**All India Institute of Ayurveda (AIIA),**

**Gautampuri, Sarita Vihar, Mathura Road,**

**New Delhi – 110076.**

**TENDER NOTICE**

**PATIENT DIET KITCHEN AND CANTEEN SERVICES FOR ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

1. Sealed quotations under **Two Bid System** i.e. Technical Bid and Financial Bid are invited from reputed agencies having capacity to provide Patient Diet Kitchen Services and Canteen for 200 Bed Hospital at All India Institute of Ayurveda (AIIA) for one year.
2. **Schedule:-**

|  |  |  |  |
| --- | --- | --- | --- |
| I | **Last date & time for receipt of tenders** | **:** | **21.10.2019 up to 3:00 PM** |
| II | **Pre-bidding meeting** | **:** | **14.10.2019 at 11:30 AM** |
| III | **Date & Time for****opening of Tenders (Technical bid only) in presence of parties who may wish to be present** | **:** | **21.10.2019 at 3:30 PM** |
| IV | **Date & Time for opening of Financial Bids (For qualified bidders)** | **:** | **Shall be Intimated later** |
| V | **Place of opening the Tenders** | **:** | **All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi – 110076.** |

1. The detailed tender document is annexed. The tender document can also be downloaded from the All India Institute of Ayurveda, New Delhi website: [www.aiia.gov.in](http://www.aiia.gov.in)
2. **Submission of Technical Bid**
	* 1. Tenders in the form of hard copies duly signed, stamped and page numbering on each page will be considered.
		2. The tenders – both **Technical and Financial** duly filled in the prescribed proforma at Annexures II &III shall be placed in sealed envelopes with a name of work written on the envelope and addressed to "The Director, All India Institute of Ayurveda, Gautampur, Sarita Vihar, New Delhi -110076
		3. The 1st envelope **(Technical Bid)** shall contain the DD of Tender Fee and EMD by the way of DD/FDR alongwith the documents as mentioned in the terms and conditions (Annexure - I).
			1. The 2nd envelope **(Financial Bid)** shall contain priced schedule of Quotation, duly signed, Stamped and page numbering by the authorized signatory of the bidder.
			2. The Technical bids shall be opened at **3.30 PM on 21.10.2019** in Committee Room, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076in the presence of such bidders or their authorized representatives, who may wish to be present.
			3. The bidders, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
			4. All entries in the Technical bid in the proforma at Annexure II should be filled up clearly. No overwriting or cutting is permitted in financial bid. However, cutting, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids.
			5. The bidder shall submit documents mentioned in Annexure I with Technical Bid.
3. **Submission of Financial Bid:**

a) The Financial Bid of the Technically Qualified Bidder will ONLY be opened.

b) The price schedule of quotation as per format enclosed, duly signed, stamped and page numbering by the authorized signatory of the bidder is to be submitted. The unit rate and prices shall be quoted by the bidder entirely in Indian Rupee to be entered in words also.

c) The breakup of Basic Price, GST, other taxes/charges, if any to be clearly mentioned in Indian rupee only.

d) Financial Bid in any other form except in the specified format given in Chapter-7, will not be accepted and shall be SUMMARILY REJECTED.

1. Both the above envelopes should clearly be marked on top of envelope about type of envelope i.e., details of contents in envelope (Technical Bid/Commercial Bid as the case may be), name of agency submitting the bid and addressed to "The Director, All India Institute of Ayurveda, Gautampur, Sarita Vihar, New Delhi -110076"
2. The main envelope containing the Technical Bids, Financial Bids and Earnest Money Deposit must be superscribed ‘Tender for Patient Diet Kitchen and Canteen Services forAll India Institute of Ayurveda’.
3. Please note that the envelope containing Technical and Financial Bids are sealed properly, i.e. either wax or with adhesive cello tape on both ends. Rates quoted should be neat and clean without cutting/overwriting.
4. **EARNEST MONEY DEPOSIT:-**

a) The quotations with separate Technical and Financial bids filled in the specified proforma, viz Annexure II & III respectively along with an Earnest Money Deposit of **Rs.2,50,000/-** and Bank Draft from any scheduled bank for an amount of Rs.1,000/- (Rupees One Thousand only) drawn in favor of “P&AO, Director, AIIA” payable at New Delhi towards non-refundable Tender Document Fee and addressed to the undersigned, should reach latest by **21.10.2019 up to 3:00 PM**

b) The EMD is returnable to the unsuccessful bidders after award of the contract. In case of successful bidder, the EMD would be refunded after furnishing the performance security.

c) No interest is payable on the EMD.

1. Unsigned and unstamped bids in unsealed/ stapled envelopes and bids without EMD (Earnest Money Deposit) shall be summarily rejected. No exemption whatsoever for payment of EMD shall be accorded except in the case of organizations specifically so exempted.
2. SINCE, IT IS A PATIENT DIET KITCHEN/CATEEN SERVICES CONTRACT PACKAGE, TENDER FOR ANY PART OF THE SERVICES WILL NOT BE ACCEPTED. THE RATE OF THE TOTAL PATIENT DIET KITCHEN/CANTEEN SERVICES WILL ONLY BE CONSIDERED.
3. Quotations qualified by such vague and indefinite expressions such as ‘subject to immediate acceptance’; ‘subject to prior sale’ etc. will not be considered.
4. The quotations should be dropped in the Tender Box placed at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076, by the stipulated date and time. Tenders received after the date or in any other manner including speed post/post bag post/courier will not be accepted;
5. Bidders should ensure that all the pages of bid document should be properly numbered in continuous order and that an Index should be provided to the bid document for quick reference to the requisite documents.
6. Intending tenderer shall visit the Hospital Patient DietKitchen Site and get thoroughly acquainted with the site condition, nature and requirements of the work, requirement of other equipment, facilities for transport, labour and materials, access and storage for materials and removal of rubbish/Kitchen waste.
7. **Right to Accept / Reject:-**

a)The All India Institute of Ayurveda, New Delhi reserves the right to **reject** any or all tender withoutassigning any reason whatsoever. Also, Institute reserves the right to award any or part or full contract to any successful agency at its discretion and this will be binding on the tenderer.

b)A bid submitted for a bid validity of shorter period may be rejected as non-responsive. c)Late Bid: Any bid received by the All India Institute of Ayurveda, New Delhi after dead line as prescribed in thetender notice will be treated as late bid and will not be considered.

17. Since it is a Patient Diet Kitchen/Catering Services Contract Package, tender for part of the requisite services will not be accepted. The rate of the total Patient Diet Kitchen/Catering services only will be considered.

18.The bidder should have a place of business and the complete Postal Address, Telephone/Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

**Director,**

**All India Institute of Ayurveda (AIIA),**

**Email:aiianewdelhi@gmail.com**

**TENDER DOCUMENT**

Sub: **Tender for Patient Diet Kitchen and Canteen Services for All India Institute of Ayurveda (AIIA) – reg.**

 **INTRODUCTION:-** The All India Institute of Ayurveda (AIIA) is an autonomous organization under the aegis of Ministry of AYUSH. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post- doctoral and super-specialty programme in major streams of Ayurveda. The organization will broadly have two Wings – Hospital and Academic Wings. The Hospital Wing will have various Units like Registration, OPD, IPD, Laboratory, Pharmacy, Radiology, OT etc. The Academic Wing will comprise of Administration, Library, Conference/Class Rooms, Rooms of senior faculty members etc.

