

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND
RESEARCH PUDUCHERRY – 6
(Institution of National Importance under the Ministry of Health & Family Welfare, Govt. of
India)**

DEPARTMENT OF DIETETICS

No. JIP/Pur. 10(4)/DIET/AT/2022-23

Dated:**06.06.2022**

NOTICE INVITING e-TENDER (e-NIT)

Sub: Supply of Grocery items for the year 2022-23

E- tenders are invited from eligible and qualified tenderers for the supply of the grocery items to the department of dietetics for the period from **18th July 2022 – 17th June 2023**.

1. Scope of work : Annual contract for supply of Groceries to the Department of Dietetics, JIPMER.
2. Duration of the contract : One year from date of award. And may be extended further up to one year subject to satisfactory performance with willingness of both the parties with same rates, terms & conditions.
3. Tender timelines:
 - i. Opening date & time for download of Tender document: **06.00 PM on 06.06.2022**
 - ii. Any queries can be made through e-mail to: dietetics.jipmer@gmail.com
 - iii. Opening date & time for submission of online bids: **06.00 AM on 06.06.2022**
 - iv. Closing date & time for submission of online bids **12.00 Noon on 27.06.2022**
 - v. Date and Time of opening of online bids for Technical evaluation: **02.30 PM on 28.06.2022**
 - vi. Date & time of opening of Price Bid: To be intimated later.
4. Earnest Money Deposit/Bid Security: Bid security declaration must be submitted by all bidders.
5. Tender Processing Fee (Non-refundable): **Rs. 590 (including 18% GST) shall be paid** through SBI collect only.
6. Earnest Money Deposit : **Rs. 2,00,000/-** as EMD shall be paid through SBI collect only.
The EMD shall be returned to the non-successful tenders after acceptance of award of contract to the successful tenderer.

* Bidders have to submit physical copy of proof of payment of EMD through SBI collect only or documentary proof for EMD exemption within the above mentioned date and time

7. Interested bidders are advised to download the complete Tender Enquiry document from the websites www.jipmer.edu.in or <https://eprocure.gov.in/eprocure/app> for complete details.
8. The prospective bidders must register with the E-procurement system of <https://eprocure.gov.in/eprocure/app>. Special Instructions to the bidders for the e-submission of the bids online through this eProcurement Portal on completion of the registration process is given in <https://eprocure.gov.in/eprocure/app> , the bidders will be provided user ID and password upon enrollment. In order to submit the bids electronically, bidders are required to have a valid Class 3 Digital Signature Certificate (signing and encryption/ decryption certificates).
9. Bidders are requested to read the bidders help document on e-tender web site link before proceeding for bidding.
10. Post receipt of User ID & Password, Bidders can log on for downloading & uploading tender document.
11. The bidders shall submit the required EMD (as per tender conditions of e-tender clause 3, 4 and 5) through SBI collect only before the due date and time mentioned above.
12. The online submission of tender(s) can only be done through <https://eprocure.gov.in/eprocure/app>
13. Bidders shall ensure that their tender(s), complete in all respects, are submitted online through <https://eprocure.gov.in/eprocure/app> e-portal (as described above) only.
14. Earnest Money Deposit (EMD) payment receipts should be deposited within the scheduled date & time in the Department of Dietetics, JIPMER, Puducherry.
15. Prospective bidders are advised to browse the above websites regularly before submission of their bids as any further amendments will be published in these websites only.

Asst. Officer in Charge
Purchase Section,
For
Director,
JIPMER, Puducherry

**E-Tender for Supply of Grocery items for the department of Dietetics, JIPMER,
Puducherry, for the period from 18th July 2022 to 17th June 2023**

