment should be cleaned on a daily basis and kept clear of any spillage of food and oil. Any repairs, if required for, should be brought to the notice of the authorized official of the Institute immediately.

If any breakage takes place on account of negligence or mishandling of the equipment and utensils, the Contractor shall have to bear the entire cost in respect of such breakage. Similarly, the cost of any items, missing shall be recovered from the Contractor in full. **If breakage takes place on account of normal and regular usage, 25% of the original cost of the items shall be recovered from the Contractor**

- **Water Supply** - The water required for running the Canteen and maintaining the Canteen Block shall be supplied by Institute. The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the canteen. Leaking taps shall be brought to the notice of Institute well in time to repair the same. In case of water shortage/ no supply from the water board, the Contractor shall co-operate with Institute for regulated supply by Institute. The Contractor shall abide by such instructions, as may be imposed or as may be issued by the appropriate Government, Civic authorities and officials of Institute or any other person authorised by Institute in consumption of water. Institute reserves the right/option to levy penalty on the contractor in case of wastage of water.
- **Maintenance of Canteen Block**  
The Contractor shall keep the 'Hostel Block' as well as the adjoining space around the canteen block in a clean and tidy condition and use branded detergent to clean and mop the canteen block. The dining tables and the service tables have to be maintained in a clean and neat manner. The Contractor shall not permit the canteen block or any portion thereof to be used for residential purposes by any of its employees. It shall be open to any official of Institute authorized in this behalf to inspect the canteen block or any portion thereof at any time.
- **Personal Supervision**  
It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Manager whose name should be informed to Institute and who shall remain in person on the campus to manage and supervise the catering services properly. The Manager should be conversant with Hindi, English and Marathi.

## **STANDARD OF CATERING**

- **Preparation of the Menu**
- The menu for each day's breakfast, lunch, evening snacks and dinner shall be drawn up with due regard to the seasonal requirements, needs and varying tastes of the participants coming to MGM from different parts of the country on a weekly basis in advance by the Contractor or its Manager and approved by the authorized official designated by MGM for this purpose.
- The quality of articles of food and provisions should be of good standard as specified in **Annexure-C**. Institute's officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.

- A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed while servicing the guests, guest faculty, participants and staff members. **Rating of the service should be maintained at very good and above at all times.** The Contractor shall take steps to improve the service in case **40% of the participants have rated as "below very good" for the food served in a programme.**
- In case the food served by the contractor is rated below "very good" by 50 % of the participants, Institute shall levy penalty charges from the contractor. The amount of penalty would be 1 - 3 % of the food bill of the programme on each occasion and shall be final and binding on the contractor.
- The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for Eg. by the food inspectors/ food dept.) the same shall be borne by the contractor and Institute will not pay any fine or penalty that may arise/orthat may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, Institute may initiate further stringent action, as he may deem fit.
- The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by Institute. The Contractor shall be bound by the decision of Institute.
- Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.
- The Caterer should ensure that the entire catering premises are kept hygienic and clean. A thorough master cleaning ought to take place every weekend for all equipments, ~~for~~ utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.
- **Provisions, fruits and vegetables etc.**
  - i.) The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.
  - ii.) It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by the Institute. The security of such material shall be the sole responsibility of the Contractor
  - iii.) The quality of food and provisions shall be of good standard as specified in **Annexure-C**. Institute shall have authority to inspect such articles of food and provisions and shall have full powers to order discontinuance of use of such articles of food and provision which are found to be not meeting the standard set out in the contract and on grounds of hygiene. A suitable refrigerator shall be provided by the Institute for storing of perishables. It shall be the responsibility of the Contractor to store the material in an appropriate and hygienic manner.

iv.) Raw foodstuffs such as vegetables, milk, fish, mutton, chicken, eggs, fruit etc. shall be fresh and of good quality as per the Institute's approval and if found not to be fresh, it shall be rejected and the Contractor shall replace the same with fresh products from the source approved by.

v.) There shall be no re-chauffing i.e. **leftover food of one meal shall not be served at the next meal.**

vi.) Reuse of burnt oil is strictly prohibited. Oil, once used will not be reused.

- **Complaints and improvements**

The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the participants, guest faculty and staff either directly to him or through its Manager.

- **Utensils for cooking Non-vegetarian food**

The Contractor shall ensure that cooking vessels and other utensils used for preparing non-vegetarian dishes are not used for cooking and serving vegetarian food. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian and Non-Vegetarian dishes.

#### **TENANCY RIGHTS**

Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the Canteen block and premises and MGMIHS may of its mere motion effect the termination of this catering arrangement, re-enter and retake and absolutely retain possession of the canteen block.

**OTHER TERMS AND CONDITIONS:**

1. The allotment of the Canteen in the Medical College is being done on a contract basis. An agreement on a non-judicial stamp paper of appropriate value is to be entered into, at the time of taking possession of allotment.
2. It is the sole liability of the contractor to maintain and keep all the equipment and Infrastructural facilities provided to him in good working condition and hand over the same back to the Hospital in good working condition on completion/revocation of the contract. The proper recording will be done before handing over of premises and other facilities and the vendor is liable to hand over the premises in the same condition after the termination of the contract. A joint inspection will be carried out while handing over/taking over the premises. If there is any deviation, the recovery will be made and the same will be adjusted against the PBG amount.
3. The contractor is to pay monthly rent/License fee, Electricity Charges, Gas Bill and Water Bill to the accounts department of the Medical College Vashi, Sanpada for the space and facility provided for running the canteen. Medical College Vashi is not liable for any statutory liability pertaining to canteen facility.

<b><u>Sr.No.</u></b>	<b><u>Item</u></b>	<b><u>Rate</u></b>
1	Monthly License Fee	H1 Bidder Minimum License Fee + GST <u>Or</u> % of Total Sales
2	Electricity Charges	As Per Actual Consumption on prevailing rate/decided by MCHRC, Vashi
3	Water Bill	As Per Actual Consumption
4	Gas Bill	As Per Actual Consumption

4. The Contractor will have to furnish a bank guarantee / DD / Performance Security amounting as per the rule governed by the contract prior one week taking possession of the site with a validity of beyond two months of contracted period. The bank guarantee shall be returned to the contractor on the expiry of the contract or termination of the contract under normal circumstances. In the event of breach of any of the terms and conditions of this agreement, the said bank guarantee shall be encashed by the Institute. Amount recoverable (if any) shall be adjusted from the Bank Guarantee and the rest of the amount shall be refunded to the Contractor.
5. The sale and use of Liquor (alcohol) is strictly prohibited in the canteen area and MCHRCV premises.
6. The successful contractor is required to have valid licenses/registrations and other certificates like FSSAI (as applicable), for running the canteen.
7. The contract would be for a duration of One Year / 2 years (this period will start from the date of signing of the agreement). The probable date for commencement of the contract is 1st August, 2025 subject to completion of necessary paperwork.
8. The license fee shall be enhanced by at least 5% each year. The allottee is required to deposit the license fee for two months before taking possession of the canteen. The allottee shall ensure the

start of operation of the canteen services within 15 days from the date of issuance of the allotment letter.

9. The contractor shall vacate the premises on the expiry of the period of the contract unless the contract is extended/renewed for another term/period as decided by the competent authority of the Institute. The duration of the contract would be extendable subject to the satisfaction of the Institute administration and stakeholders. The application for the same should reach the concerned office of the Institute two months before the expiration of the contract.
10. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
11. Either party to the contract may terminate the contract with three month's notice.
12. The Contractor shall display a rate list for items for sale in the canteen, duly approved by the Institute.
13. The Cooks should know the preparation of basic staple foods.
14. The Contractor should provide the sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehaviour, misconduct or any other act of disobedience. The staff employed by the Contractor shall not be below the Government of India's prescribed working age.
15. The Contractor will make their own arrangements for good quality kitchenware, serving utensils, etc.
16. The Contractor must ensure that the waiters wear neat and clean uniforms, caps, gloves, etc. while on duty.
17. The canteen menu item list may be revised as per the requirement with prior permission of the competent authority.
18. The canteen contractor shall use only commercial LPG gas Cylinders.
19. The Institute will not be responsible for any payment dues of users of the Canteen. The Contractor shall be required to provide bills/invoices to customers.
20. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the Premises and other items provided by the Institute.
21. The Contractor shall be bound to keep the premises neat, clean and tidy at all times as per the by-laws of the municipal corporation/regulatory authority.
22. It is the sole responsibility of the contractor for disposal of all waste materials (like food waste, raw material waste etc.) generated in the canteen. The contractor shall provide an adequate number of dustbins (for bio-degradable waste and non-biodegradable waste) for cleanliness in their areas of operation. The contractor shall be responsible for emptying/disposal of the dust bins into the common bigger garbage box.

23. The contractor should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificates in this regard should be displayed prominently on the premises. The contractor should comply with all FSSAI norms.
24. The contractor shall not make any additions or alterations to the premises without the prior permission of the competent authority.
25. The contractor shall not be allowed to open multiple shop outlets or to put up any serving counter in the seating area. However, the competent authority reserves the right to change/alter the locations of the canteen/serving area to cater to new requirements, if any.
26. The contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ESI or any other government regulating agencies (as applicable) in respect of the workers assigned to duty at the Institute.
27. The contractor has to give his mobile number and other telephone numbers for emergency contact.
28. The Institute will not be responsible for any type of compensation, if any canteen worker is injured while on duty or regarding pending salary. Personal Insurance/cost of treatment of each worker has to be borne by the Contractor.
29. In case of failure or breach of any term and condition of the contract, the Institute shall have:
  - a. The authority to rescind the contract and
  - b. The right to forfeit the bank guarantee.
30. The Contractor will not transfer or assign the license to any other party.
31. **The Contractor and his staff will make their own residential arrangement outside the premises of the Institute.**
32. If the canteen remains closed without information, it may be declared as vacant and the bank guarantee may be forfeited.
33. The licensee shall not encroach upon the rights of the other licensees running their business in the Institute.
34. The contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of the contract.
35. In case of failure to adhere to the terms and conditions by the contractor, the Institute shall have the authority to lock the premises and/or take possession of the premises.
36. No child labour shall be deployed.
37. The caterer shall employ only those persons in the canteen who are medically fit.
38. No person engaged or involved in this contract should disclose any matter pertaining to the department to any third party in particular any information identified as proprietary in name that be kept strictly confidential and shall not be disclosed to any third party without written consent of the original disclosing party.



39. The institution campus is a “NO SMOKING ZONE”, hence sale and use of tobacco is prohibited.
40. The contractor should not use plastic cups to serve any beverages, foodstuffs etc.
41. The rates to be charged by the Caterer for the sale of articles of food and beverages as packaged items in the canteen shall not exceed MRP and the said schedule shall be displayed at a conspicuous place in the said Canteen.
42. The articles of food, beverages and cold drinks sold or intended for sale in the Canteen shall be fresh and wholesome w.r.t. their respective type.

#### **PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS**

1. Any complaints received will be validated by the competent authority of the Hospital. The amount of penalties is to be deposited in the Accounts department and in case of failing to deposit, the same will be adjusted against the Bank/Security Guarantee.
2. The contractor may be fined in case of any violation after the same is verified by a committee constituted by the competent authority in case of the following:
3. If the Contractor fails to pay the license fee and other charges by the due date i.e. 07th day of every month, they have to pay a penalty of 2% per month of the monthly license fee for the overdue period.
4. Perishable food used should be fresh and of good quality. If perishable foods kept for use are found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
5. Each complaint of unclean utensils would lead to a fine of Rs. 1000/-.
6. If poor quality raw material is used for the preparation of food items, a penalty of Rs. 1,000/- for each occasion will be imposed.
7. Oil once used should not be reused. If the reuse of oil is noticed, a penalty of Rs. 1000/- for each occasion would be levied.
8. In case eatables are sold after the expiry date, a penalty of Rs. 1000/- will be imposed for each default.
9. For complaints about any harmful object, worm/insect found in food served, a penalty of ₹ 10,000 will be imposed.
10. For non-maintenance of cleanliness in the premises, a warning letter shall be issued on the first instance. For subsequent complaints penalty of ₹ 1000 will be imposed.
11. For complaints for loss/theft/damage caused to hospital property by canteen staff the amount of such loss shall be determined by the institute authority and will be recovered from the vendor
12. In case of unforeseen or peculiar circumstances beyond the instances given above, the decision of the institute shall be final as far as the imposition of penalty is concerned.
13. A penalty of Rs.5000/- will be imposed on the contractor for each day of unauthorized closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled

and the contractor shall be required to vacate the premises within 48 hours as per directions of competent authorities.

14. The contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then damage charges for the overstay at the rate of Rs.10,000/- (Rupees Ten thousand) per day will be recovered from the Contractor.
15. Rates charged for every customer should be uniform (finalized one) and the Contractor shall provide the bill to every customer. In case of excess charge found on any occasion, a fine of Rs.1000/- will be charged for each excess charge.

**INSTRUCTIONS TO THE CONTRACTOR TO WHOM CONTRACT WILL BE AWARDED:**

1. Will be kept on probation for a period of 6 months from the date of commencement of the contract.
2. An Indemnity bond indemnifying MGMIHS & MCHRC, Vashi in respect of any statutory and legal liabilities as a result of you being awarded a contract must be enclosed with the tender in the format enclosed.
3. Shall run the canteen for the benefit and use of the employees, students, visitors & patients.
4. The quality of the raw materials to be used for the preparation of food in the staff canteen should be of the highest standard and fresh.
5. The contractor should keep the staff canteen complex clean and free of any insects, cockroaches, etc., at any given time. If, at any point, the canteen & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the Dean/Medical Superintendent/ Medical Director, MGM MCHRC Vashi, Sanpada including levies of appropriate penalties.
6. Will be required to deploy the manpower and start the work within 30 days from the date of award/date of communication of acceptance of the tender. In case it is found that the work has not been taken up within 15 days from the date of acceptance of the tender or issue of the work order, the MGMIHS at its sole discretion may cancel the work order and forfeit the earnest money deposit, deposited along with tender without any reference to the contractor.
7. Should be available all the time at the work site during the course of work.
8. Shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; Contractor will be under obligation to change the workers when instructed by authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from the breach of any of those laws. MGMIHS will not hold any responsibility whatsoever with regard to the staff on the roll of the contractor.
9. Will be required to depute skilled manpower as may be needed to supervise and guide the workers - skilled, semi-skilled as well as unskilled/trainee for proper completion of the work as per directions of the officer nominated by the Dean/Medical Superintendent/ Medical Director, MCHRC, Vashi, Sanpada, to administer the contract.

10. The employee engaged by the contractor shall not use MGMIHS's/MCHRC, Vashi's name for any publicity purpose through any public media like press, radio, television or Internet, without the prior approval of Vice Chancellor, MGMIHS, Kamothe, Navi Mumbai.
11. Shall take insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.
12. The contractor shall be responsible for the removal/disposal of garbage generated in the canteen.
13. The contractor shall carry out the work in close coordination with the Medical College. If any dispute arises in this regard the decision of Dean/Medical Superintendent/ Medical Director, MCHRC, Vashi, Sanpada, will be final and binding on you.

**STATUTORY NORMS FOR COMPLIANCE BY VENDOR:**

1. The Institute is registered in terms of the Contract Labour (Regulation and Abolition) Act, 1970 with the registering officer under the regional labour commissioner (state). As such, the service provider shall be required to obtain the requisite license from the office of the regional labour commissioner (state) under the aforementioned Act.
2. The contractor shall have his own set-up including registration under the relevant laws governing the type of work he has to perform.
3. The contractor shall abide by all the rules and regulations of the labour laws and rules framed thereunder and maintain all the registers required under the above-mentioned Act, rules and regulations, including the Contract Labour (Regulation and Abolition) Act, 1970.
4. The contractor shall be wholly responsible for the payment of minimum wages to his workers. As and when the minimum wage rate is changed by the central government, the contractor shall have to pay the revised rate to his workers from such date.
5. The contractor shall be liable to comply with the Employees' State Insurance (ESI) Act, 1948 and Employees' Provident Fund (EPF) and Miscellaneous Act, 1952.
6. The contractor shall be liable to deduct the employees' contribution of EPF and ESI and deposit the same along with his part of the contribution of EPF and ESI to the respective authorities within the statutory periods. The service provider shall regularly maintain proper records in this regard, which can be inspected by the appropriate authority of the institute at any time.
7. The contractor shall be solely responsible for the supervision, salary/wages, and service conditions in respect of his employees/workmen, which shall be fair **and in no case be less than the wages prescribed by the central labour commissioner under the Minimum Wages act as in force from time to time.**
8. All the liabilities arising out of any provision of Labour Acts in force and enacted/amended from time to time during the execution of the contract shall be the contractor's responsibility. Any expenditure incurred by MGMIHS to face the situation arising out of the negligence on the part of the contractors or on the part of their labourers shall be borne by the contractor and recovered from the contractor.

For Dean /Medical Superintendent/ Medical Director, MGM Medical College, Hospital and Research Centre,  
Vashi, Sanpada

I/We have read the TERMS AND CONDITIONS and the same are acceptable to me/us.

(Bidder's Signature)

TENDERER'S NAME AND ADDRESS: NAME: \_

LATEST ADDRESS:

-----

-----

-----

-----

TEL NO: -----

MOBILE NO: -----

### ANNEXURE III

#### SCOPE OF WORK:

Name & location of work- The Canteen services for Doctors, Staff, Students, visitors, patients and their attendants are to be provided at Medical College, Hospital and Research Centre, Vashi campus at Sanpada – 400705. The service provider is required to provide comprehensive canteen services at various locations in the campus as per the following requirements.

The Contractor/Caterer will be responsible for providing food services to all hostellers of the hospital. Should provide three (03) meals and evening snacks in a day to all hostellers as per the meal package decided by the hospital authority. The proposed weekly and cyclic menu for the hosteller is attached as annexure 'VII' which will be reviewed from time to time by the Dean/Medical Superintendent/ Medical Director, Medical College, Hospital and Research Centre, Vashi authority. The average occupancy of the hostel (both girls and boys) is approximately 100 persons; however, this number may increase or decrease on a day-to-day basis; there will be no minimum guarantee of occupancy of the hostel. In addition to the hostellers, the contractor has to provide food service to Teaching and Non-Teaching Staff, Students, Visitors, Patients & their Attendants. The proposed A la carte menu along with the price is attached as annexure 'VII(A)'.

The contractor has to also provide catering for official functions like meetings, conferences/seminars/ workshops at the Sanpada campus as and when required as per the meal package decided by the authority. The various packages along with prices for such functions are enclosed as annexure 'VII(B)'.

The Contractor has to make provisions for additional food requirements for staff and patients as and when required on mutually agreed rates.

The contractor has to provide food service at pre-decided rates as per tender documents. The rate may be revised by hospital authority if felt necessary from time to time.

The requirement for catering services may increase/decrease based on the activity level and requirements of the Hospital. Thus, the requirement for manpower and other services may also vary accordingly.

24/7 services should be provided by the caterers at designated places so that visitors, staff and doctors would have access to food in case of emergency. The Caterer shall be required to arrange executive meals at short notice for visiting VIPs/dignitaries. Certain dishes as required by authority may be arranged with prior approval of the competent authority. The caterer may provide such services and submit the claim for the same subsequently through a regular bill from the Institute.

The food production will be done at a single place i.e., Medical College Hospital/ Hostel Kitchen and distribution is to be done in various places as decided by the competent authority.

**Food Serving Locations:**

The places for food serving/distribution are as under:-

1. Girls Hostel
2. Boys Hostel
3. Canteen
4. For meetings/conferences/functions etc. at designated places as decided by the authority.
5. Hospital areas like wards, ICUs, Special Rooms, etc.
6. Medical College areas.

However, these places may be increased/decreased by hospital authorities as per the requirements.

The contractor has to follow timings for the operation of food service as decided by the hospital authority which can be modified, if required from time to time.

For Hostellers (Boys Hostel and Girls Hostel)

<u>Sr. No.</u>	<u>Type Of meal</u>	<u>Timing</u>
1.	Breakfast	0700 Hrs-0930 Hrs
2.	Lunch	1300 Hrs- 1530 Hrs
3.	Evening Snack	1600 Hrs-1800 Hrs
4.	Dinner	1930 Hrs- 2200 Hrs

For Hospital Canteen

<u>Type of Service</u>	<u>Timing</u>
Full Food Service (including Breakfast, Lunch, evening Snacks, Dinner)	0700 Hrs-2100 Hrs
Partial Foodservice	2100 Hrs-0700 Hrs

The contractor has to open the canteen round the clock 24 X 7 days as above.

**INSTRUCTIONS TO TENDERERS**

Tenders for the running of Hospital Canteen for staff, students, visitors & patients and the attendants at Medical College, Hospital and Research Centre, Vashi campus at Sanpada – 400705, should be submitted BY EMAIL BEFORE THE DUE DATE TO [etenders@mgmuhs.com](mailto:etenders@mgmuhs.com):

1. Part-I Containing the Technical Bid in complete detail with all requisite & other relevant documents (Annexure 'IV').
2. Part-II Containing Price Bid (Annexure 'V').

The Tenderers are expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required in the tender documents or submission of a tender which is not substantially responsive will be at the Tenderer's risk and may result in the rejection of the tender.

Clarification of Tender Documents: The intending Tenderers may seek clarification required on the Tender documents through the email id: cpd@mgmuhs.com not later than 20th May, 2024.

Pre-Bid Meeting :- Pre-Bid Meeting will be held on 25/05/2024 at 11:00 Hrs at Conference Room, 3rd floor, MGM Institute of Health Sciences, Kamothe, Navi Mumbai – 410209. Queries from vendors should reach by email to id: cpd@mgmuhs.com on or before 20<sup>th</sup> May, 2024.

The complete tender with both Part-I and Part-II should reach the prescribed email ID on or before 1500 Hrs on 01/06/2024. Please note that Tenders which are received late will not be considered.

The tenders will be opened - Technical bids on 07-06-2025 and Financial bids on 14-06-2025 and a comparative statement of the clauses of the technical bid shall be prepared.

The scrutiny of the comparative statement shall be carried out by the designated purchase committee of CPD in the 4<sup>th</sup> floor CPD Conference Room, MGM Institute of Health Sciences, Kamothe, Navi Mumbai - 410209 on 15/06/2025 at 11.00 am.

Based on the eligibility criteria, vendors shall be short-listed by the designated purchase committee. The short-listed Vendors shall be called for a meeting on 20-06-2025 for evaluation by the designated purchase committee.

#### **PREPARATION OF TENDERS:**

The tender submitted by the tenderer shall comprise the following documents:

- Tender Form consisting of technical and a price bid completed in all respects.
- Details of Earnest Money Deposit remitted as per details mentioned in the tender.
- Documentary evidence for establishing that the tenderer is eligible to apply for the tender and is qualified to perform the contract if its tender is accepted.

#### **FILLING OF TENDER FORM**

Tenderers are requested to carefully read the terms and conditions before submitting the tender documents. No clarifications shall be entertained after receiving the tenders.

The interested parties with prior permission of the Dean/Medical Superintendent/ Medical Director, Medical College, Hospital and Research Centre, Vashi, Sanpada may visit the sites of the Hostel Canteen and other serving areas on any working day during working hours i.e. 1000 hrs to 1700 hrs to become familiar with the conditions and for taking stock of any other information before the submission of bids.

Omission, neglect or failure on the part of the tenderers to obtain requisite reliable and full information on any matter affecting its tender, shall not relieve the tenderers from any liability in respect of the contract. The tender form should be complete in all respects, written in English language only and give correct and relevant data.

The tender document must be signed by the authorized signatory or by a person holding a power of attorney authorized to do so.

Each page of the tender should bear the page no., signature, date, name and title of the person signing the tender and affixing a rubber stamp indicating the name of the firm and scanned and uploaded.

Incomplete tenders; tenders not complying with the terms and conditions of the tender document; tenders received after the closing date; suppression/falsification of information influencing or intimidating other tenderers shall entail disqualification of the tender.

All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be attested by the authorized signatory.

Tenders incomplete in any form will be rejected outright. Conditional tenders will be rejected outright.

### **EARNEST MONEY DEPOSIT**

- The tenderers should remit online the Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only), as per details given above. This amount will be returned interest-free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the Contract, whichever is later.
- No interest will be paid on the EMD under any circumstances.
- In the case of the successful bidder, EMD will be discharged upon the bidder signing the contract and furnishing the performance security deposit or shall be allowed to adjust the EMD amount towards the performance security Deposit.

The EMD shall be forfeited:

- If the bidder withdraws his bid after closure time of submission of tender.  
(OR)
- In case of a successful bidder, if the bidder fails to sign the contract and/or to furnish performance security on or before the due date.



## ANNEXURE IV

Tender Ref No.: CPD/MCV-Catering/25-2026

Date: .....

### TECHNICAL BID – Check List

SN	Particulars	Compliance (Yes / No)
1	Names, Address of Firm / Agency and Telephone Numbers	
2	Constitution of the company: Proprietary/Partnership/Ltd/other	
3	Name, Designation, Address and Telephone No. of <del>Authorized</del> person of Firm	
4	PAN Copy & GST Registration certificate.(Enclose copy of PAN Card and GST Certificate)	
5	Registration / Incorporation/ Shop & Establishment certificate / Partnership Deed Certificate	
6	FDA / FSSAI certificate (enclose copy)	
7	EMD (original copy enclosed)	
8	Last 3 Years Income tax return (enclose copy)	
9	Last 3 Years Profit & Loss A/c, Balance sheet (enclose copy)	
10	Bank Solvency certificate of Rs.5 Lakhs (enclose copy)	
11.	Minimum 3 years' experience of running canteen.(Proof of work order / contract copy to be enclosed as documentary evidence)	
12	Latest Performance/ Feedback certificate from respective organization where canteen is running. (enclose copy).	
13	Average Turnover Rs.50 Lakhs during any one of the preceding three financial years i.e. 2020-21, 2021-22 & 2022-23 (Please enclose copy of ITR / Audited Financial Statement in support or Certificate from CA& Certicateregarding average turnover from a qualified Chartered Accountant)	
14	Terms & Conditions duly stamped & Signed	
15	Tender Acceptance Undertaking duly stamped and signed by bidder (as per format)	
16	Bid Security Declaration duly stamped and signed by the bidder (as per format)	
17	Declaration by the bidder: - This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves abide by them	

#### Signature of the Tenderer

Name of the Tenderer.....

Address:.....

.....

Email.....

Phone No.....

# ANNEXURE V

## FINANCIAL BID

Tender Ref No.: CPD/MCV-Catering/25-2026

Date: .....

Sl. No.	Description	Please quote Monthly Rent (License Fee) Rs. (Excluding GST)
1	Monthly Rent (License fee) for providing canteen services for staff, students, visitors, Patients and their attendants be provided at the following locations: 1. Girls Hostel 2. Boys Hostel 3. Canteen 4. For meetings/conferences/ functions etc. at designated places as decided by authority. 5. All Hospital areas 6. All College areas	In Figures Rs. .... ..... ..... In words Rs..... ..... ..... ..... .....

### Note: -

- Minimum Reserve Price: Rs. \_\_\_\_\_ + GST Extra
- The quote shall not be less than the reserve price. If the bidder quotes below the reserve price, their offer/bid will be rejected.
- GST or any other statutory Tax would be over and above the monthly licensee fee quoted by the bidder.
- The monthly license fee would increase by 5 % every year over the previous year's license fee.
- The bidder should quote his offer in the column meant for quoting rate in figures. Any overwriting or cutting of figures would make the bid liable to rejection

Signature of the Tenderer

Name of the Tenderer.....

Address: .....

.....

.....

.....

Email:.....Phone No: .....

Date: .....

## ANNEXURE VI

To

Tender Acceptance Undertaking

(To be submitted on the letterhead of the tenderer)

The Dean/Medical Superintendent/ Medical Director,  
Medical College, Hospital and Research Centre, Vashi,  
Sanpada, Navi Mumbai

Tender Ref No.: No. CPD/MCV-Catering/25-2026

Date: .....

Name of work/services: Canteen services for staff, students, visitors, patients & their attendants to be provided at the following locations for one Year (extendable subject to the satisfactory performance of the contract and if mutually agreed on same rates and terms and conditions):-

- Girls Hostel
- Boys Hostel
- Canteen
- For meetings/ conferences/functions etc. at designated place as decided by the authority.
- Hospital areas
- College areas

**Dear Sir/Madam,**

- I/We have downloaded/obtained the tender documents for the above-mentioned tender work.
- I/We hereby certify that I/We have read the entire terms and conditions of the tender documents including all Annexure/schedules etc. which form part of the contract/agreement and I/we shall abide here by the terms, conditions and clauses contained therein.
- The corrigendum issued from time to time by your Institute has also been taken into consideration while submitting this acceptance letter.
- I/We hereby unconditionally accept the tender conditions of the above-mentioned tender document/corrigendum in its totality/entirety.
- I/We do hereby declare that our firm has not been blacklisted/debarred by any government department/ public sector undertaking/government organization.
- I/ we certify that all information furnished by our firm is true and correct and, in the event, if any information is found to be incorrect/untrue or found violated then your Institute shall without giving any notice or reason summarily reject the bid or terminate the contract, without prejudice or remedy including the forfeiture of the full said EMD.

Yours Faithfully,

Signature of tenderer with stamp

Name

Address

## **Bid Security Declaration**

(To be submitted on the letterhead of the tenderer)

To,  
The Dean/Medical Superintendent/ Medical Director,  
Medical College, Hospital and Research Centre, Vashi,  
Sanpada, Navi Mumbai

Tender Ref No.: No. CPD/MCV-Catering/25-2026

Date: .....

Name of work/services: Canteen services for staff, students, visitors, patients & their attendants are to be provided at the following locations for one Year (extendable subject to the satisfactory performance of the contract and if mutually agreed on the same rates and terms and conditions):-

- Girls Hostel
- Boys Hostel
- Hospital Canteen
- For meetings/ conferences/functions etc. at designated places as decided by the hospital authority.
- Hospital Areas
- College Areas

Dear Sir/Madam,

I/We hereby confirm that if I/We withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract or fail to submit the performance security before the deadline defined in the request for bids/request for proposals document, we will be suspended for the period of time specified in the request for bids/request for proposals document (i.e. 3 years period) from being eligible to submit bids/ proposals for contracts with the procuring entity.

Your Faithfully

Signature of tenderer with stamp

Name

Address

## ANNEXURE VII

### **SAMPLE CYCLIC MENU FOR MCHRC Vashi, Sanpada FOR HOSTELS:**

<u>DAY</u>	<u>BREAKFAST</u> 07:00-09:30 HRS	<u>LUNCH</u> 13:00-15:30 HRS	<u>EVENING HI-TEA</u> 16:00-18:00 HRS	<u>DINNER</u> 19:30-22:00 HRS
MON	ALOO PARATA CURD BOILED EGG TEA	JEERA PULAO DAL MAKHANI BHINDI DO PYAZA CHAPATI BOORANI RAITA ACHAR/PAPAD	ALOO CHAAT TEA	STEAMED RICE DAL TADKA LAUKI MASALA CHOWLI CHAPATI, ACHAR
TUE	PLAIN IDLY SAMBHAR BOILED EGG TEA	PUDINA PULAO KADI PAKODA BHAGARE BAINGAN CHAPATI ACHAR/ PAPAD	SAGO KHICHRI TEA	PLAIN RICE DAL MIX MATAR PANEER CHAPATI ACHAR KHEER
WED	MIX VEG PARATHA OMELLETTE TEA	VEG PULAO DAL AMRITSARI CHAPATI CUCUCMBER RAITA ACHAR /PAPAD	CHUTNEY SANDWICH TEA	JEERA RICE DAL MASOOR KHATTA MEETHA KADDU CHAPATI ACHAR
THU	POORI BHAJI BOILED EGG TEA	CARROT PULAO RAJMAH RAMISA NUTRI MATAR CHAPATI VEG RAITA ACHAR / PAPAD SEMIYAN KI KHEER	DAL VADA TEA	PLAIN RICE DAL TADKA TURAI MASALA CHOWLI CHAPATI, ACHAR
FRI	STUFF PARATHA CURD OMELLETTE TEA	MATAR PULAO DAL PUNCHMAIL KADAH PANEER CHAPATI FRUIT RAITA ACHAR / PAPAD	BHEL TEA	STEAMED RICE DAL MIX SURAN MASALA EGG CURRY CHAPATI, ACHAR
SAT	CHOLA KULCHA CURD OMELLETTE	PUDINA PULAO DAL MIX BHAGARE BAINGAN CHAPATI ACHAR/ PAPAD	DAHI VADA TEA	JEERA PUALO DAL MASOOR KUNDRU KI SABZI MATAKI MASALA CHAPATI, ACHAR
SUN	PARATHA KALA CHANA CURRY BOILED EGG TEA	VEG DUM BIRYANI VEG STEW KACHUMBER RAITA CHAPATI ACHAR / PAPAD	BISCUIT TEA	PLAIN RICE DAL PUNCHMAIL CABBGE PORIYAL NUTRI MASALA CHAPATI, ACHAR

**NOTE- BREAD, BUTTER, JAM, MILK, CORNFLAKE ARE TO BE PROVIDED EVERY DAY IN BREAKFAST IN ADDITION TO THE CYCLIC MENU.**

**Rate List of Items to be Served at the Hospital**

<b>MGM Medical College, Hospital and Research Centre, Vashi, Sanpada, Navi Mumbai</b>				
<b><u>SR NO</u></b>	<b><u>DESCRIPTION OF THE ARTICLES</u></b>	<b><u>QTY</u></b>	<b><u>WEIGHT</u></b>	<b><u>RATE in Rs.</u></b>
<b><u>BEVERAGES</u></b>				
1	TEA	1 CUP	100 ML	
2	COFFEE	1 CUP	150ML	
3	COW MILK	1 GLASS	200 ML	
4	SWEET LASSI	1 GLASS	200 ML	
5	BANANA SHAKES	1 GLASS	250 ML	
6	MANGO SHAKE	1 GLASS	250 ML	
7	PAPAYA SHAKE	1 GLASS	250 ML	
8	BUTTER MILK	1 GLASS	250 ML	
9	NIMBO PANI	1 GLASS	200 ML	
10	COLD COFFEE	1 GLASS	200 ML	
11	TOMATO SOUP	1 GLASS	200 ML	
12	SWEET CORN SOUP	1 GLASS	200 ML	
13	DAL SOUP	1 GLASS	200 ML	
14	VEG SOUP	1 GLASS	200 ML	
<b><u>SNACKS</u></b>				
1	MIX VEG PAKODA	01 PLATE	100 GMS	
2	PANEER PAKODA	01 PLATE	100 GMS	
3	VEGETABLE SAMOSA	01 PCS	100 GMS	
4	PUNJABI SAMOSA	01 PCS	100 GMS	
5	VEG MOMOS	01 PLATE	06 PIECES	
6	PANEER MOMOS	01 PLATE	06 PIECES	
7	SPRING ROLL	01 PLATE	100 GMS	
8	UTTAPAM	01 PLATE	100 GMS	
9	SADA DOSA	01 PLATE	100 GMS	
10	MASALA DOSA	01 PLATE	150 GMS	
11	DAHI WADA	01 PLATE	100 GMS	
12	VEG SANDWICH	01 PLATE	100 GMS	
13	VEG MAGGI	01 PLATE	150 GMS	
14	VEG FRIED RICE	01 PLATE	200 GMS	
15	VEG NOODLES	01 PLATE	120 GMS	
<b><u>BREAKFAST</u></b>				
1	PARATHA (ALOO, GOBI, MIX+PICKLE)	1 PLATE	150 GM	
2	CHOLA KULCHA ( 02 KULCHA, 100 GM CHOLA, PICKLE)	1 PLATE	250 GM	
3	CHOLA , BHATURA ( 02 NO BHATURA, 100 GM CHOLA, PICKLE)	1 PLATE	250 GM	
4	POHA	1PLATE	100 GMS	
5	IDLI SAMBHAR	3PCS	200 GMS	

6	WADA SAMBHAR	2 PCS	200 GMS	
7	UPMA + CHATNI	1 PLATE	100 GMS	
8	PURI BHAJI (WITH 04 PURIS)	1 PLATE	75 GMS BHAJI	
9	PLAIN OMELLETTE	1 PLATE	2 Eggs	
10	MASALA OMELLETTE	1 PLATE	2 Eggs	
11	PLAIN CURD COW MILK	1 CUP	MRP	
12	BUTTER CHIPLETS	01 NO	MRP	
13	TOMATO SATCHET	01 NO	MRP	
14	JAM SATCHET	01 NO	MRP	
15	GREEN SALAD	01 PLATE	100 GMS	
16	BROWN BREAD	02 PIECE	50 GMS	
17	WHITE BREAD	02 PIECE	50 GMS	
18	BOILED EGG/OMLETE/FRIED EGG	01 NO	50 GMS	
	LUNCH/DINNER SERVICES			
1	RICE (EACH 100 GMS)	1 PLATE		
	4 PURI OR 2 CHAPPATIES (100 GMS)			
	1 BHAJI (100 GM) 1 DAL (100 GM) , SALAD( 50 GM)			
	PICKLE + PAPAD (1 PIECE) EXTRA CHAPATI/RICE.....			
	1 CURD PREPRATION (75 GMS)			
2	KADI + CHAWAL ,SALAD	01 PLATE	350 GMS	
3	RAJMA + CHAWAL , SALAD	01 PLATE	350 GMS	
4	CHOLA + CHAWAL SALAD	01 PLATE	350 GMS	
5	EGG CURRY + CHAWAL ,SALAD	01 PLATE	350 GMS	
6	FRUIT SALAD	01 PLATE	100 GMS	
7	SPROUT SALAD	01 PLATE	100 GMS	
	FRESH JUICES			
1	MOSAMBI	1 GLASS	200 ML	
2	ORANGE	1 GLASS	200 ML	
3	PINE APPLE	1 GLASS	200 ML	
4	ANAR	1GLASS	200 ML	
5	CARROT (SEASONAL)	1 GLASS	200 ML	
	<b><u>SWEETS</u></b>			
1	GULAB JAMUN	1 PC	50 GMS	
2	RASGULA	1 PC	50 GMS	
3	GAJRELLA	1 PLATE	100 GMS	
4	KHEER	01 BOX		MRP
	<b><u>PACKAGED ITEMS (BRANDED)</u></b>			MRP
1	FRUIT JUICE/ LASSI/ CHASS	ON MRP		
2	NAMKEEN / BISCUITS / CHIPS			
3	ICE CREAM			
Note	FOR THE PREPARATION OF FOOD ITEMS FSSAI APPROVED RAW PACKAGED INGREDIENTS ARE TO BE USED			

	ALL FSSAI-BRANDED PACKAGED ITEMS ARE TO BE SOLD ON MRP.
--	---

**Note:**

1. The approved rate will be fixed throughout the year; however, rates and menu can be revised by the hospital management, if found necessary, on the mutual consent with contractor.
2. Packed food shall not be sold more than MRP and shall have FSSAI license no.
3. Alcohol is strictly prohibited in the hospital premises.
4. Tobacco/ Smoking related products are strictly prohibited.
5. Approved rate list is to be followed and displayed at the Cooking counter at all times.

Signature of tenderer with stamp

Name

Address



**PACKAGES ALONG WITH PRICES**  
**FOR SERVICES PROVIDED TO INSTITUTE**

<b><u>MEAL</u></b>	<b><u>RATE</u></b>		<b><u>MENU</u></b>
	<b>Institutional Funding (Per person)</b>	<b>Non - Institutional Funding (Per person)</b>	
Breakfast			Breakfast, Tea/Coffee.
Lunch / Dinner			Preparation-1, Dal-1, Veg-1, (Rice) Salad, Chapati & Sweet-1
Executive Lunch / Dinner			Veg (Starter-2, Rice Preparation-1, Paneer Preparation-1, Dal-1, Veg-1, Salad, Chapati & Sweet-1)
High Tea			Readymade Tea & Coffee with cookies, Veg Sandwich.
Executive High Tea			Readymade Tea (Lemon Tea / GreenTea), coffee with cookies, Veg Sandwich, Two savory and Two sweet snacks

***Note – Rate mentioned above are excluding GST.***

Signature of tenderer with stamp

Name

Address

**Items to be served as per MGM Tender document:**

**I. SCHEDULE OF ITEMS TO BE SERVED FOR NATIONAL/  
INTERNATIONAL PARTICIPANTS**

**I. Breakfast**

<b>S. No.</b>	<b>For National Participants</b>	<b>For International Participants</b>	<b>Remarks</b>
1.	Milk Bread Sandwich BreadBrown Bread	Brown Bread Sandwich BreadMilk Bread	Any one item
2.	Butter	Cheese SlicesButter	Any one item
3.	Jam/Tomato Sauce	Jam/Tomato Sauce	-
4.	Poori with Aloo curryPlain Parotha with kurma Methi Parota withCurd Chole Bhature	Corn flakes with Milk Wheat flakes with MilkOats with Milk	Any one item
5.	Masala DosaIdli Vada Upma Onion Uttapam All the above items with chutney & sambar	Sandwiches (of different varietieswith sauces)	Any one item
6.	Boiled EggOmlet	Omlet Boiled Egg Scrambled Egg	Any one item
7.	Fresh Juices - Apple, Mango, Pineapple, Orange, lemon and Mosambi	Pineapple JuiceMango Juice Orange Juice Apple Juice Mosambi Juice	Any one item
8.	Tea/coffee/milk	Black Tea/Black Coffee/Milk	To be served with Sugar Cubes and tea Bags

## II. Lunch

S. No.	For National Participants	For International Participants	Remarks
1.	Tomato soup Sweet Corn soup Vegetable soup Hot and Sour soup	Chicken soup Cream of Tomato soup Cream of Sweet Corn soup Cream of Vegetable soup Cream of Mushroom soup Hot' N' Sour Veg Soup	Any one item
2.	Pulka/Tandoori Roti/Naan Rumali Roti/Poori	Brown Bread Bread Rolls Buns Sandwich Bread Tandori Roti/Pulka	Any one item
3.	Plain Rice	Plain Rice	-
4.	Vegetable fried rice Jeera rice Vegetable pulav Lemon rice Coconut rice Tamarind rice	Chicken fried rice Chicken Biryani Mutton Biryani Chicken noodles American choppsy noodles Macaroni Baked Mutton stroganoff (all the items with less spice)	Any one item
5.	Sambar with drumstick/ onion/kaddu/brinjal Saboth Moong dal Rajma dal/Dal fry Chana dal	Moong dal Green/Rajma dal Dal Fry/Makhani Dal	Any one item
6.	Bhindi fry/Alu fry/Beans and carrot fry/Gobi 65/ Capsicum Fry/ Veg. Manchuria/Karela Fry	Parsley Potatoes French fries Roast Potatoes Vegetable gold coin Tossed vegetables Crispy Vegetables Tinned Beans	Any one item
7.	Mixed vegetable Kurma/Capsicum with Gobi Curry/ Paneer butter masala/Palak paneer/ Bhagarabagan/ Mirchi ka Salan	Boiled Vegetables - Beans, Carrot, Cabbage, Potato, etc.	Any one item

### Third Draft - 22/4/2025

8.	Chicken biryani/ Mutton biryani/ Kadai Chicken/ Butter Chicken/ Mutton Fry/Curry Fish Fry/Curry	Irish Stew Fried fish with tar tare sauce Roast Chicken Roast Mutton American fried chicken Chicken Maryland	Any one item
9.	Green Salad (Tomato, Onion, lemon, kheera& carrot)	Russian salad Kirochi salad Tossed salad Beans spront salad Chik piece salad Beetroot salad Carrot & Cabbage salad	-
10.	Curd/Raita	Curd	-
11.	Rasam	Rasam (non-spicy)	-
12.	Achar – mango/lemon/mixed vegetables	Variety of Sauces	-
13.	Papad	Chips	-
14.	Ice cream - vanilla/ butterscotch/chocolate GulabJamun  KadduKheer Milk Semiya Double kameeta	Butterscotch Ice cream Vanilla Ice cream Chocolate Ice cream Strawberry Ice cream Dry fruits Ice cream	Any one item Ice Creams to be provided in variety.

### III. Dinner

S. No.	For National Participants	For International Participants	Remarks
1.	-	Sweet Corn Veg soup Cream of mushroom soup Cream of green peas soup Cream of spinach soup Lemon coriander soup	Any one item
2.	Pulka Roti MethiPoori	Brown Bread Bread rolls Buns Pulka/Roti	Any one item
3.	Plain Rice	Plain Rice	-
4.	Sambar with kaddu/ brinjal/ bhindi Moong dal/ Rajma dal/Dal Fry	Chana dal with Coconut/ Moong Dal Rajma dal/ Dal Butter Fry Makhani Dal	Any one item
5.	Curd rice Tomato rice Lemon rice Tamarind rice	Chicken Chow Chow Mutton Chow Chow Egg fried rice Vegetable fried rice Cashew fried rice Szechwan noodles Pasta with Vegetables Macroni with Chicken	Any one item
6.	Tonda fry/Brinjal fry Alu fry/Cabbage fry Gobi fry/Karela fry	Boiled Vegetables -Beans, Carrot, Cabbage, Potato, etc.	Any one item
7.	Mixed Vegetable kurma Capsicum with alu curry Veg Malai Koftha Dahi Kadi	Stir fried vegetables Tossed vegetables Vegetable bullet Cauliflower & Spinach au gratine Vegetable Lassangi/ French fries Crispy Vegetables	Any one item
8.	Chicken Curry Chicken 65 Chicken Fry Mutton Curry Apollo Fish Curry Egg Curry/Fry	Grilled chicken/ Fried fish with tar tare sauce Irish stew/ Roast chicken Roast Mutton/ American Fried chicken Chicken Maryland	Any one item
9.	Green Salad (tomato, onion, lemon,	Green salad/ Kirochi Salad/	-

**Third Draft - 22/4/2025**

	kheera& carrot )	Tossed salad/ Beans sprout salad/ Chik piece salad/Beetroot salad/ Carrot & cabbage salad	
10.	Curd	Curd	-
11.	Achar - mango/lemon/mixed vegetable	-	-
12.	Papad (Lijjat)	Chips	-
13.	Banana - 2 nos Papaya - 150 gms Grapes - 100 gms Pineapple - 150 gms Water Melon - 150 gms	Apple/Orange - 1 no. Banana - 2 nos. Grapes - 100 gms Mixed Cut Fruits - 150gms	Any one item

XXXXXXXXXXXXXXXXXXXX