**1.QUALIFICATION CRITERIA FOR TECHNICAL BID**

The Bid is open to all eligible bidders, who deal in thePatient Diet Kitchen/Catering Services. The Patient Diet Kitchen/Catering Service provider agencies bidding for qualification should fulfill the following minimum requirement.

i) Bidder should be reputed, experienced and financially sound Companies/ Agencies duly registered with Regional Labor Commissioner and also duly registered for EPF, ESI and Service tax, GST and having **with a minimum turnover of Rs. 2 crore each per annum during the last three financial years i.e. 2016-17, 2017-18 and 2018-19.**

ii) Should have completed following Patient Diet Kitchen/Catering Services Contract satisfactorily during last three (3) years by or before the date of submission of the tender in a reputed organization (preferably in Hospitals) for at least three years.:

1. **Three similar Patient Diet Kitchen/Catering Services Contract each costing not less than Rs.20 Lakh**

**OR**

1. **Two similar Patient Diet Kitchen/Catering Services Contract each costing not less than Rs.30 Lakh**

**OR**

1. **One similar Patient Diet Kitchen/Catering Services Contract each costing not less than Rs.60 Lakh**

**Note:** *Similar Work mean running of Patient Diet Kitchen/Catering Services for minimum 80 Patient Diet Kitchen handling capacity in any Hospital/PSU/Educational Institutional Complex/Industrial Canteen/Govt. Canteen/Mess with high quality of workmanship etc.*

1. It had dealing for providing Patient Diet Kitchen/Catering Services of similar nature work mentioned above during last Three years nor has been penalized for inferior or poor quality in delivery of services.
2. **STATUTORY OBLIGATIONS OF THE CONTRACTOR:**

The contractor shall submit following documents:

* Copy of Labour license which should be valid till 2021 {Certificate under the Contract Labour (R&A) Act, 1970};
* License issued by Food Safety & Standards Authority of India (FSSAI).
* Copy of EPF Registration certificate;
* Copy of ESIC Registration certificate;
* Copy of PAN/TAN cards;
* Copy of GST Registration certificate;
* Copy of the Trade License essential for carrying out the activities under this contract.
* Affidavit duly notarized on Stamp Paper worth of Rs. 50/- from the contracting agency that it has not been banned/blacklisted by any Government Agency/Institute.
* Proof of the statutory payments viz, EPF, ESI regularly to the staff;
* Copies of at least similar running contracts with Central/State Government /Public Sector Undertakings/Autonomous Bodies/ reputed Hospitals/ Institutions/Organizations etc. during the last three years with details(the number of employees / workers employed by the organization, the period of contract of the contractor.)
* Audited accounts for the last three years;
* Copy of the agreement document with each page signed by the successful contractor for acceptance of the terms and conditions laid down by this Institute.
* Performance security deposit of Rs. 15,00,000/-(Rupees fifteen lakhs only) in the form of Bank Draft/Bank Guarantee/Fixed Deposit Receipt drawn in favour of **Director, All India Institute of Ayurveda, New Delhi**
1. The tendering contracting agencies should not have been delisted/ blacklisted by any Ministry/Institute of Govt. of India/Hospital/private agency.

**2. EVALUATION PROCESS**:

a) Opening of envelope - 1 (containing technical bid) tenders in presence of bidders will be done immediately after closing of bid time as per date and time indicated above at AIIA, Sarita Vihar, New Delhi.

b) Immediately after opening of envelope – 1, Technical bids will be opened first in the presence of bidders as per date and time indicated above.

c) Evaluation of technical bids will be done by the Screening Committee of AIIA subsequently.

d) Financial bids of only the technically qualified agencies/organization/institutions will be opened in their presence on the date and time to be intimated them through Website/E-mail/Fax or Telephone (Details to be provided by bidders).

(e) The bids will be evaluated as follows

-For Technical Bids, 70% weightage shall be assigned and for Financial Bids 30% weightage will be assigned. 50% score will be minimum qualifying marks for qualifying for financial bid.

-The Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores inversely proportional to their prices (actual cost projected by bidders)

-LEC (Lowest Evaluated Cost)/EC(Evaluated cost)

-The total score of both the technical and the financial bid shall be obtained by weighing the quality (Technical bid\*0.70) and cost scores (Financial Cost\*0.30) and adding them up.

The highest point’s basis shall be considered for award of the contract as illustrated below:

Highest points basis: On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. the proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed. In a particular case of selection of Bidder, it was decided to have minimum qualifying marks for technical qualifications as 70 and the weightage of the technical bids and financial bids was kept as 70: 30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded those 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal Evaluated cost

 A Rs.120.

 B Rs.100.

 C Rs.110.

Using the formula LEC / EC, where LEC stands for lowest evaluated cost and EC stands for actual cost projected by bidders, the committee gave them the following points for financial proposals:

 A: 100 / 120 = 83 points

 B: 100 / 100 = 100 points

 C: 100 / 110 = 91 points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

 Proposal A: 75x0.70 + 83x0.30 = 77.4 points.

 Proposal B: 80x0.70 + 100x0.30 = 86 points

 Proposal C: 90x0.70 + 91x0.30 = 90.3 points.

 The three proposals in the combined technical and financial evaluation were ranked as under:

 Proposal A: 77.4 points : H3

 Proposal B: 86 points : H2

 Proposal C: 90.3 points : H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared Successful and recommended for negotiations/approval, to the competent authority.

 Financial bids having any negotiation clause or condition shall be summarily rejected.

3.2 Technical bid Evaluation Criterion

|  |  |  |
| --- | --- | --- |
| S. No | Attributes | Evaluation |
| 1 | Financial strength - Average annual (last three years) Turnover Rs. 60.00 lacs/year | (25 marks) 60% marks for minimum eligibility criteria 100% marks for twice the minimum eligibility criteria or more |
| 2 | Experience One similar works contract of Rs. 60 lacs or more Or Two similar works contract of Rs. 30 lacs or more or Three similar works contract of Rs 20 lacs or more | (20 marks) 60% marks for minimum eligibility criteria of works and 100% marks for twice the minimum eligibility criteria or more  |
| 3 | Performance certificates from existing clients. Kindly attach certificate from the existing clients  | 1. marks)

One certificate = 4 marksTwo certificates = 6 marksThree certificates = 8 marksMore than three certificates = 10 marks  |
| 4 | Performance of works (Quality) based on reportThe bidders has to get the performance reports from employer in the following format (Including Signature & seal of employer | (30 marks) |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Parameter | Very good | Good | Satisfactory  |
| 1 | Quality of food | 10 | 8 | 6 |
| 2 | Hygiene & Cleanliness | 10 | 8 | 6 |
| 3 | service quality | 10 | 8 | 6 |
| Last three certificates would be considered to calculate the total marks. Marks would be calculated taking into consideration total marks as per above parameters divided by number of certificate. |

 |
| 6 | Statutory compliance ESI/PF/Labor regulations (Affidavit to be submitted) | (Max. 15 marks) Evaluation by Technical Committee |

**ANNEXURE - I**

**TERMS & CONDITIONS**

**1.The Successful Tenderer will have to execute an Contract Agreement on Rs.100/- (Rs. One Hundred Only) Non Judicial Stamp Paper with the AIIA, Sarita Vihar, New Delhi) in the prescribed format given in Annexure VIII**

**2.**The contractor is to be entirely responsible forthe execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

3.  **PERIOD OF CONTRACT** :- In general, the contract will be valid initially for one year. The period of the contract can be extended for further period at the discretion of the Director, All India Institute of Ayurveda, New Delhi, to a maximum of one year, on terms and conditions of the hospital, while accepting the tender.

4.**TRIAL PERIOD:-** The contractor will be on trial for a period of three months from the date of operation of the kitchen/canteen services. If the Director, All India Institute of Ayurveda, New Delhi is satisfied with the quality of service being provided by the Contractor, the contract will be deemed to remain valid for the initial period of one year as laid down in this document. In case the services are not found to be satisfactory the contract can be terminated by Director AIIA.

5. The successful tenderer will have to submit performance security deposit of **Rs.15,00,000 (Rupees Fifteen lakhs only).** The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipt drawn in favor of Director, All India Institute of Ayurveda, New Delhi. **The validity of this bank draft shall be up to 60 days** after expiry of contract period. The specimen of the Bank Guarantee is enclosed as Annexure – VI.

6.The contractor will have to arrange the required manpower, material and other resources for the establishment and operation of Patient Diet Kitchen and Canteen services within a period of 15 days of the award of the Contract/Letter of Intent.

7.The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required(mutually agreed) for providing good patient diet kitchen/canteen services in All India Institute of Ayurveda. The Kitchen personnel should consist of Site manager, Supervisor, Head Cook, Cooks, Cook mates, Masalchi, Distributors(stewards), store in-charge and cleaning personnel. Cleaning of kitchen area, seating area adjacent kitchen will be in the scope of Canteen Contractor. Therefore, the contract will have to engage house-keeping personnel for cleaning etc. The material required for cleaning of floors, doors, furniture etc. will also be arranged by the contractor.

8. Manager, Supervisor should be experienced and should have Hotel/Catering Diploma of 3 years in Healthcare Industry. Certificate of the same should be attached. Head Cook & Cook should have at least 2-3 years experience of working in Healthcare Industry. Certificate of the same should be attached.

SCOPE OF WORK

9.The firm/agency will also be required to provide canteen services to the faculty, students, staff of the Institute(approximately 500 people) and the patients (1000 OPD patients/day) and their attendants visiting the Hospital. Number of persons may vary on day to day basis.

10.The Canteen will be required to serve tea/coffee/cold drinks, snacks, high tea, lunch/dinner etc. in various official meetings, programs, seminars and functions organized by the Institute from time to time. In addition, people visiting All India Institute of Ayurveda in connection with various academic activities of the Institute also avail these services. The prices of these items to be charged as per the contract rates or shall be decided beforehand in consultation with the Institute.