I. LIST OF ITEMS REQUIRED with estimated annual requirement

Sl. No.	Item Description (Pack size wherever mentioned should strictly adherence the other pack size will not be entertained)	Annual Requirement	Units
1	Asafoetida (50 grams pack)	120	Kgs
2	Fruit Jam Mixed (20 gms)	80000	Pkts
3	Butter (10gm pkts)	170000	Pkts
4	Biscuits milk (50g pack)	100000	Pkts
5	Red Chilli (kundu) 250gms pack	1500	Kgs
6	Sugar (50 Kg bag)	13000	Kgs
7	Crystal Salt (1 Kg pack)	1300	Kgs
8	Table Salt (Iodized) 1 kg pack	6000	Kgs
9	Tea Powder (Branded good quality) 500 g pack	375	Kgs
10	Coffee Powder	375	Kgs
11	Sun flower oil (15 Kg sealed Container)	5000	Kgs
12	Ground nut oil (15 Kg sealed Container)	4000	Kgs
13	Gingelly Oil (15 Kg sealed Container)	450	Kgs
14	Coconut edible Oil (500 gm Pack)	800	Kgs
15	Moong Dhall (Passi paruppu) First quality (50 kg bag)	16000	Kgs
16	Red Gram (Toor Dhall) (50 Kg bag)	14000	Kgs
17	Bengal Gram Dhall Splitted (50 Kg bag)	6000	Kgs
18	Bengal Gram Dhall Brown Whole (50 Kg bag)	3000	Kgs
19	Bengal Gram Dhall White Whole (50 Kg bag)	3000	Kgs
20	Black Gram Dhall Splitted (500 gm pack)	550	Kgs
21	Black Gram Dhall White Whole (50 kg bag)	6250	Kgs
22	Green Gram Whole (50 Kg bag)	4000	Kgs
23	Green Peas Dried (50 Kg bag)	7000	Kgs
24	Karamani (White fine quality) (50 Kg bag)	3000	Kgs
25	Karamani (Brown fine quality) (50 Kg Bag)	3000	Kgs
26	Ground Nut (50 Kg bag)	3000	Kgs
27	Soya Beans(50 Kg bag)	2600	Kgs
28	Garlic (Big Size, moisture free) (25 Kg pack)	1600	Kgs
29	Tamarind Seedless (500 gm pack) (new good quality)	1500	Kgs
30	Jaggery (good quality) (500 gm pack)	3300	Kgs

31	Mustard Seeds (Big Size 100 g pack)	250	Kgs
32	Pepper (Big Size 100 g pack)	150	Kgs
33	Seeragam (Jeera 100 g pack)	180	Kgs
34	Sombu (100 gm pack)	400	Kgs
35	Turmeric Powder 100 g pack	250	Kgs
36	Vendhiyam 100 g pack	220	Kgs
37	Roasted Bengal Gram Dhall Flour (1 Kg pack)	4000	Kgs
38	Soya Beans Flour (1 Kg pack)	1800	Kgs
39	Boiled Rice Powder (Rava Size) for Idli (10 Kg Bag)	20000	Kgs
40	Corrainder Seeds (50 Kg bag)	1500	Kgs
41	Neetu Manjal (1 Kg pack)	75	Kgs
42	Wheat Flour (Branded) (10 Kg pack)	20000	Kgs
43	Avul Flour (1 Kg pack)	1500	Kgs
44	Rice Flour Powder (1 Kg pack)	3500	Kgs
45	Sago Powder(1 Kg Pack)	2500	Kgs
46	Ragi Flour (5 Kg pack)	13000	Kgs
47	Samba Wheat Broken (50 Kg bag)	11000	Kgs
48	Sooji Roasted Rava Fresh bombay quality (10 Kg bag)	11000	Kgs
49	Ghee (1 kg container)	50	Nos.
50	Colour Powder (Kesari) 10 gm pkt	2	Pkts
51	Cashew Nut (Broken) (1 kg pkt)	10	Kgs
52	Raisain (Dry Grape) (1 Kg pack)	10	Kgs
53	Cardamon (Elaichi Big size) (100 gm pack)	15	Kgs
54	Cloves (Kirambu) (100 gm pack)	24	Kgs
55	Garam Masala powder (250 gms pack)	140	Kgs
56	Bay leaves	40	Kgs
57	Cinnamon	30	Kgs
58	Vermicelli (100 gms pack)	500	Kgs
59	Star Anise	36	Kgs
60	Mace	70	Kgs
61	Onion vadagam	15	Kgs
62	Manathakkali Vutral	18	Kgs
63	Sambar Powder (1 kg Pack)	100	Kgs
64	Broken boiled rice (white ponni fine old variety and stone free)	30000	Kgs
65	Ground Nut Cake made of jaggery (30 grams packet)	5000	Pkts
	<u>Cleaning Material</u>		
66	Stainless steel Scrubber (for vessel cleaning)	6000	Nos.