11.While standard shift timings and attendance rules apply, the operations are across 3 shifts,24\*7 operations for 365(or 366)days.

12. The Patient Diet Kitchen service is basically meant for serving and makingmeals only for patients admitted in the Hospital as per the written instructions of Hospital Dietician/Ward Sister-In-Charge in the All India Institute of Ayurveda. It includes providing all raw material like Grocery, Spices, Fresh Vegetables, Fresh Fruits, Egg, Milk, Utensils etc. for preparation of Food and the distribution of the prepared fresh food items to each of the patients, bed-wise in the Patients Wards. This preparation and distribution of the food of the Patient Diet Kitchen Services should be managed efficiently, through trained and experienced Patient Diet Kitchen Manpower and Supervisory Management as per the approved time schedule of diets given by the Competent Authority of Institute from 6.00 am to 12.00 pm on all the 7 days of the week for a period of one year from the date of commencement of contract. Participating Bidders, who are in this business, are well aware that diets are different for different categories of patients. There are three major categories of patients:

I)Those who can eat normal foods like rice, breads, eggs, fruits etc

II)Those who can eat semisolid foods like khichadi, dalia etc

III)Those who are very sick (n=50-100 patients) and can take only liquid diet or ryles feeds (milk or curd based with about 1-1.5 Kcal/ml energy). It may be high protein or low protein diet depending on patients (modification can be done under the guidance of dietitian)

The complete details of the various types of the patient diets along with quantity of each items being served and a sample menu of each of the diets may be seen at Annexure – IV & V. This diet is only illustrative for the benefit of the contractor to enable him to quote the prices for his Financial Bid. In cases where the diet plan may vary necessitated due to individual requirements, the cost for such meals will be worked out by the Institute and paid to the contractor

13.The Patient Diet Numbers would depend upon the Bed occupancy per day basis and the successful bidder will have to provide the food as per requirement. At present 25-30 patients are taking meals from hospital kitchen.

14. The contractor has to cater to any additional need of All India Institute of Ayurveda, New Delhi on short notice (any increase in required manpower, duly paid), if any such need arises in the tenure of the Contract.

15.**Taxes and Duties:** The Contractor shall be entirely responsible for all Taxes, Duties, Food License Fees, etc. incurred until delivery of the contracted Services to the Purchaser. However, Sales tax/GST (not surcharge in lieu of Sales Tax/GST) in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the Letter of Award/Service Contract.

16.**Applicable Law:** The Contract shall be interpreted in accordance with the laws of theUnion of India

17.**Dispute and Jurisdiction:** Any legal disputes arising out of any breach of contractpertaining to the whole process of this tender shall be subject to the jurisdiction of Civil Court Delhi.

 18.**Force Majeure:**

1. The service provider shall not be liable for forfeiture of its performancesecurity, liquidated damages, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
2. For purpose of this Clause, “Force Majeure” means an event beyond the control of the Service Provider Agency and not involving the Service Provider Agency’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the All India Institute of Ayurveda, New Delhi either in its sovereign or contractual capacity, wars or revolution, fires, floods, epidemics, quarantine restrictions and freight embargoes.
3. If a Force Majeure situation arises, the Service Provider Agency shall promptly notify the All India Institute of Ayurveda, New Delhi in writing with adequate proof of such conditions and the cause thereof. Unless otherwise directed by the All India Institute of Ayurveda, New Delhi in writing the Service Provider Agency continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

**19. INSPECTION OF KITCHEN**

 **a)** The inspections shall be carried out by the Hospital Canteen Committee or Inspection Committee constituted by Director, All India Institute of Ayurveda, New Delhi at the premises of the Institute, where the Service provider Agency is presently operating their Patient Diet Kitchen/Catering Services.

b) Internal compliances must be adhered as per the NABH norms.

c) The Contractor shall maintain Key Performance Records and performance indicators in prescribed formats (feedback forms) which will be reviewed by inspection and canteen committee of All India Institute of Ayurveda, New Delhi time to time.

d)Inspection note will be issued by the Inspection Committee verifying the Food Quality, ---Hygiene conditions during food preparation/distribution, Performance of Contractor, Details of services with the assessment of behavior and etiquettes of Contractor staff handling the services in such organization.

e)When the inspection conducted on the Contractor’s work place, all reasonable facilities and assistance including access to Food preparation, Storage, General Patient Diet Kitchen Records and distribution area shall be provided to the inspectors at no charge to the Purchaser.

f)Hospital Inspection Committee of All India Institute of Ayurveda, New Delhi has authority to collect the sample of Food/raw material used in the Kitchen any time for assessment of Food Quality and subsequent mode of action which shall be carried out by contractor.

g) The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor, failing which penalty would be imposed at the discretion of the Competent Authority.

**20.PAYMENT OF WAGES**

**a)**The contractor shall be solelyresponsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to Patient Diet Kitchen personnel deployed in the Patient Diet Kitchen of All India Institute of Ayurveda, New Delhi as per the Central Govt. approved rates. The **‘**All India Institute of Ayurveda, New Delhi’ shall have no liability in this regard.

b)Labour Wages as per prevailing rules to his deployed personnel on monthly basis on or before 7th of each month .

c)Insurance and Accidental Claim:The Contractor Agency shall be solely responsible for anyInsurance/accident/medical/health related liability/compensation for the personnel deployed by it at Patient Diet Kitchen of All India Institute of Ayurveda, New Delhi for its smooth functioning. The **‘**All India Institute of Ayurveda, New Delhi’shall have no liability in this regard.

1. **Electricity, PNG and Water Charges:**

a)The Contractor will be required to pay to the Institute electricity and water charges on actual basis usage in the hospital kitchen and canteen, for which sub-meters shall be provided.

**b)**The successful bidder has to make its own arrangement for LPG Gas and other items not part of the infrastructure provided by the Institute till PNG Connection is provided to them. PNG connection is likely to be installed shortly. Bill for usage of PNG will be paid by the contractor.

**c)**The Contractor shall arrange at his own cost back up of gas and fuel and at no point of time should the kitchen services come to a halt for lack of these or other essential supply of grocery raw materials.

**22. TERMINATION OF CONTRACT**

**a)** If the Contractor withdraws or the services provided by the Contractor are not found satisfactory during the trial period of three months from the date of taking over charge of the canteen services, the All India Institute of Ayurveda, New Delhi reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

**b)** In case of failure to comply with the provisions of the terms and conditions mentioned, by the contracting agency that has been awarded the contract, the All India Institute of Ayurveda, New Delhi reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price payable to the new agency will be recovered from the defaulter agency.

**c)The Contract can be terminated by either party, i.e., All India Institute of Ayurveda, New Delhi or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made**. However, the All India Institute of Ayurveda, New Delhi reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. The decision of the Director, All India Institute of Ayurveda, New Delhi in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

1. **Facilities and Equipment provided by the Institute:**

**a)**The All India Institute of Ayurveda, New Delhi will provide free of cost kitchen area measuring 230 sq ft along with state of the art, modern kitchen equipment as per items listed in Annexure IX. The Institute will also provide an area of 171 sq ft for the Canteen services for the benefit of the staff, faculty, students, patients and general public. The Institute will provide the entire infrastructure required with a state of the art/modern kitchen at its own cost to the contractor. The broad inventory list of such items may be seen at Annexure VII.Such items which are not provided by the Institute but is considered essential for the proper running of the kitchen will be arranged by the contractor at his own cost.

**b).**Maintenance and Return of Equipment provided: The Contractor will maintain in good condition all the equipment provided for the kitchen services and in the canteen at his own cost. These equipment will be periodically checked and kept in good working condition not only from the point of view functionality and safety but also from view of hygiene and cleanliness. On the expiry of the contract or termination, the Contractor shall return (as per inventory) all the equipment in good working condition and any damage or loss shall be duly compensated to the Institute. The decision of the Director, All India Institute of Ayurveda, New Delhi for amount of compensation for such damage/loss shall be final.