67	Vessel washing Liquid (1 ltr pack)	1500	Nos.
	<u>Packing Material</u>		
68	Biodegradable disposable plates(50 Nos./pack) for Lunch - Big size 12" diameter	1,00,000	Nos.
69	Aluminium Silver foil paper (18 micron 1 KG box)	1000	Nos.
70	Silver aluminium foil container (450 ml with lid)	50000	Nos.
71	Silver aluminium foil container (750 ml with lid)	50000	Nos.
72	Silver aluminium pouch (5 x 7)	30000	Nos.
73	Silver aluminium pouch (8 x10)	20000	Nos.
74	Thread	500	Nos.

II. TERMS & CONDITIONS OF E-TENDER

1. Estimated tender value: - Rs.1,20,00,000/- (approx.) (Rupees one hundred and twenty lakhs only) for 12 months.
2. Period of contract: The contract shall initially be for a period of 12 months and may be extended further for a period upto one year subject to satisfactory performance, on the same terms and conditions on acceptance of both the parties. The rates approved shall remain unchanged during the period of contract.
3. Earnest Money Deposit: Rs. 2,00,000/- (Rupees Two Lakhs only) to be deposited, through SBI collect only. No other form of payment such as demand draft or cheque is acceptable.
4. The registered vendors of JIPMER are exempted for EMD as per JIPMER purchase guidelines.
5. Micro and Small Enterprises and Small Scale Industries are exempted for EMD as per JIPMER purchase guidelines.
6. **At the time of supply of grocery items MRP should not be less than the tender quoted rate**
7. Last date of submission: Last Date for submission of the e-tender is on or before **27.06.2022 at 12.00 PM.**
8. Date of opening the e-tender: The e-tender will be opened on **28.06.2022 at 02.30 PM.**
The e-tender shall be opened in presence of the bidders who choose to be present during opening of bids.

III. Eligibility conditions of bidders:

1. The bidder should be a company/firm engaged in supply of Grocery Items for Hospital / Govt. Office / Pvt. Office/ Govt. Canteen / Pvt. Canteen in India for at least three years, during last seven years, till publishing of this tender.
2. The bidder should have successfully completed the following works in the last 3 years.
 - a) One similar nature of work of value not less than 1 Crore.
or
 - b) Two similar nature of works of value not less than 50 Lakhs
or
 - c) Three similar nature of works of value not less than 35 Lakh
3. The bidder must have an average annual turnover of Rs.50,00,000/- (Rupees fifty lakhs only) each during the last three financial years i.e. 2018-19, 2019-20, 2020-21.
4. The bidder must have its warehouse in Puducherry/Tamilnadu or should open and maintain a warehouse in Puducherry/Tamil Nadu with in a 100 km radius.
5. The bidder must have valid license of FSSAI / FBO.

IV. INSTRUCTIONS FOR THE BIDDER

1. E-Tender form shall be completed in all respect. Incomplete or e-tenders without EMD (unless eligible for exemption and proof of the same is submitted) shall be treated as invalid.
2. Bidders have to ensure that all the documents are properly filled.