1. **PENALTY:**

|  |  |  |
| --- | --- | --- |
| Penalty clause | amount ofpenalty | Repeat default |
| On the event of same Service Provider being awarded both” Running of Canteen forHospital and Visitors” and “Inpatient Diet “contract, the staff and material shall not beused interchangeably | **Rs. 5,000**/ day | termination of contract |
| No bill provide or excessively charged for food found | Rs.1000/- per occasion |  |
| Noncompliance on hygiene | Rs.1000/- peroccasion |  |
| Rotten or poor quality of vegetables /Fruits | Rs.2000/- peroccasion |  |
| poor quality of rice | Rs.2000/- peroccasion |  |
| each day of unauthorized closing of canteen | **Rs. 5,000**/ day | Black listing and termination ofcontract |
| over stay on termination of contract | **Rs. 10,000**/ day |  |
| staff if found without proper uniform or ID card | Rs.50 per day of default perperson. |  |
| Any complaint by visitors or staff if not attended with in 48 hrs | Rs. 500/- for each complaint |  |
| complaints of insects and/or foreign object (hair, rope, cloth, plastic, etc) cooked alongwith food found in any food item | **Rs. 5,000 per**complaint |  |
| Non-availability of complaint register or discouraging members from registeringcomplaints | Rs. 2,500/- |  |
| Food poisoning | Rs :10000 | Black listing andtermination of contract |
| Dilute or adulterated milk | Rs 2,000/- |  |
| Improper Pest control | Rs1,000/- |  |
| Absence of proprietor or his representative empowered to take decision during meetingson due invitation or during inspections | Rs 10,000/- |  |

1. The **Pest & Rodent control** also stray animals & Hygiene of Canteen area is “Zero Tolerance Zone” and therefore, the Service provider is entirely responsible for proper pest, rodent control and stray animals in the whole Canteen area (control in food storage, processing, preparation areas, pantries, Vessel wash / Utility areas and staff rooms**)** and the Service Provider will at his own cost arrange for daily pest control check and an intensive, professional thorough pest control service during the night time at least once a fortnight. Report regarding such pest control carried should be submitted to Care takers Office. Non-compliance with respect to undertaking pest control or submission of requisite report will attract termination of service. Use of Professional Pest control services by the Service provider shall not be construed as subletting, in such case conduct of the persons engaged for pest and rodent control shall be the responsibility of service provider for any act commission & omission of performed by such persons. The Service Provider shall make proper arrangement for spraying with appropriate World Health Organization (WHO) approved pest control materials in and around all Canteen area on a daily basis/regularly to avoid fly / mosquito menace. The impute chemicals will be inspected by the committee/ authorized official of the Hospital at their discretion before use.
2. The Service provider shall ensure that all flammables, disinfectants, cleaning agents, pesticides are stored in a separate demarcated area under lock & key at all the times with restricted access.
3. **Assistance to Contractor:** The contractor shall not be entitled to assistance either, in the procurement ofraw materials required for the fulfillment of the contract or in the securing of transport facilities.
4. The rates once accepted by the All India Institute of Ayurveda, New Delhi shall remain unaltered throughout the period of contract, including any extended period.
5. The contractor shall not sublet transfer or assign the contract to any part thereof to any other partywithout the written permission of the Director, All India Institute of Ayurveda, New Delhi. In the event of the contractor contravening this condition, Director, All India Institute of Ayurveda, New Delhi shall be entitled to place the contract elsewhere on the contractor’s account at his risk and contractor shall be liable for any loss or damage, which the Institute may sustain in consequence or arising out of such replacing of the contract.
6. **CANTEEN PERSONNEL**

a)The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good patient diet kitchen/canteen services in All India Institute of Ayurveda.

b)The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases

c)The Contractor will, prior to the commencement of the operation of contract, make available to the AIIA, the particulars of all the employees who will be deployed at the Institute’s premises for running the Kitchen/Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

e)The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of NCT of Delhi Government and fulfill all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time.

f)The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.

g)Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.

h) Contractor should mandatorily report to the concerned administrative authorities in the Institute, who are looking the operations of Kitchen Dietary Services from Client Side (i.e. from All India Institute of Ayurveda, New Delhi) in writing for their staff absence due to sickness & give replacement if sickness is long term.

i)The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with All India Institute of Ayurveda (AIIA). The AIIA shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against AIIA for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in AIIA.

j)The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.

k) The Contractor shall at all times keep indemnified the principal employer, namely, All India Institute of Ayurveda, New Delhi, Head of the Institute and its officers and concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman’s Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.

i) The kitchen/canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.

m)The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to Institute’s moveable or immoveable property due to the conduct of the Contractor’s staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by All India Institute of Ayurveda, New Delhi. The decision of the Director, All India Institute of Ayurveda, New Delhi or the designated officer in this regard shall be final and binding on the Contractor.

1. **HYGIENE OF KITCHEN:-**

a)The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.

 b)The Contractor shall keep the Kitchen/Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. The administrative staff of the Institute will have 24-hour access to inspect the kitchen premises at any time for ensuring the cleanliness and hygienic conditions of the kitchen, canteen and dining hall premises

c) Deep cleaning of ducts,exhausts and ventilators and pest control will be performed at approved periodic intervals by successful bidder.

1. Storing**/s**upply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute’s premises, including Kitchen/Canteen. Any breach of such restrictions by the Contractor will attract deterrent action against the Contractor as per statutory norms.
2. The Contractor shall not use the hospital kitchen or canteen premises for any other activity except for the purpose for which it has been provided for.
3. Medical records:-

a)Contractor shall submit the medical records of its staff before they are deployed for the service at the premise of the client. Following tests would be covered under a general medical checkup:

* + Physical
	+ CBC routine
	+ Urine routine
	+ Stool routine
	+ Chest X-Ray at the time of recruitment(Chest X-Ray for all food handlers once in every three years)

b)The 6 monthly tests/costs for routine examinations would be carried and cost borne by AIIA.

c)As a special case, contractor would bear the expense of the Hep.B injection and skin test only for food handlers.

33. MENU

a)Menu with grammages as per annexure VI & VII shall be provided.

b) Menu will be planned by chief dietitian quarterly as per the availability of vegetables and fruits seasonally and prepared accordingly.

c). Non availability of raw material has to be informed by contractor. Replacement or any changes will be decided by chief dietitian.

d) Contractor would provide the standard brand list with 3-4 options of each item and food items of selected brand by chief dietitian will only be used.

e)The quality of the raw materials to be used for preparation of food and food served should be of highest standard and fresh. There shall be no compromise on the quality of food supplied by the contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Institute and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.

f)Contractor should ensure that no MONOSODIUM GLUTAMATE will be used in food preparations.

34. Contractor to invest in crockery, cutlery, glassware & pots & pans. Crockery for service to different wards (Super-delux, deluxe & General patients) after approval from Director,AIIA or designated officer.

35. Billing format, meal preparation and delivery protocols & procedure will be finalized after approval of Director,AIIA or designated officer.

36. The Contractor shall maintain a Key Performance Records in formats approved by Director,AIIA or designated officer for Patient Diet Kitchen of All India Institute of Ayurveda, New Delhi and submit by end of every month.

37.The Contractor shall not use the hospital kitchen or canteen premises for any other activity except for the purpose for which it has been provided for.

38.Intercom will be provided by AIIA & no charges for the same will be borne by contractor.

39. Contractor should ensure that no chipped/cracked/stained/greasy crockery & cutlery will be used for staff, patients & visitors.

40.The Contractor shall not be entitled to use the accommodation allotted by the All India Institute of Ayurveda, New Delhi for any other purpose or business other than running of Patient Diet Kitchen and Canteen at All India Institute of Ayurveda, New Delhi Hospital Complex premises.

41.The Contractor shall not use the name of the All India Institute of Ayurveda, New Delhi in business dealing with other persons or traders.

42.The Contractor shall install his electronic fly – kill / insect repellent equipment, emergency lighting at his own cost; if it is not provided by the Institute.

 **ANNEXURE - I**

**Technical Bid For Providing Patient Diet Kitchen Services To All India Institute Of Ayurveda, New Delhi**

Name of the Company/Firm and

Complete registered address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| 1. Name of proprietor / Director of the Firm/Agency/Company
 |
|  |
|  |

1. Legal Status (Individual, Proprietary firm,

Partnership firm, Limited Company or

 Corporation) (A copy registration must be

enclosed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?
2. Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.
3. Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract

|  |
| --- |
| 1. Full Address of Reg. Office
 |
|   |
|  |

1. Telephone Nos/ Fax Nos/ E-mail Id

|  |
| --- |
| 1. Details of Banker of the Firm with full address
 |
|  Telephone/ Fax Nos /E-mail Id. of Banker |
|  |
| 10. | Bank Ac/s No. of Firm for ECS | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Payments |  |  |  |
| 11. | PAN, TIN, TAN, GST & | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Registration No of the Firm |  |  |  |
|  | (Enclose a copy of the same) |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 12. | Details of Cost of Tender | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 13. | Details of EMD (DD/FDR) | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 14. | Food Licence & Other relevant |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Certificate Details ( Copy of the |  |  |  |
|  | Same must be enclosed) |  |  |  |

15 Labour License, EPF, ESI : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration (Copy of the Same

|  |  |
| --- | --- |
| must be enclosed) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 16. Affidavit duly notarized on Stamp : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Paper Worth of Rs. 50/-) stating that no Criminal/Black listing case is pending against the firm.