3. The Competent Authority of JIPMER reserves the right to accept or reject (fully or partially) any tender or all tender without assigning any reason.
4. Conditional tenders are liable to be rejected.
5. The EMD of unsuccessful bidders shall be refunded within one month after the award of work to the successful bidder or completion of present tender process.
6. **The successful bidder shall have to deposit an amount 5% of the annual approximate cost as Performance Security Deposit (PSD) within two weeks after award of contract, by way of a draft payable at Puducherry in favour of “The Director, JIPMER, Puducherry”.**
7. Bids received and found valid will be evaluated by JIPMER to ascertain the complete work/services under the specification and documents. The bidder should take care to submit all the information sought by JIPMER in prescribed formats.
8. Incomplete bids, bids in paper format, conditional bids, telephonic bids or tenders submitted after the due date and time will not be considered and summarily rejected. No grounds whatsoever for late submission shall be entertained such as, but not restricted to, postal, train or flight delays, strikes or agitations of any nature etc. Vendors are, therefore, advised to submit their bids well on time.
9. It will be the responsibility of the supplier to ensure that items supplied are of the good and standard quality and free from all defects. **The acceptance of items will be given only when the items are found up to the sample accepted in applicable cases, requisite quality and free from all defects.**
10. **The bidder should quote for all the items mentioned in the list, partially quoted quotations will not be accepted.**
11. **The lowest bid will be evaluated on the basis of annual estimated amount as quoted by bidders in the quotation including taxes.**
12. **The expiry validity period of an item should be minimum three months.**
13. **Packing – The package of above 5 kg to be in Jute/Cotton bags only as per the Bureau of Indian Standards specification.**
14. **Quality – The quality of an items should be the first quality, free from mould or fungus attack, living insects and free from any objectionable odour.**

V. SUBMISSION OF TENDERS

1. Unless otherwise specified, the bidders are to submit the physical documents of their EMD/EMD exemption certificate as stated below, to the Department of Dietetics, JIPMER, Puducherry by the specified date and time. The necessary entry will be made in the Bid Receipt Register. It is the responsibility of the bidder to ensure that their physical copies whether sent by post or by courier or by person, are delivered to the Department of Dietetics, JIPMER, Puducherry by the specified closing date and time. In the event of the specified date for submission of EMD/EMD exemption certificate falls on / is subsequently declared a holiday or closed day for the purchaser, the EMD/EMD exemption certificate will be received up to the appointed time on the next working day.
2. The bidders must ensure that they submit the **on-line bids** within the scheduled closing date & time.

3. **Late Tender:**
There is NO PROVISION of uploading late tender beyond stipulated date & time in the e-tendering system. However, if the necessary EMD in original is not submitted within the scheduled time, the tender shall be declared as late tender and online tender, if submitted, shall be ignored.
4. **Alteration and Withdrawal of Tender**
The bidder, after submitting its bid, is permitted to alter/modify its bid, within the deadline for submission of bids. Alterations/modifications to bids received after the prescribed deadline will not be considered.
5. No bid should be withdrawn after the deadline for submission of bid and before expiry of the bid validity period. If a bidder withdraws the bid during this period, it will result in forfeiture of the EMD furnished by the bidder in its bid.

VI. PREPARATION OF e-TENDERS

1. Documents comprising the e-Tender

This is a Two-Bid Tender system, consisting of the **Techno-Commercial Bid and Price Bid** that are to be uploaded in the prescribed formats in the e-tendering portal. The tender(s) shall only be submitted online as mentioned below:

1. Techno-commercial Bid shall comprise

1. Fee Cover

- i) **E-tender Processing fee of Rs.590/-** (Rupees five hundred and ninety only) inclusive of 18% GST payment **receipt** duly self-attested and rubber stamped should be uploaded.
- ii) Scanned copy in pdf format of EMD receipt or, if EMD exemption is claimed, copy of valid registration details proving that the bidder is a Micro or Small enterprise or is registered as a Small Scale Industry with NSIC, as the case may be or copy of registration with JIPMER as a registered vendor should be uploaded in the "Fee" Cover
- iii) In the cover named "**Prequal**" the scanned copy in pdf format of the following documents are to be uploaded:
 - A. Tender Form including "Profile of Bidder" duly filled, signed and stamped.
 - B. Authorization letter for signing tender documents if other than the Owner, Partner, Managing Director.
 - C. Declaration in format prescribed in Annexure I
 - D. Copy of GST registration certificate and Copy of PAN Card
 - E. Copies of abridged Annual report of last 03 years (Income tax return acknowledgement, Assets and Liabilities, Balance sheet and Profit & Loss Account).
- iv) In the cover named "**Technical**" the scanned copy in pdf format of the following

documents are to be uploaded:

- A. Copy of Valid registration of the agency/firm under Shop & Establishment Act.
 - B. Copies of Supply orders in support of Eligibility condition 1 and 2.
 - C. Copies of End Use Certificate and Completion Report.
 - D. Check list in the prescribed format duly filled and signed.
 - E. Any other document that the bidder wishes to submit.
- v) Bidders must ensure that the documents uploaded in pdf format are legible.

B. Price Bid:

Prices are to be quoted in the prescribed Price Bid format provided in the e-tender portal using the BOQ template only. The price should be quoted for the **accounting unit** indicated in the e-tender document.

Note:

- i) Proof of payment of the EMD, in favor of Director, JIPMER, must be submitted in physical form also as per terms and conditions clauses 3, 4 and 5, of this tender enquiry.
 - ii) The bidder has to be diligent while filling up the Techno-Commercial Bid and Price Bid provided in prescribed formats and must not tamper with the contents of the sheets.
 - iii) It is the responsibility of bidder to go through the Tender document to ensure furnishing all required documents in addition to above, if any.
2. A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
3. **Digital Signing of Tender**
The tenderers shall submit their tenders as per the instructions contained as above. Tenders shall be uploaded with all relevant tender documents in the prescribed format. The relevant tender documents should be uploaded by an authorised person having Class 3 digital signature certificate.
4. A bid, which does not fulfill any of the above requirements and/ or give evasive information/reply against any such requirement, shall be liable to be ignored.
5. Tender sent by fax/telex/cable shall be ignored.
6. **Tender currencies.**
The tender shall be quoted only in INR.

7. Additional information and instruction on GST:

If the Tenderer desires to ask for GST or any other taxes to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such taxes and no claim for the same will be entertained later. The rate of GST quoted in the tender shall be taken for price comparison. However, the rate of GST quoted in the tender or the actual rate of GST applicable, whichever is lower shall be payable by the purchaser. The supplier can charge a higher GST than quoted in the tender only if the rate of GST was revised by the government after the tender closing date.

VII. Earnest Money Deposit (EMD)

1. Pursuant to Tender terms and conditions clause 3, 4 and 5 the tenderer shall furnish along with its tender, earnest money for amount as shown in the List of Requirements. The earnest money is required to protect the purchaser against the risk of the tenderer's unwarranted conduct as amplified under sub-clause 6 below.
2. The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or with National Small Industries Corporation, shall be eligible for exemption from EMD. In case the tenderer falls in this category, it should furnish copy of its valid registration details (with MSME or NSIC, as the case may be).
3. The registered vendors of JIPMER are exempted for EMD as per JIPMER purchase guidelines. In case the tenderer falls in this category, it should furnish copy of its valid registration details.
4. The earnest money shall be denominated in Indian Rupees only and paid through SBI collect only .
5. The earnest money shall be valid for a period of forty-five (45) days beyond the validity period of the tender.
6. Unsuccessful tenderers' earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.
7. Earnest Money is required to protect the purchaser against the risk of the Tenderer's conduct, which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful tenderer's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.

VIII. TENDER OPENING

1. The Tender Inviting Authority will open the e-tenders at the specified date and time and at the specified place as indicated in the NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Tender Inviting Authority, the tenders will be opened at the appointed time and place on the

next working day.

2. Authorized representatives of the tenderers, who have submitted tenders on time, may attend the tender opening provided they bring with them letters of authority from the corresponding tenderers. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives' names & signatures and corresponding tenderers' names and addresses.
3. This being a Two-Bid Tender system, the **Techno-Commercial Tenders** are to be opened in the first instance, at the prescribed time and date as indicated in NIT. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the tender document. During the Techno-Commercial Tender opening, the tender opening official(s) will read the salient features of the tenders like brief description of the goods offered, delivery period, Earnest Money Deposit and any other special features of the tenders, as deemed fit by the tender opening official(s). Thereafter, in the second stage, the Price Tenders of only the Techno - Commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Techno-Commercial tender.