17. Financial turnover of the participating Firm/Agency/Company for the last three financial

|  |  |  |  |
| --- | --- | --- | --- |
| Years | : |  |  |
| (Attach separate sheet if space provided insufficient) |  |
|  |  |  |  |
|  | **Turnover** |  | **Remarks, if any** |
| **Financial Year** | **Amount (Rs.)** |  |  |
| 2016-2017 |  |  |  |
|  |  |  |  |
| 2017-2018 |  |  |  |
|  |  |  |  |
| 2018-2019 |  |  |  |
|  |  |  |  |

18. Net Profit Statement of the participating Firm/Agency/Company for the last Three Financial Years

(Attach separate sheet if space provided insufficient)

|  |  |  |
| --- | --- | --- |
|  | **Net Profit/Loss** |  |
| **Financial Year** | **Amount (Rs.)** | **Remarks, if any** |
| 2016-2017 |  |  |
|  |  |  |
| 2017-2018 |  |  |
|  |  |  |
| 2018-2019 |  |  |
|  |  |  |

19. Give details of major contracts handled of similar nature (i.e. Patient Diet Kitchen/Catering Services ) by the tendering Firm / Agency/ Company for the last Three years in the following format (enclose the self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

|  |  |  |  |
| --- | --- | --- | --- |
| **S.** | **Details of client along with** | **Amount of** | **Duration of Contract** |
| **No.** | **address, telephone** | **Contract** | **From** | **To** |
|  | **numbers and Fax numbers** | **(Rs.)** |  |  |
| 1 |  |  |  |  |
|  |  |  |  |  |
| 2 |  |  |  |  |
|  |  |  |  |  |



**(Signature of authorized person)**

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full

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

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE - II**

**Financial Bid**

**(In sealed Cover-II super scribed “Financial Bid”)**

The Financial Bid will be submitted in two Parts. Part I will be exclusively relating to Patient Diets as per specific details given in Annexure \_\_. Part II will exclusively pertain to the Canteen Services meant for persons other than patients.

**Part I - PATIENT DIET SERVICES**

Offer of rates to be submitted in following sub-heads and shall be inclusive of all charges, statutory obligations and any other expenses related to or incident to performance of the job under reference and with regards to terms and conditions specified herein before. In bill the bifurcation of all taxes should be shown clearly. Please read the details regarding the Specification, Quantity of each of Diet as given in Annexure \_\_\_\_. The bidder should carefully read the details, specifications and quantity of each diet as given in the aforesaid Annexure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **(Amount in Rupees)** |
|  |  |  |  |  |  |  |
| **Type of Diet** | **Bed** | **Breakfast/Mid** | **Lunch** | **Evening** | **Dinner** | **Total Amount** |
|  | **Tea** | **Morning** |  |  |  |  |
|  |  |  |  |  |  |  |
| Snehapana Diet -1 |  |  |  |  |  |  |
| Antihypertensive diet Diet-2 |  |  |  |  |  |  |
| Anti- arthritic diet Diet-3 |  |  |  |  |  |  |
| Normal Diet(A)-4 |  |  |  |  |  |  |
|  Normal Diet(B)-5 |  |  |  |  |  |  |
| Normal Diet(C)-6 |  |  |  |  |  |  |
| Low calorie Normal Diet(A)-7 |  |  |  |  |  |  |
| Low calorie Normal Diet(B)-8 |  |  |  |  |  |  |
| Low calorie Normal Diet(A)-9 |  |  |  |  |  |  |
|  High Protein Diet(A)-10 |  |  |  |  |  |  |
| High Protein Diet(B)-11 |  |  |  |  |  |  |
| High Protein Diet(C)-12 |  |  |  |  |  |  |
| Diabetic Normal Diet(A)-13 |  |  |  |  |  |  |
| Diabetic normal Diet(B)-14 |  |  |  |  |  |  |
| Diabetic normal Diet(C)-15 |  |  |  |  |  |  |
| Soft /Diabetic/Renal Soft diet(A)-16 |  |  |  |  |  |  |
| Soft /Diabetic/Renal Soft diet(B)-17 |  |  |  |  |  |  |
| Soft /Diabetic/Renal Soft diet(C)-18 |  |  |  |  |  |  |
| Pediatric Normal Diet(A)-19 |  |  |  |  |  |  |
| Pediatric Normal Diet(B)-20 |  |  |  |  |  |  |
| Pediatric Normal Diet(C)-21 |  |  |  |  |  |  |
|  Renal Normal Diet(A)-22 |  |  |  |  |  |  |
| Renal Normal Diet(B)-23 |  |  |  |  |  |  |
| Renal Normal Diet(C)-24 |  |  |  |  |  |  |
| Full Liquid diet-25 |  |  |  |  |  |  |
| Clear Liquid diet-26 |  |  |  |  |  |  |
| Diabetic Liquid diet-27 |  |  |  |  |  |  |
| Ryles/JJ Feed diet-28 |  |  |  |  |  |  |

**Ayurvedic Drinks**

|  |  |  |
| --- | --- | --- |
| **S.no** | **Items** | **Rates(Rs)** |
| 1. | One Cup Green tea (Readymade) - 125 ml |  |
| 2. | Ginger water – 125 ml |  |
| 3. | Lemon grass water - 125 ml |  |
| 4. | Wheat grass Juice – 50 ml |  |
| 5. | Full cream Milk (200ml) + 2 gm Turmeric powder |  |
| 6. | Buttermilk with cumin powder– 200ml |  |
| 7. | Bitter gourd juice (Patola Rasa) – 200 ml |  |
| 8. | White gourd juice (Kushmanda Rasa) - 200 ml |  |
| 9. | Beetroot + Ginger Juice – 200ml |  |
| 10. | Garlic Milk – 200ml |  |
| 11 | Milk (200ml) |  |

**Ayurvedic recipes**

|  |  |  |
| --- | --- | --- |
| **S.no** | **Items** | **Rates(Rs)** |
| 1. | Rice porridge (Yavagu) - 1 cup (300ml volume) |  |
| 2. | Kichadi (Prepared from 1 part of Rice + 1/4th Part of Mung dal) 1 cup (300ml volume) |  |
| 3. | Rice Gruel (Peya) – 1 cup (300ml volume) |  |
| 4. | Mung Dal with Pomogranate without tadka (Dadima Yusha) 1 Katori - 25 gms (Raw weight) 125 gms cooked weight |  |
| 5. | Mung Dal with Pomogranate with takda (Dadima Yusha) 1 Katori - 25 gms (Raw weight) 125 gms cooked weight |  |
| 6. | Dalia – 1 cup (300ml volume) |  |
| 7. | Idli (Medicated with Phalak/Turmeric) – 2 pieces with Chutney |  |
| 8. | Idli (Plain)2 pieces with Chutney |  |
| 9. | Puffed Rice (Mumure) recipes – 1 Katori (150 ml volume) |  |
| 10. | Soup prepared from Mung dal and Radish - 1 cup (300ml volume) |  |
| 11. | Vegetable Upma - 1 cup (300ml volume) |  |

***The above quoted with including of all applicable taxes/Statutory Expenses and other Expenditures.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PART B – Canteen services**

|  |  |  |
| --- | --- | --- |
| **TEA/COFFEE/COLD DRINKS/MINERAL WATER** | Rate (Rs.)For staff | Rate(Rs.) for visitors |
| S. No. | Item |  |  |
| 1. | One Cup tea (Readymade) - 125 ml |  |  |
| 2. | One Cup tea readymade (Special) – 125 ml |  |  |
| 3. | One cup tea (Taj Mahal Bags) - 125 ml |  |  |
| 4. | Half set tea comprising two cups of tea (Ordinary) |  |  |
| 5. | Full Set tea comprising four cups of tea (Ordinary) |  |  |
| 6. | Half Set tea comprising two cups of tea (Special) |  |  |
| 7. | One cup coffee (readymade) -- 125 ml |  |  |
| 8. | One cup coffee (espresso) - 125 ml |  |  |
| 9. | Half set coffee comprising two cups of coffee |  |  |
| 10. | Mineral Water (any brand, size/weight) | MRP | MRP |
| 11. | Cold Drinks (Any brand, size/weight) | MRP | MRP |

|  |  |
| --- | --- |
| **SNACKS/BISCUITS** |  |
|  |  | Rate(Rs.)For staff | Rate(Rs) for visitors |
| 12. | One Samosa - 70 grams |  |  |
| 13. | One Bonda - 70 grams |  |  |
| 14. | One Dal Vada - 70 grams |  |  |
| 15. | One Chana Vada - 70 grams |  |  |
| 16. | One Gobhi Pakora - 70 grams |  |  |
| 17. | One Half-piece Bread Pakora |  |  |
| 18. | One Full piece Bread Pakora |  |  |
| 19. | One piece Sambar Vada – Vada weighing 70 grams |  |  |
| 20. | Two piece Sambar Vada – each vada weighing 70 grams |  |  |
| 21. | One Vegetable Cutlet - 70 grams |  |  |
| 22. | One piece bread slice (big size) |  |  |
| 23. | Two big size bread butter |  |  |
| 24. | One Egg Boiled |  |  |
| 25. | One Egg omlette and two big slices |  |  |
| 26. | Two pieces Vegetarian Sandwitch – Big size bread pieces |  |  |
| 27. | Biscuits – All good quality biscuits | MRP | MRP |
| **LUNCH** |  |
| 28. | One Roti (Tawa) - 70 grams |  |  |
| 29. | One Roti Tandoori - 100 grams |  |  |
| 30. | One Katori Dal – 200 grams |  |  |
| 31. | One Katori Chhole – 200 grams |  |  |
| 32. | One Katori Rajma – 200 grams |  |  |
| 33. | One Katori Kadhi Pakora (with 02 piece pakoras) – 200 grams |  |  |
| 34. | One Katori Seasonal Vegetable – 200 grams |  |  |
| 35. | One Katori Kofta Curry with two pieces koftas – 200 grams |  |  |
| 36. | One Katori Aalu Matar - 200 grams |  |  |
| 37. | One Katori Baingan Bharta - 200 grams |  |  |
| 38. | One Katori Mixed Vegetable - 200 grams |  |  |
| 39. | One Katori Dahi – 200 grams |  |  |
| 40. | One Katori Raita - 200 grams |  |  |
| 41. | One Katori Dahi Vada (02 piece vada) – 200 grams |  |  |
| 42. | One Katori Matar Paneer - 200 grams |  |  |
| 43. | One Katori Kaju Korma - 200 grams |  |  |
| 44. | One Katori Palak Paneer (with 02 pieces of Paneer) - 200 grams |  |  |
| 45. | One Katori Nutri Paneer - 200 grams |  |  |
| 46. | Half Plate Rice (Basmati)/ Pulao - 200 grams |  |  |
| 47. | Full Plate Rice (Basmati)/ Pulao - 400 grams |  |  |
| 48 | One piece Gulab Jamun - 60 grams |  |  |
| 49 | One Piece Burfi - 60 grams |  |  |
| 50 | One Piece Rusgulla - 60 grams |  |  |
| 51 | White gourd/Carrot Halwa – 60 gms |  |  |
| 52 | Ice-Cream (Any brand and weight) | MRP | MRP |
| 53 | Tetra pack juices | MRP | MRP |
| 54 |  Matar Kulcha  |   |   |
|  55 |  Roasted Peanuts  |  |  |
| 56 | Roasted Chana |  |  |
| 57 | Coconut Water |  |  |
| 58 | Buttermilk |  |  |
| 59 | Nimbos |  |  |
| 60 | Juice without added sugar |  |  |
| 61 | Aampana |  |  |
| 62 | Herbal Tea |  |  |
| 63 | Ice Tea |  |  |
| 64 | Lemon Tea |  |  |
| 65 | Boiled Chana Chaat |  |  |
| 66 | Premix (Roasted Makhana, Murmura, Nuts & Seeds, raisins) |  |  |
| 67 | Paddu |  |  |
| 68 | Bhelpuri |  |  |
| 69 | Mini Dosa |  |  |
| 70 | Pav Bhaji |  |  |
| 71 | Nachos |  |  |

RATES OF OFFICIAL MEETINGS & PROGRAMMES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Items | Rate (Rs) for staff | Rate (Rs) for visitors | Rate for Buffet (Rs) |
| 1 | Ordinary Meal |  |  |  |
| 2 | Special Meal |  |  |  |
| 3 | Working Lunch |  |  |  |
| 4 | High Tea |  |  |  |
| 5 | Tea/Coffee with two Samosas/Bondas/Cutlets |  |  |  |
| 6 | Tea/Coffee with biscuits – 2 types |  |  |  |
| 7 | Breakfast |  |  |  |

 |

 **ANNEXURE IV**

AYURVEDIC DIET

|  |
| --- |
| **Snehapana diet -1000 K Cal – Diet 1** |
| **Meal pattern** | **Meals** | **Quantity** | **Amounts** |
| Lunch | Chapathi/Phulka (Ghee glazed) | 1 nos | 1 medium size roti =25 g atta(raw unit) |
| Seasonal Vegetables (Except Potato, peas, bhindi,pumpkin,brinjal or fibrous veg) | 1 cup | 200ml |
| Rice gruel/Greengram soup | 1 Karchi | 25 g raw unit = 75 g |
| Green gram soup | 150 ml |   |
| Ginger & coriander powder processed warm water |  200 ml |   |
| Evening | Dry Ginger Tea | 1 cup | 150 ml |
| Dinner | Rice greengram soup | 1 Karchi | 25 g (raw unit of 20 rice & 5 gms of Mung) = 75 g (cooked |
| Bed time | Ginger water | 1 glass | 200 ml |
| No Bread or biscuits |

|  |
| --- |
| **Anti-Hypertensive diet -1600 K Cal – Diet 2** |
| **Meal pattern** | **Meals** | **Quantity** | **Amounts** |
| Bed drink | Wheat grass juice/Amla Juice | 1 cup | 150 ml |
| Break fast  | Milk (Turmeric & Ginger processed) | 1 glass | 200 ml |
| Veg Dalia | 1 karchi | 75g(cooked weight) |
| Lunch | Chapathi/Phulka (No Ghee) | 2 nos | 1 medium size roti =25 g atta(raw unit) |
| Salads | 1 Karchi | 25 g (raw unit)  |
| Dal/Pulses/legumes (Green Gram, Horse gram, Matki Dal,Masoor,Arhar) | 1 Karchi | 25 g (raw unit) = 125 g |
| Seasonal Vegetables (Except Potato) | 2 Karchi | 100g (cooked weight) |
| Butter milk (Garlic processed) | 1 cup | 200ml |
| Evening snacks   | Fruits - Seasonal fruits  | 1 serving |   |
| Tea | 1 cup | 150 ml |
| Biscuits | 5 Nos. | 25g (or) |
| Dinner | As same as lunch |   |   |
| Bed time | Milk (Ginger processed) | 1 glass | 200 ml |

|  |
| --- |
| **Arthritis diet -1400 K Cal Diet 3** |
| **Meal pattern** | **Meals** | **Quantity** | **Amounts** |
| Bed drink | Ginger water + Jaggery; Lemon grass juice  | 1 cup | 150 ml |
| Break fast | Milk (Turmeric & Ginger processed) | 1 glass | 200 ml |
|   | Dalia/cornflakes/Rice flakes | 1 karchi | 75g(cooked weight) |
| Lunch | Chapathi/Phulka (No Ghee) | 2 nos | 1 medium size roti =25 g atta(raw unit) |
|   | Salads | 1 Karchi | 25 g (raw unit)  |
|   | Dal/Pulses/legumes (Green Gram, Horse gram, Matki Dal,Masoor,Arhar) | 1 Karchi | 25 g (raw unit) = 125 g |
|   | Seasonal Vegetables (Except Potato,Cabbage,cauliflower) | 2 Karchi | 100g (cooked weight) |
|   | Butter milk (Garlic processed) | 1 serving | 200 g (2 medium) |
| Evening snacks | Tea/Ginger water | 1 cup | 150 ml |
|   | Biscuits | 5 Nos. | 25g (or) |
| Dinner | As same as lunch |   |   |
| Bed time | Milk (Ginger processed) | 1 glass | 200 ml |

**Sample diet for Superdeluxe category(A)**

| SERVICES | DIET | SPECIFICATION | MEAL SIZE |
| --- | --- | --- | --- |
| MORNING TEA | Tea/CoffeeMarie Biscuits | Tea Cup, Saucer, Creamer, Stirrer, Napkin, 1 Sugar free sachet, 1 Regular Sugar, Hot Water Flask, 2 Biscuits packet, Tea and coffee sachet, Tea spoon, Zip Bag | 150ml2 no’s |
| BREAKFAST | CerealMilkSnack 1Fruits | Cereal Bowl, Underliner, sugar free sachet, Regular Sugar sachet, 2Spoons, Napkin,Zip Bag , Condiment Bowl, Full Plate and Dal Bowl , Salt and pepper sachet.Fruit Plate & Fork | 30 gms200 ml60 gms150gms |
| MIDMORNING | Beverages(\*Refer the cyclic menu) | Glass/bowlWith salt & black pepper sachet | 200 ml |
| LUNCH | ChapattiRice(Cooked)Veg 1VEG2(paneer veg)LentilSaladCurdDessert | Full Plate, 1 vegetable Bowls, 1 Rice Bowl, 1 dal Bowl, packed curd ,Salad Bowl, Pickle Sachet, Salt and Pepper sachet, Tooth pick, Mouth Freshner, Spoon and Fork, Dessert Bowl with Tea spoon/ B&b for cut fruits , Zip bag | 3 no’s(20 gms each)75 gms100gms100gms125 gms50 gms100 gms100 gms |
| EVENING TEA | Tea/CoffeeMarie Biscuits/Evening Snacks | 1 B&B PLATE for Sandwich,Tea Cup, Saucer, D'lecta Creamer, Stirrer, Napkin, 1Sugarfree, 1 Regular Sugar, Hot Water Flask, Tea and coffee sachet, 2 Tea spoon, Zip Bag | 150 ml2 no’s/60gms |
| EVENING BEVERAGE | Soup | Soup Flask, soup Bowl and Underliner, Soup Spoon, Salt and pepper sachet, Napkin | 200 ml |
| DINNER | Same as lunchNote\* no curd in dinner | (\*Curds will not be served during dinner) |  |
| BEDTIME | Milk | Flask, Cup and Saucer, Sugar Free, Sugar Sachet,Tea spoon, Napkin | 200 ml |

**Sample diet for Deluxe Category(B)**

| SERVICES | DIET | SPECIFICATION FOR DELUX ROOMS | MEAL SIZE |
| --- | --- | --- | --- |
| MORNING TEA | Readymade Tea/CoffeeMarie Biscuits | Tea Cup, 1 Hot Water Flask, 2 Biscuits packet | 150ml2 no’s |
| BREAKFAST | Cereal/ Snack 1MilkFruits | Cereal Bowl/Dal bowl, Hot water Flask,1Spoon, Condiment Bowl,Fruit Plate & Fork | 60 gms200 ml150gms |
| MIDMORNING | Beverages(\*Refer the cyclic menu) | Glass/bowlWith salt & black pepper sachet | 200 ml |
| LUNCH | ChapattiRice(Cooked)Veg 1Veg 2LentilCurdSalad | Compartment Plate, Salt and Pepper sachet, Spoon  | 3 no’s(20 gms each)75 gms100gms100gms125gms100gms50 gms |
| EVENING TEA | Readymade Tea/CoffeeMarie Biscuits /Evening Snacks(refer the menu | 1 B&B PLATE for Sandwich/Snack,Tea Cup, Hot Water Flask, 1 Tea spoon | 150 ml2 No’s/60gms |
| EVENING BEVERAGE | Soup |  | 200 ml |
| DINNER | Same as lunchNote\* no curd in dinner | (\*Curds will not be served during dinner) |  |
| BEDTIME | Milk | Flask, Cup  | 200 ml |

**Sample diet for Economy Category(C)**

| SERVICES | DIET | SPECIFICATION FOR ECONOMY ROOMS | MEAL SIZE |
| --- | --- | --- | --- |
| MORNING TEA | Readymade Tea/CoffeeMarie Biscuits /Evening Snacks(refer the menu | Tea Cup, 1 Hot Water Flask, 2 Biscuits packet | 150ml2 no’s |
| BREAKFAST | Cereal/ Snack 1Milk | Cereal Bowl/Dal bowl, Hot water Flask,1Spoon, Condiment Bowl | 60 gms200 ml150gms |
| LUNCH | ChapattiRice(Cooked)Veg 1LentilCurdSalad | Compartment Plate, Salt and Pepper sachet, Spoon  | 3 no’s(20 gms each)100 gms100gms125gms100gms50 gms |
| EVENING TEA | Readymade Tea/CoffeeMarie Biscuits  | Tea Cup, Hot Water Flask, 1 Tea spoon | 150 ml2 No’s |
| DINNER | Same as lunchNote\* no curd in dinner |  |  |

SAMPLE MENU:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meals** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| Bed tea | Teabiscuits-2 | Teabiscuits-2 | Tea(no sugar)Biscuits-2 | Tea(150 ml)Biscuit-2 | Tea biscuits |  Milk /JuiceBiscuit - 2 | Tea Biscuit-2 |
| Breakfast  | Veg upmaCoriander Chutney | Veg PohaCorianderChutney | Methi IdliCoconut chutney | Green gram dal cheelaTomato chutney | Veg DaliaTomato chutney | Veg IdliCoconut ChutneyFruit/fruit Juice | Veg SewiyanRoasted chana chutney (no lemon) |
| **Lunch** | Chapatti Rice/KhichriKulthi dalMethi vegMix saladZeera chaach |  Chapatti Rice/KhichriMix dalCapsicum babycornMix saladZeera chaach | Chapatti Rice/KhichriGreen moong dalGhiyaMix saladZeera chaach | Chapatti Rice/KhichriYellow moong dalGazarMix saladZeera chaach | Chapatti Rice/KhichriKulthi dalRaw bananaMix saladZeera chaach |  Chapatti Rice/KhichriMasoor dalKarelaMix saladZeera chaach | Chapatti Rice/KhichriMix dalGazarMix saladZeera chaach |
| Evening tea  | Herbal Tea(Zeera,Ginger,Gur,dalchini)  Marie Biscuit -2 | Herbal Tea(Zeera,Ginger,Gur,dalchini)  Marie Biscuit -2 | Herbal Tea(Zeera,Ginger,Gur,dalchini)  Marie Biscuit -2 | Herbal Tea(Zeera,Ginger,Gur,dalchini)  Marie Biscuit -2 | Herbal Tea(Zeera,Ginger,Gur,dalchini)  Marie Biscuit -2 | Herbal Tea(Zeera,Ginger,Gur,dalchini)  Marie Biscuit -2 | Herbal Tea(Zeera,Ginger,Gur,dalchini)  Marie Biscuit -2 |
| **Dinner**   | Chapatti Rice/KhichriYellow Moong dalGhiyaMix. salad |  Chapatti Rice/KhichriGreen moong dalSitaphalMix salad | Chapatti Rice/KhichriYellow moong dalKarelaMix salad | Chapatti Rice/KhichriMasoor dalRaw bananaMix. salad | Chapatti Rice/KhichriGreen moong dalSitaphalKachumbar. salad | Chapatti Rice/KhichriYellow moong dalMethi vegMix salad | Chapatti Rice/KhichriGreen moong dalKundruMix salad |
| Bed time | Milk with haldi | Milk with haldi | Milk with haldi | Milk with haldi | Milk with haldi | Milk with haldi | Milk with haldi |

## FULL LIQUID DIET- Diet 24

* Fruit juices-orange, mango, pineapple, litchi, mix fruit, guava, grapes, Apple
* Tender coconut water
* Milk
* Soups
* Tea
* Coffee
* Butter milk
* Banana shake/ any fruit shake
* Icecream shake
* Rice kanji
* Thin custard
* Any commercial feed

Full Liquid Diet -Sample Menu per Day

|  |  |  |  |
| --- | --- | --- | --- |
| Meal pattern | Meals | Quantity | Amounts |
| 6 am | Tea | 1 cup | 200 ml |
| 8am | Milk/Milk shake/Butter milk | 1 glass | 200ml |
| 10am | Coconut water | 1 glass | 200ml |
| 12pm | Strained Vegetable soup | 1 cup | 150 ml |
| 2pm | Thin Custard | 1 glass | 200ml |
| 4pm | Tea | 1 cup | 150 ml |
| 6pm | Strained dal soup | 1 bowl | 200ml |
| 8pm | Thin Custard/Milk shake | 1 glass | 200ml |
| 10pm | Rouafza /Coconut water | 1glass | 200ml |

## CLEAR LIQUID DIET- Diet25

* Clear soups
* Tinned apple juice
* Tinned pineapple juice
* Tender coconut water
* Roohafza
* Strained fresh lime juice
* Strained dal water
* Rice kanji
* Whey water
* Clear Liquid Diet -Sample Menu per Day

|  |  |  |  |
| --- | --- | --- | --- |
| Meal pattern | Meals | Quantity | Amounts |
| 6 am | Tea | 1 cup | 200 ml |
| 8am | Strained Fruit Juices | 1 glass | 200ml |
| 10am | Coconut water | 1 glass | 200ml |
| 12pm | Strained Vegetable soup | 1 cup | 150 ml |
| 2pm | Fruit Juices | 1 glass | 200ml |
| 4pm | Tea | 1 cup | 150 ml |
| 6pm | Lemon water | 1 glass | 200ml |
| 8pm | Strained Dal soup | 1 glass | 200ml |
| 10pm | Rouafza /Coconut water | 1glass | 200ml |

## DIABETIC LIQUID DIET- Diet 26

* Active apple juice
* Any fresh fruit juice with no added sugar.
* Milk
* Butter milk
* Tea
* Coffee
* Tender coconut water
* Soups
* Fresh limejuice
* Any diabetic feed

**Ryles tube feeds- Diet 27**

Every 2 hrly from 6 am to 12 pm

Sample Menu:Special Blend

|  |  |  |
| --- | --- | --- |
| Food items included ( Raw Unit) | Quantity (amount) |  Make up |
| Milk | 200 (ml) | Volume up to 800 ml for 4 feeds |
| Refined Oil | 15 (ml) |
| Glucose | 75(g) |
| Corn Starch | 25 (g) |
| Skim Milk Powder/High protein Supplement | 30 (g) |
| Eggwhite | 3 no’s |
| Salt | 2 gms |
| Rose syrup | 1 tbsp |
| Potassium (mg) | 25 |

Distribution of feeds:

|  |  |  |
| --- | --- | --- |
| Meal pattern | Meals | Amounts |
| 6 am | Milk | 200 ml |
| 8am | Special Blend | 200ml |
| 10am | Special Blend | 200ml |
| 12pm | Special Blend | 150 ml |
| 2pm | Special Blend | 200ml |
| 4pm | Special Blend | 150 ml |
| 6pm | Special Blend | 200ml |
| 8pm | Special Blend | 200ml |
| 10pm | Special Blend | 200ml |
| 12pm | Rice water/Dal water | 200ml |

**MENU FOR OFFICIAL/VISITOR’S MEAL ETC.**

**S. No. Items**

1. **ORDINARY LUNCH**
	1. Plain Rice-100gms
	2. Chapati/Puri-4
	3. Dal-125gms
	4. Seasonal Veg-150gms.
	5. Paneer -150gms
	6. Curd preparations-100gms
	7. Salad-50gms
	8. One seasonal fruit/sweet dish-100gms
2. **SPECIAL LUNCH**
	1. Cold drink/Soup/Juice-150ml
	2. Pulao-150gms
	3. Poori/Roti/Nan/Parantha-4
	4. Dal-125gms
	5. Seasonal Veg-100gms.
	6. Paneer Dish -150gms
	7. Curd preparations-100gms
	8. Salad-50gms
	9. Chatni/Pickle & Papad-15gms
	10. Fruit/Dessert-100gms

*Note:Two days Continental/south Indian food will be prepared*

*Menu will have more variety in special lunch. Find sample menu for the same*.

1. **WORKING LUNCH**
	1. Soup/Cold drinks/Tea/Coffee/Juice-200ml
	2. Veg. Cutlets/Dhokla -3
	3. Sandwich Cheese/Veg-2
2. **HIGH TEA**
	1. Tea/Coffee/Cold drinks/Soup-150ml
	2. Wafer/Biscuits-3
	3. Cutlets(2)/Any dry Snack(1)/Sandwich(2)/Patties(2)
	4. Pastry/Sweet(1/100gms)
3. **EVENING TEA**
	1. Tea/Coffee with two Samosas/Bondas/Cutlets/Dry snack as per staff menu

Tea/Coffee with Biscuits - 2Types

One Cup Tea/ One Cup Coffee

**5. BREAKFAST:**

1.Milk porridge(oats/daliya/cornflakes/wheatflakes)

2.TwoDryItem(Poha/upma/idli(2)/cutlet/sandwich/breadbutter/paranthas(2)/Vada/Dhokla/Omelet/Eggs(1)/Puri(2)

3.Juice/Tea/Coffee/Milk

4.Seasonal Fruit

 **ANNEXURE - V**

**CERTIFICATE**

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Son / Daughter / Wife of Shri\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proprietor / Director/ Authorized signatory of the Agency/Firm/Company, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I, do hereby declare that the our firm has neither been blacklisted/no criminal case pending against him(attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-, stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had it had dealing for running similar Patient Diet Kitchen/Catering Services during last three years nor has been penalized for inferior or poor quality in their services.

**(Signature of authorized person)**

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

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE -IV**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY DEPOSIT**

To,

Director

All India Institute of Ayurveda (AIIA),

 Gautampuri, Sarita Vihar, Mathura Road,

New Delhi – 110076

WHEREAS………….…………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………(Name and address of the supplier) (hereinafter called “ the supplier” has undertaken in pursuance of contact no. ……………………………………………………. Dated ……………………….. to supply (description of goods and services) (hereinafter called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on

behalf of the supplier, up to a total of

(**amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein,.**

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

**We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.**

**This guarantee shall be valid up to** and including the Day of 20

**(Signature with date of the authorized officer of the Bank)**

..............................................................................

......**.**........................................................................

**(Name and designation of the officer)**

..............................................................................

...............................................................................

**(Seal, name & address of the Bank and address of the Branch)**

**ANNEXURE - VII**

**LIST OF KITCHEN EQUIPMENT TO BE PROVIDED BY** **ALL INDIA INSTITUTE OF AYURVEDA**

|  |  |
| --- | --- |
| S.No. | Description of items |
| 1 | Wash units  |
| 2 | Pantry Service Table  |
| 3 | Electric Tea Boiler  |
| 4 | Electric Salamonder  |
| 5 | Soiled Dish Landing  |
| 6 | Clean Dish rack  |
| 7 | Work Table with sink  |
| 8 | Storage racks  |
| 9 | Cooking range gas burners  |
| 10 | Gas griddle plate  |
| 11 | Three sink wash unit  |
| 12 | Exhaust Hood  |
| 13 | Stainless Steel rack with shelves  |
| 14 | Masala Grinder  |
| 15 | Pot rack (storage rack)  |
| 16 | Four-door vertical fridge  |
| 17 | Chairs  |
| 18 | Sofa Type sitting seats  |
| 19 | Sofa Tables  |
| 20 | Standing Tables  |
| 21 | Square Tables  |
| 22 | Water Cooler  |
| 23 | Wooden Counters  |
| 24 | Cash Counter  |
| 25 | Pesto Flash  |
| 26 | Gas Cylinders  |
| 27 | Exhaust Fans (18” x 12”)  |

ANNEXURE VIII

**PERMISSIBLE BRAND OF COMMODITIES**

|  |  |
| --- | --- |
| **ITEM** | **BRAND** |
| Salt | Iodised salt such as Tata, Annapurna, Nature Fresh |
| Spices | MDH, MTR or equivalent quality brands |
| Ketchup | Maggi, Kissan, Heinz |
| Oil | Refined oil such as Sundrop, Nature Fresh, Godrej |
| Pickle | Mother’s or Priyaor Tops |
| Atta | Aashirvad, Pillbury, Nature Fresh |
| Butter | Amul, Britania, Mother Dairy |
| Bread | Harvest/Britania make |
| Jam | Kissan, Nafed |
| Milk | Toned milk of Mother Dairy, Delhi Milk Scheme |
| Paneer | Amul/Mother Dairy |
| Tea | Brook Bond, Lipton, Tata |
| Coffee | Nescafe, Rich Bru |
| Biscuits | Britania, Parle, Good Day |
| Ice Cream, Lassi, Curd | Mother Dairy, Amul, Cream Bell – all varieties |
| Mixtures/Chips | Haldiram/Bikaner |
| Mineral Water | ISI marked Kinley/Bisleri/Ganga |
| Besan, Dal | Rajdhani |
| Rice | Basmati |
| Cold Drinks | Pepsi, Coke etc. |
| Juices | Real, Tropicana |
| Lemon Water | Hello |
| Sweet | Bikaner, Haldiram |

**Declaration by the Contractor:**

1. **This is to certify that I/We before signing this contract have read and fully understood all the terms and conditions contained in agreement document regarding terms & condition of the contract, rules regarding daily functioning of the canteen with penal clauses. I/we agree to abide them.**
2. **No other charges would be payable by Client and there would be no increase in rates during the Concurrency of the Contract period.**

**(Signature of authorized person)**

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

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_