IX. SCRUTINY AND EVALUATION OF TENDERS

1. Basic Principle

Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender enquiry document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

2. Scrutiny of Tenders

- i) The Purchaser will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished and, whether the documents uploaded are in legible form.
- ii) The Purchaser's determination of a Tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- iii) The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders, which do not meet the basic requirements, are liable to be treated as non-responsive and will be summarily ignored.
- iv) The following are some of the important aspects, for which a tender shall be declared non-responsive during the evaluation and will be ignored;
 - (i) Tender validity is shorter than the required period.
 - (ii) Required EMD or its exemption documents have not been provided.
 - (iii) Tenderer has not agreed to give the required performance security of required amount in an acceptable form.
 - (iv) Poor/ unsatisfactory past performance.
 - (v) Tenderers who stand de-registered/banned/blacklisted by any Central Govt. Ministries/Departments/Hospitals/Institutes.
 - (vi) Tenderer is not eligible as per tender conditions.
 - (vii) Tenderer has not quoted for the entire quantity as specified in the List of Requirements/ BOQ for the quoted.

- (viii) Tenderer has not agreed to other essential condition(s) specially incorporated in the tender enquiry, like delivery terms, delivery schedule, terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.

2. Minor Informality/Irregularity/Non-Conformity

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and/or non-conformity in a tender, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenders. Wherever necessary, the purchaser will convey its observation on such 'minor' issues to the tenderer by registered/speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

X. AWARD OF WORK:

- a. The selection of the agency will be at the sole discretion of the JIPMER who reserves its right to accept or reject any or all the proposals without assigning any reason thereof.
- b. The contract for supply of groceries for Department of Dietetics shall be awarded to the lowest tender.
- c. Upon evaluation of offers the decision on the award of contract will be intimated to the successful bidder.
- d. The annual estimate is given only as an indication. The actual quantity procured may increase or decrease. No assurance is given that the quantity stated will actually be procured.

XI. GENERAL CONDITIONS OF CONTRACT

1. All the agricultural items supplied by the successful tenderer should be of **Agmark/FSSAI/FBO** approved/Certified and neatly packed. For all the items labeling should clearly mention the **date of packaging/manufacturing and expiry date/the day before use.**
2. If any product is found substandard in the terms of that product packaging and at the time of use, the told quantity mentioned in supply order is to be replaced including consumed items without any extra cost to the hospital within 24 hours failing no payment will be made for the quantity already consumed.
3. Pulses (dal) & Sugar should be **dry, neat & clean, stone free and unpolished.**
4. The bidder would be wholly responsible for the supply of grocery and delivery of grocery items to kitchen of Dietetics Department, JIPMER without any extra charges.
5. Statutory documentation such as Sales Tax/VAT/GST etc., are the sole responsibility of the supplying agency/firm.
6. The bidder at all times should indemnify JIPMER against all claims, damages or compensation under various statutory provisions.
7. In case of breach of any terms and conditions of the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by JIPMER besides annulment of the contract.
8. Indent will be issued to the agency/firm as and when required by the department of dietetics.

9. Indent should be executed by the agency/firm within the stipulated time mentioned in the indent. In case the indent is not executed satisfactorily within the stipulated time the institution reserves the right to purchase the item from any other sources including open market and recover the difference in cost from the firm including from performance security, unpaid bills and any other amounts due to the vendor, besides initiating other legal action for recovery of the money.
10. The rate quoted in the e-tender will be fixed for the whole contract period.

XII. Payment Procedure:

Payment will be considered on monthly basis. The contractor shall submit bill in triplicate by the 7th day of each month for the executed up to end of previous month in a prescribed format. Bill must be raised based on the rate quoted in e-tender.

After submission of monthly bill complete in all respect by the contractor every effort shall be made to ensure that the payment will be made within 45 days on submission of error free bill.

No advance payment will be considered. TDS will be deducted as per provision of Income Tax Act, GST Acts and other statutes as relevant.

XIII. Liquidated damages:

Whenever and wherever it is found that the supply of items by the supplying agency is not up to the mark, it will be brought to the notice of the agency and agency is responsible to replace the item immediately, and with penalty will be @ 25 % cost of the supply per occasion shall be imposed. The decision of Director JIPMER shall be final, in this regard.

XIV. Risk Clause:

The contractor shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangements. JIPMER reserves the right for termination of the contract at any time by giving 30 days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected bidders at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered by JIPMER from the contractor's Security Deposit or pending bills or by raising a separate claim. During the notice period the supplier shall continue the supply.

1. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the department.
2. In the event of loss/damage of the item at the premises of the department premises due to negligence/carelessness of contractor staff, then the contractor shall compensate the loss to JIPMER.

XV. Termination clause:

During the period of agreement if it is found that the agency is not providing proper services, the JIPMER reserves rights to make the vendor forfeit the security deposit deposited with JIPMER or part thereof in favour of JIPMER and agreement will be terminated after giving 30 days' notice. Furthermore, in such situations, tender can be allotted to second lowest bidder and the difference in cost shall be recovered from the earlier vendor who is breach of the

contract. In addition in case it is found that the supplier is charging by fraudulent means or indulging in criminal activities the contract will be terminated immediately.

XVI. Jurisdiction of the courts

Jurisdiction of the courts for settlement of disputes:- Jurisdiction for the settlements of disputes if any is Puducherry only.

All corrigendum will be published in CPP Portal and JIPMER website only

In above mentioned conditions Director JIPMER reserves all the rights.

**Asst. Officer-in-Charge
Purchase Section
For
Director, JIPMER, Puducherry – 6**

BID APPLICATION FORM

This tender form duly filled and signed by authorized representative of the bidder and the scanned copy must be uploaded online

PROFILE OF THE BIDDER

Sl. No.	Description	
1	Name of Tendering Company/Firm	
2	Name of the Owner/Partners/Directors	
3	Full particulars of Office/Shop	
4	Address	
5	Telephone No./Fax, Email Address	
6	Full particulars of the Bankers of Company/Firm, with full Address/Tel. No. 1. Name of the Bank 2. A/c No. 3. Branch 4. IFSC Code 5. Telephone No. 6. Email address	
7	PAN/GIR No.	
8	GST Registration No.	

Signature of the owner/Managing
Partner/Director

Name:

Seal :

Date :

Place:

Annexure – I

DECLARATION

On non-Judiciary stamp paper of Rs.100/-

NAME OF WORK: E-TENDER FOR SUPPLY OF GROCERY ITEMS FOR DEPARTMENT OF DIETETICS, JIPMER, PUDUCHERRY – 605006 FOR THE PERIOD FROM JULY 2022 TO JUNE 2023.

Dear Sir,

1. I / We _____ hereby submit the e-tender application for the above mentioned works.
2. I / We hereby declare that I / we have perused and understood the tender document and accept all the terms and conditions, stipulated by JIPMER in connection with the tender for supply of Grocery items for Dietetics Department, JIPMER, Puducherry for a period of one year.
3. I / we confirm that all cuttings and over-writings have been deleted and re-written afresh and initialed wherever required.
4. Each and every page of the tender document has been signed and seal/stamp of the firm/Agency/Company affixed and the same has been scanned and uploaded. .
5. Firm/Agency/Company has not been blacklisted / debarred by any government / public sector organization in last 7 years.

Signature of the owner/Managing
Partner/Director

Name:

Seal :

Date :

Place:

N.B.: The above declaration, duly signed by the authorized signatory of the company, should be enclosed with the bid.

CHECK LIST FOR SUBMISSION OF TENDER

(To be filled by the tenderer and submitted along with the bid)

Sl. No.	Particular	Yes / No
1	Tender Form duly signed and stamped	
2	E.M.D. SBI Collect receipt OR Copy of valid registration details proving that the bidder is a Micro or Small enterprise or is registered as a Small Scale Industry with NSIC, as the case may be, if EMD exemption is claimed. OR Copy of registration with JIPMER as a registered vendor.	
3	Copies of Supply orders/Completion certificate in support of Eligibility condition 1 and 2.	
4	Copy of PAN Card	
5	Copy of Valid registration of the agency/firm under Shop & Establishment Act.	
6	Copies of last three years Income Tax Return statement with Balance sheets & Profit & Lose A/c i.e. 2018-19, 2019-20, 2020-21.	
7	Copy of GST Registration Certificate	
8	Authorization letter for signing tender documents if other than the Owner, Partner, Managing Director.	
9	Declaration as per Annexure I	
10	Tender signing authority issued by competent authority in favor of the person who is digitally signing/uploading the tender	
11	FSSAI Certificate	
12	Any other document(s) enclosed (To be specified)	

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and have the authority to bid a tender.

Signature of the owner/Managing
Partner/Director

Name:

Seal :

Date :

Place: