



INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS) 81/c
Hospital based autonomous academic Institute, under
Government of National Capital Territory of Delhi, dealing with
"Brain – Mind Problems & their Solutions"
Dilshad Garden, Delhi 110 095 (India), Tel.: 2259 7750
E-mail: purchaseihbas@gmail.com; website: www.ihbas.delhigovt.nic.in

F. No.14/23/PS(G)/IHBAS/2022/

Date:

To

Sub:- Inviting Quotations for procurement of Dietary items (cereals, spices, grocery items, etc.) for making a Rate Contract through LTE from ONLY registered Cooperative Societies/Government approved outlets like NAFED, MARKFED, NCCFI, Kendriya Bhandar, Delhi Khadi and Village Industries Board, Delhi State Wholesale Consumer Co-operative Store, Delhi State Consumer Co-operative Federation Limited, etc.

Sir/Madam,

This Institute invites Quotations under Two Bid System (Technical Bid & Price Bid) for making a Rate Contract for procurement of Dietary items (cereals, spices, grocery items, etc.) initially for **ONE YEAR from ONLY registered Cooperative Societies/Government approved outlets like NAFED, MARKFED, NCCFI, Kendriya Bhandar, Delhi Khadi and Village Industries Board, Delhi State Wholesale Consumer Co-operative Store, Delhi State Consumer Co-operative Federation Limited, etc.** as per details/specifications mentioned in Annexure 'A'. The contract shall be extendable by another year on satisfactory performance with same rates as well as terms & conditions. The supplier, however, will have to submit his willingness three months prior to the end of the first year of contract.

If you are interested in supplying Dietary items (cereals, spices, grocery items, etc.), you are requested to submit your quotation addressed to **the Officer In charge (Purchase), IHBAS, Delhi**, in a sealed envelope superscribed "**Quotations for supply of Dietary Items (Cereals, Spices, Grocery, etc.)**" by 10.00 a.m. on 24.01.2023. Quotations received will be opened on the same day at 10.30 a.m. in the office of OIC (Purchase) in the presence of the tenderer, who may like to be present at the time of opening of the Quotations.

Yours faithfully,

[Signature]
02/01/2023

Officer- In-Charge Purchase
(Non-Medical)

GENERAL TERMS AND CONDITIONS

QUOTATIONS

1. The tenders complete in all respects duly signed with stamp of the firm on each page addressed to Officer-in-Charge (P), IHBAS, should be deposited in the tender box placed in Purchase Section within the prescribed date i.e. 24.01.2023 at 10:00 a.m. The tender will be opened on the same day at 10:30 a.m. in the presence of the tenderer who may like to be present at the time of opening of the tender. In case the last date of depositing the Quotations is declared as a Closed/Public Holiday, the last date will be deemed to be the next working day.
2. The tenderer should quote the rates of items in the given format only as per Annexure-A. Rate quoted by the Supplier in any other format will not be accepted. Please note that the bid shall be treated as unresponsive and will not be considered, if any firm quotes 'NIL' charges or quotes for only selected Dietary items.
3. The Bids (Technical & Financial) should be submitted in a sealed cover/envelope indicating thereon:-
 - (a) Tender Enquiry No.
 - (b) Name of the Firm.
 - (c) Date of Opening.
 - (d) Number of items for which price are quoted.
4. The bid envelope super-scribed as "Tender for Supply of Dietary items (Cereals, spices, grocery items, etc.)" should contain two separate envelopes duly super-scribed as "Technical Bid" and "Financial Bid" preferably in spiral binding, properly indexed, page numbered and signed in English or Hindi Language at their own cost will be physically submitted in the Purchase Section of the Institute before the closing date and time of the tender. "Technical Bid" should contain photocopies of documents as indicated in Clause 5 of the terms and conditions.
5. The following certificates/documents must be submitted along with the Technical Bid:-
 - (a) Tender Form duly signed and stamped.
 - (b) Demand Draft/Banker Cheque/FDR/BG of Rs.1,80,000/- on account of EMD (@ 3%) valid for 180 days, in the favour of "Director, IHBAS, Dilshad Garden, Delhi-110095. Firm registered with NSIC is exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm/department has to submit the relevant certificate (NSIC etc.) to avail this exemption.
 - (c) Self-attested copy of GST.
 - (d) Self-attested copy of Latest Income Tax Return (ITR).
 - (e) Self-attested copy of Permanent Account Number (PAN).
 - (f) Name and address of Govt. Institution where the supply of such items have been made by the bidder, if any, in past along with Performance Report.
 - (g) An Undertaking as per Annexure-B on non judicial stamp of Rs.100/- (enclosed herewith).
 - (h) Certificate that all the items have been quoted as per Annexure-C.
 - (i) ECS/RTGS details.

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Note:-If the above-mentioned certificates/documents are not submitted along with the Technical Bid, the Tender will not be considered for acceptance. It is also mentioned that the veracity/authenticity of tender and documents will be verified and checked by the authorities of IHBAS.

6. Performance Guarantee/Security Deposit @ Rs. 3,00,000/- in the form of FDR/Bank Guarantee of any scheduled bank for a period of 14 months (1 year + 2 months) in favour of Director, IHBAS, Dilshad Garden, Delhi-110095 **has to be submitted within 10 days of acceptance of the work order by the successful firm.** The EMD shall be released on receipt of performance security and refunded to all other bidders after issue of the order to the successful firm.
7. After evaluation of the Technical Bid, the Price Bid of those firms who qualify in the Technical Evaluation only will be processed for price evaluation.
8. The rates quoted by the Tenderer should be for the item conforming to the complete specification give by the Institute at Annexure-A. The rates quoted should be inclusive of all charges, such as levies, packing, forwarding and insurance, if any. The percentage of tax (es)/duty (ies), if any, should invariably be mentioned separately.
9. The tender forms should be clearly/legibly filled or typewritten, giving full address of the Tenderer. The Tenderer should quote rates in figures as well as in words. Alterations/overwriting, unless legibly attested by the tenderer, shall be disqualified. The tender should be signed by the tenderer himself/themselves.
10. **Validity of Tender and Price quoted: Validity of tender shall be 180 days from the date of tender opening. A tender valid for a shorter period will be rejected by IHBAS as non-responsive. However, the rates quoted under this tender by the bidder will be valid for one year from the date of opening of the tender/award of the contract whichever is later.**
11. **The contract will be extendable for another one year on mutual consent**, after reviewing the performance of the Supplier, on the same rates as well as terms and conditions. The supplier will have to submit his willingness three months prior to the end of first year of contract.
12. Bid will be evaluated on the basis of the total basket price including all items.
13. The quoted rates will not be of higher than the maximum retail price (MRP) of the items. No increase in the quoted rates will be made during the period of contract for any reason. During the contract, if MRP of, any item falls below the quoted rate, the billing should be done for the decreased rate.

PACKAGING

14. The items should be of current date/month of packing.
15. All items should conform to the specified brands, quality & packaging.
16. Wherever, brands are not specified, only well known branded items shall be accepted. Loose material or locally packaged unknown brand items will not be accepted.

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17. The firm will have to get Sample check of any item which is unavailable/unbranded/unspecified, other than the specified and seek acceptance of the same before supplying.

18. All cereals, pulses, spices, masalas, sugar, salt, tea etc should be in vacuum sealed & moisture proof packaging.

SUPPLY

19. The Rate Contract followed by supply should commence within a period of 30 days from the date of issue of the work order. In case, the service on Rate Contract is not executed on or before the stipulated date, the Director, IHBAS, Delhi will have the right to impose the penalty at the rate of:-

- a) 2% of the amount of estimated contract value for the first extension for a month or part thereof.
- b) 3% of the amount of estimated contract value for the second extension of another one month or part thereof.
- c) In the event of non-commencement of service, within the stipulated date, the Director, IHBAS, will have the right to impose penalty as deemed fit and may resort to take services from the alternative service provider i.e. L-2 firm after seeking their willingness to provide services at the cost and risk of L-1 firm. Appropriate action will be initiated as deemed fit. The decision of Director IHBAS in this regard shall be final and binding.

20. The supply of the all the requisite items will be made on monthly basis & should be considered under necessary hospital supplies.

21. Supply order will be issued as per requirement of the Institute on monthly basis or as per requirement of the Kitchen Section. As per Annexure-A, the items listed from S. No. 1 to 37, 62, 65, 66 and 79 are required every month while other listed items will be ordered as per requirement/special occasions. However, the successful bidder cannot claim for any Supply Order from IHBAS during the validity of the Rate Contract. The same can be increased or decreased to any extent depending on the actual requirement. The present requirement is for an average of 300 inpatients.

22. The delivery of the Dietary items will be made at the Kitchen Store of the Institute on F.O.R. destination basis **within 5 to 7 days of supply order between 9.00 am to 1.00 pm on all working days**. If the items supplied are found to be unsatisfactory in quality & quantity, it should be replaced by the firm within 3 days of reporting. **Please note that no supplies will be acceptable on Sundays and other Holidays. Nothing extra will be paid on account of packing, cartage, loading, unloading, insurance charges, etc.** The firm will ensure timely supply in the presence of their own personnel and labour, for coordinating, unloading and stacking in the Kitchen Store at the time of delivery. In case of emergency, advance supply of any individual item may have to be made on demand. The Director, IHBAS, Delhi, shall be the final authority to reject full or any part of the supply, which is not in accordance with the specifications and terms and conditions of the Tender/Schedule.

23. If the firm fails to supply dietary items in scheduled time (5-7 days from the date of supply order), the Institute shall purchase its required dietary items from the open market and the excess expenditure so incurred shall be borne by the Company/Firm.

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PAYMENT

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24. The payment will be made after obtaining Satisfactory Performance Report from the user Department of this Institute. The firm will be required to submit the bills in triplicate copy, against supply order, each month, duly supported by a covering letter and the proof of supplies made in form of receipt/challans.
25. The payment will be made in Indian Rupees on monthly basis after making necessary recoveries in respect of penalty/damages/losses, etc.
26. No payment shall be made in respect of rejected dietary items.

DOWN TIME PENALTY CLAUSE

27. If in case more than 5% quantity of any Dietary item is not delivered even beyond 10 days from the date of supply order, the Institute shall be entitled to impose a penalty @ 0.5% per day, of the total bill/estimated bill of that particular item for that month. The downtime will be calculated and penalty imposed on the performance on monthly basis. Penalty will be accumulated and deducted from the monthly bill/performance guarantee.
28. Force Majure will be accepted on adequate proof thereof.

OTHER TERMS AND CONDITIONS

29. Tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions.
30. Any action on the part of the Tenderer to influence anybody in the Institute will disqualify the Tenderer, resulting in rejection of the tender.
31. Quotations received after last date will neither be entertained nor returned.
32. The Director, IHBAS, reserves the right of canceling, rejecting or accepting any tender at any stage, without assigning any reasons thereof.
33. The Tender not in conformity with any of the conditions indicated in tender document is liable to be rejected. The decision of the Director, IHBAS, in this regard is final and binding. No further correspondence in connection with the rejection of tender shall be entertained.
34. Quotations not adhering to the above requirements will be rejected at the discretion of the Director, IHBAS.
35. The Tender Form and Terms & Conditions can be downloaded from the Website of IHBAS (<http://www.ihbasdelhigovt.nic.in>).

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ANNEXURE-A

S. No.	Items	Brand/quality	Packaging	Annual consumption	Unit	Unit cost (in Rs per litre/Kg & as pack size mentioned against each item to be given by the bidders)	GST (%age) on the unit cost	Total Unit Price (Rs.) (including GST)	Total Price as per Qty. (Rs.)	Total Price as per Qty. (in words)
1	Rice	Parmlal Grade 1, -Full Grain Rice	10 kg. to 50 kg bags, - moisture proof packaging	18000.000	Kg					
2	Atta	Rajdhani/Fortune/Shakti Bhog/ Ashirvaad -whole wheat atta -Minimum 45 days expiry	10 kg. to 50 kg pack - moisture proof & vacuum sealed packaging.	30000.00	Kg					
3	Sugar	Utam/Trust/Dhampur/Fortune -granular, sulphurless	1kg to 5 kg pack - moisture proof & vacuum sealed packaging	5000.00	Kg					
4	Oil	Dhara Refined Vegetable Oil	1 litre Tetra pack	3000.000	Ltr					
5	Tea	Tata Premium/Tata Tazara/ Tata Today	500 gms to 1 kg pack - moisture proof & vacuum sealed packaging	600.000	Kg					
6	Salt	Tata/Aashirvaad/Patanjali	1 kg. poly pack - moisture proof & vacuum sealed packaging	2000.000	Kg					
7	Dhania Powder	Catch/Everest/MIDH/Patanjali/ Tata Sampann	100 gm to 500 gm pack - moisture proof & vacuum sealed packaging	180.000	Kg					
8	Haldi Powder	Catch/Everest/MIDH/Patanjali/ Tata Sampann	100 gm to 500 gm pack - moisture proof & vacuum sealed packaging	180.000	Kg					
9	Mirchi Powder	Catch/Everest/MIDH/Patanjali/ Tata Sampann	100 gm to 500 gm pack - moisture proof & vacuum sealed packaging	180.000	Kg					

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10	Zaera	Catch/Everest/MDH/Patanjali/ Tata Sampann	100 gm to 500 gm pack - moisture proof & vacuum sealed packaging	100.000	Kg						
11	Garam Masala	Catch/Everest/MDH/Patanjali/ Tata Sampann	100 gm to 500 gm pack - moisture proof & vacuum sealed packaging	100.000	Kg						
12	Moong Chilka	Tata Sampann/ Patanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	1000.000	Kg						
13	Moong Sabut	Tata Sampann/ Patanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	500.000	Kg						
14	Moong Dully	Tata Sampann/ Patanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	600.000	Kg						
15	Urud Chilka	Tata Sampann/ Patanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	550.000	Kg						

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16	Urud Sabut	Tata Sampam/ Pantanjali/Rajdhan/ Mangut Ram / Ashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	400,000	Kg						
17	Urud Dully	Tata Sampam/ Pantanjali/Rajdhan/ Mangut Ram / Ashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	250,000	Kg						
18	Dal Channa	Tata Sampam/ Pantanjali/Rajdhan/ Mangut Ram / Ashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	750,000	Kg						
19	Arhar	Tata Sampam/ Pantanjali/Rajdhan/ Mangut Ram / Ashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	650,000	Kg						
20	Black Maika	Tata Sampam/ Pantanjali/Rajdhan/ Mangut Ram / Ashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	900,000	Kg						
21	Red Maika	Tata Sampam/ Pantanjali/Rajdhan/ Mangut Ram / Ashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	600,000	Kg						

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22	White Channa	Tata Sampann/ Pantanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	650,000	Kg						
23	Black Channa	Tata Sampann/ Pantanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	500,000	Kg						
24	Rajma	Tata Sampann/ Pantanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	200,000	Kg						
25	Lobia	Tata Sampann/ Pantanjali/Rajdhani/ Mangat Ram / Aashirvaad/ Ahaar -Unpolished dals, Minimum 90 days expiry	1 kg to 5 kg polypack, - moisture proof & vacuum sealed packaging	500,000	Kg						
26	Besan	Rajdhani/ Shaktihog/ Ahaar/Pantanjali/Fortune (Minimum 90 days expiry)	500 gm to 1 kg polypack -moisture proof & vacuum sealed packaging	400,000	Kg						
27	Maida	Rajdhani/ Shaktihog/ Ahaar/Pantanjali/Fortune (Minimum 90 days expiry)	500 gm to 1 kg polypack -moisture proof & vacuum sealed packaging	600,000	kg						
28	Dalia (roasted)	Rajdhani/ Shaktihog/ Ahaar/Pantanjali/Fortune (Minimum 90 days expiry)	500 gm to 1 kg polypack -moisture proof & vacuum sealed packaging	1400,000	kg						

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29	Suji	Rajdhan/ Shaktibhog/ Ahaar/Patanjali/Fortune (Minimum 90 days expiry)	500 gm to 1 kg poly pack -moisture proof & vacuum sealed packaging	900,000	kg					
30	Black Pepper Powder	Catch/Everest/MIDH/ Patanjali/Tata Sampann	100 gm pack. -moisture proof & vacuum sealed packaging	20,000	Kg					
31	Red Chilly Whole	Well Known brands, FSSAI licensed	100 gm to 500 gm poly pack. -moisture proof & vacuum sealed packaging with standard labelling	6,000	Kg					
32	Methi Dana	Well Known brands, FSSAI licensed	100 gm to 500 gm poly pack. -moisture proof & vacuum sealed packaging with standard labelling	4,000	Kg					
33	Mustered Dana	Well Known brands, FSSAI licensed	100 gm to 500 gm poly pack. -moisture proof & vacuum sealed packaging with standard labelling	12,000	Kg					
34	Marie Biscuits	Britannia/Parle/Priyagold/ Sunfeast	10 gm to 25 gm pack of 2 to 6 biscuits	250000	Pkt					
35	Glucose Biscuits	Britannia/Parle/Priyagold/ Sunfeast	10 gm to 25 gm pack of 2 to 8 biscuits	120000	Pkt					
36	Aluminium Foil Roll	ISO Certified, food safety certified	Atleast 30 cm width, 10 micron thickness, 9 meter length roll	1500	Pkt					
37	Food wrapping Paper Roll	ISO Certified, food safety certified	9 mtr roll length, 11 to 12 inch width - eco-friendly, bio-degradable, non-stick, grease-proof	1500	Pkt					
38	Black Salt	Well Known brands, FSSAI licensed	100 gm to 500 gm poly pack - moisture proof & vacuum sealed packaging with standard labelling	2,500	Kg					
39	Cooking soda	Well Known brands, FSSAI licensed	50 gm to 100 gm poly pack. - moisture proof & vacuum sealed packaging with standard labelling	2,000	Kg					

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40	Vanaspathi Ghce (hydrogenated vegetable cooking oil)	Well Known brands, FSSAI licensed	½ ltr to 1 ltr pack - vacuum sealed packaging with standard labeling - hydrogenated vegetable cooking oil	70,000	Ltr						
41	Custard Powder	Well Known brands, FSSAI licensed	500 gm to 1 kg pack - moisture proof & vacuum sealed packaging with standard labeling	20,000	Kg						
42	Badam	Well Known brands, FSSAI licensed	100 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	10,000	Kg						
43	Kaju	Well Known brands, FSSAI licensed	100 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	10,000	Kg						
44	Kishmish/ Raisins	Well Known brands, FSSAI licensed	100 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	10,000	Kg						
45	Itachi Choti	Well Known brands, FSSAI licensed	50 gm to 250 gm polypack. - moisture proof & vacuum sealed packaging with standard labeling	1,000	Kg						
46	Itachi Badi	Well Known brands, FSSAI licensed	50 gm to 250 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	1,000	Kg						
47	Jaifal	Well Known brands, FSSAI licensed	50 gm to 250 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0,500	Kg						

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48	Tej patta	Well Known brands, FSSAI licensed	50 gm to 250 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						
49	Laung	Well Known brands, FSSAI licensed	50 gm to 250 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						
50	Javiri	Well Known brands, FSSAI licensed	50 gm to 250 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						
51	Dalehini	Well Known brands, FSSAI licensed	50 gm to 250 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						
52	Kali Mirch Sabut	Well Known brands, FSSAI licensed	50 gm to 250 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	1.500	Kg						
53	Boondi	Well Known brands, FSSAI licensed	500 gm to 1 kg poly pack - moisture proof & vacuum sealed packaging with standard labeling	25.000	Kg						
54	Ajwain	Well Known brands, FSSAI licensed	50 gm to 100 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.250	Kg						
55	Edible Food Colours	Well Known brands, FSSAI licensed	5 gm to 25 gm pack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						
56	Golden Sella Basmati Rice (Long Grain)	Double Chaabi brand, FSSAI licensed	5 kg to 25 kg poly pack - moisture proof with standard labeling	100.00	Kg						

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57	Sewyan/Thick vermicelli	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	30.000	Kg					
58	Arraroot Powder	Well Known brands, FSSAI licensed	½ kg to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	2.000	Kg					
59	Jelly Crystals	Well Known brands, FSSAI licensed	50 gm to 100 gm pack - moisture proof & vacuum sealed packaging with standard labeling	1.000	Kg					
60	White vinegar	Well Known brands, FSSAI licensed	500 ml to 1000 ml bottle --sealed bottle with standard labeling	2.000	Ltr					
61	Soya Sauce	Well Known brands, FSSAI licensed	500 ml to 1000 ml bottle -sealed bottle with standard labeling	2.000	Ltr					
62	Roasted Chana without husk	Well Known brands, FSSAI licensed	500 gm to 1 kg pack - moisture proof & vacuum sealed packaging with standard labeling	40.000	Kg					
63	Tomato Ketchup	Well Known brands, FSSAI licensed	500 ml to 1000 ml bottle/Pouch --sealed bottle with standard labeling	2.000	Ltr					
64	Whole Coconut Dry	Well Known brands, FSSAI licensed	200 gm to 500 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	1.000	Kg					
65	Sambar Masala	Well Known brands, FSSAI licensed	100 gm to 200 gm pack - moisture proof & vacuum sealed packaging with standard labeling	2.000	Kg					

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66	Imilee (Seedless)	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	20,000	Kg						
67	Rai Seed	Well Known brands, FSSAI licensed	50 gm to 100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
68	Kasoori Methi	Well Known brands, FSSAI licensed	25 gm to 100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
69	Soya Nuggets	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	20,000	Kg						
70	Soya Granules	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	20,000	Kg						
71	Candied Fruit Cherries (Tutti fruity)	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	3,000	Kg						
72	Besan Mota	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	10,000	Kg						
73	Musk Melon Seeds without husk (Kharbooya Bees)	Well Known brands, FSSAI licensed	50 gm to 100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.250	Kg						
74	Dry Peas	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	10,000	Kg						

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75	Amchoor Powder	Well Known brands, FSSAI licensed	100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
76	Urud Badi	Well Known brands, FSSAI licensed	500 gm to 1 Kg polypack - moisture proof & vacuum sealed packaging with standard labeling	5.000	Kg						
77	Chaat Masala	Well Known brands, FSSAI licensed	100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
78	Chironjee Seeds	Well Known brands, FSSAI licensed	100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						
79	Coconut Powder	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	40.000	Kg						
80	Castor Sugar (Bura)	Well Known brands, FSSAI licensed	500 gm to 1 kg polypack - moisture proof & vacuum sealed packaging with standard labeling	20.000	Kg						
81	Baking Powder	Well Known brands, FSSAI licensed	50 gm to 100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.250	Kg						
82	Dry Amla	Well Known brands, FSSAI licensed	100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.250	Kg						
83	Yeast	Well Known brands, FSSAI licensed	100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						

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84	Chana Masala	Well Known brands, FSSAI licensed	100 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
85	Hing	Well Known brands, FSSAI licensed	10 gm to 20 gm pack - moisture proof & vacuum sealed packaging with standard labeling	0.050	Kg						
86	Moti/Thick Saunf	Well Known brands, FSSAI licensed	50 gm to 100 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
87	Kuiti Red Mirchi	Well Known brands, FSSAI licensed	100 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
88	Kuta Dhania	Well Known brands, FSSAI licensed	100 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
89	Sabut Dhania	Well Known brands, FSSAI licensed	100 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.200	Kg						
90	Makhane	Well Known brands, FSSAI licensed	500 gm to 1 kg poly pack - moisture proof & vacuum sealed packaging with standard labeling	2.000	Kg						
91	Samak Rice	Well Known brands, FSSAI licensed	500 gm to 1 Kg poly pack - moisture proof & vacuum sealed packaging with standard labeling	10.000	Kg						
92	Sweetened Karonda Cherry	Well Known brands, FSSAI licensed	200 gm to 500 gm poly pack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						

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93	Food Essence/ Flavour	Well Known brands, FSSAI licensed	20 ml Bottle -sealed bottle with standard labeling	0.100	Ltr						
94	Desi Ghee	Well Known brands, FSSAI licensed	500 gm to 1 Kg pack - moisture proof & vacuum sealed packaging with standard labeling	15.000	Kg						
95	Karara	Well Known brands, FSSAI licensed	500gm to 1 Kg polypack - moisture proof & vacuum sealed packaging with standard labeling	10.000	Kg						
96	Ground (Edible gum)	Well Known brands, FSSAI licensed	50 gm to 100 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.250	Kg						
97	Badi Hlaichi Dana/Black cardamom seeds	Well Known brands, FSSAI licensed	100 gm to 200 gm polypack - moisture proof & vacuum sealed packaging with standard labeling	0.500	Kg						

* AS PER PRESENT PREVAILING GST RATE. (MAY CHANGE AS PER GOVT POLICY)

Note: - All the bidders are advised to quote the rates of all the items as per specification, pack size etc. Selective items will not be entertained.
- Items No. 1 to 37, 62,65,66,79 are to be supplied every month while other items will be ordered as & when required based on special menu of the particular month.

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ANNEXURE-B

UNDERTAKING

(To be submitted on non-judicial Stamp Paper worth Rs.100/-)

Tender No. 14/23/PS(G)/IHBAS/2022 for supply of Dietary items (Cereals, Spices, Grocery, etc.)

To

The Director,
Institute of Human Behaviour & Allied Sciences,
Near G.T.B. Hospital, Dilshad Garden,
Delhi-110095.

Sub:- Tender for supply of Dietary items (Cereals, Spices, Grocery, etc.)

Sir,

I/We _____ hereby declare that:-

1. I/We have carefully read and understood all the contents along with all the terms and conditions of the Tender before submitting the same, and I/We do accept and abide by the same.
2. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender. However, I/We do hereby affirm that rates quoted under this tender shall be valid for period of 12 months from the date of award of the contract.
3. I/We understand that the contract will be extendable for another one year on mutual consent, on basis of our performance. I/We will have to submit our willingness for extension of rate contract with same rates as well as terms & conditions, three months prior to the end of first year of contract.
4. That the rate(s) quoted by me is/are for the service(s) conforming to the complete requirements given by the Institute and inclusive of all charges such as levies, packing, forwarding, loading, unloading charges etc. The percentage of GST/Service Tax, wherever applicable, is mentioned separately.
5. I/We do hereby bind myself/ourselves to the Director, IHBAS for supply of the ordered items against this tender to IHBAS, Dilshad Garden, Delhi-110095, during the validity period of Rate Contract.
6. I/We do hereby confirm that the prices/rates quoted by me/us are the lowest one. Further, I/We certify that the items in question against the existing tender have not been supplied to any other Govt. Hospital/Departments at the rates below the rates mentioned in my/our quotations against the present tender. I/We will refund the difference in the cost in the event of found supplying at a lesser rate by us to other Government/Institutions/Organizations during the currency of such Rate Contract.

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7. I/We will deliver the Dietary items at the Kitchen Stores of the Institution on F.O.R. destination basis within 5 to 7 days of order between 9:00 am to 1:00 pm on working days. If the items supplied are found to be unsatisfactory in quality & quantity, I/We bind to replace the items within 3 days of reporting. Nothing extra will be charged on account of packaging, cartage, loading and unloading charges etc. On Saturday, I/We will have to replace the rejected items up to 12 noon. Nothing extra will be charged on account of packing, cartage, loading, unloading charges etc. for the replacement of rejected dietary items.
 8. If I/We will ensure timely supply & also presence of our own personnel and labour for coordinating, unloading and stacking in the Kitchen Store at the time of delivery.
 9. I/We do hereby declare that the items shall be of the best quality and kind and as per requirement of the Institute. The decision of the Director, IHBAS, Delhi, as regards to the quality and kind of items shall be final and binding on me.
 10. I/We do hereby declare that EMD (Bid security) deposited by me for Rs. 1,80,000/- in the favor of "Director, IHBAS, Dilshad Garden, Delhi-110095 shall remain in the custody of IHBAS till the validity period of the tender, and I will not ask for refund of Bid Security during the validity period of contract.
 11. I/We do hereby declare that the Performance Guarantee/Security Deposit of Rs.3,00,000/- in the form of FDR/Bank Guarantee of any scheduled bank for a period of 14 months (1 year + 2 months) in favour of Director, IHBAS, Dilshad Garden, Delhi-110095 will be deposited by me/us within 10 days with acceptance of the work order. This shall remain in the custody of IHBAS till the validity period of rate contract and will not ask for refund of performance security.
 12. I/We also certify that if any delay in supply of the items occurs on my part or my agent at the appointed place and time within the delivery period, the Director may purchase those items from any other sources and the firm will deposit the difference to the cashier of this hospital and submit the TR-5 receipt in the Purchase Section or else the same may be adjusted against my monthly bill/performance security/guarantee.
 13. I/We understand that, in case, non-delivery is more than 5% quantity of any Dietary item beyond 10 days from the date of supply order, the Institute shall be entitled to impose a penalty @ 0.5% per day, of the total bill/estimated bill of that particular item for that month. The downtime will be calculated and penalty imposed on the performance on monthly basis. Penalty will be accumulated and deducted from the monthly bill/performance guarantee.
 14. I/We do hereby declare that I/We do not have any right to claim for any Supply Order from IHBAS during the validity of the Rate Contract.
 15. If the Director, IHBAS, seems it necessary to change any item on its being found of inferior quality, it shall be replaced by me well in time within 3 days to prevent inconvenience to the patients, for which no extra charges will be claimed by us.
 16. I/We hereby undertake to supply the items during validity of the Rate Contract as per direction given in supply order positively. In case of urgent/advance requirement, the supply shall be given on urgent/demand basis.

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17. I/We hereby undertake that if the MRP of any item approved against this tender goes up during the contract period, I/We shall supply the item at the quoted/approved price in the tender, and if the MRP of any item goes down during the contract period, I/We shall supply the items at the lower rate than the MRP. The price of any item shall not at all be more than MRP on packet during delivery of the item.
18. I/We understand that the Director, IHBAS, Delhi, is empowered/will have the right:
- (a) To initiate any action as deemed fit in case I/we fail to supply the items as required by the Institute within the stipulated date.
 - (b) To increase/decrease the quantity indicated in the schedule to any extent depending on the actual requirements of the Institute.
 - (c) To impose penalty as deemed fit in case service do not commence by the stipulated date or extended date, if any, and can resort to take the items from the alternative supplier at my/our cost and may initiate any action as deemed fit by the Director, IHBAS. His decision in this regard will be final and binding on us.
 - (d) To reject full or any part of the supply which is not in accordance with the requirements and terms and conditions of the tender.
 - (e) To deny the payment in respect of the rejected dietary items and I/We will not have any claim for the above. Further, I/We will remove the rejected dietary items immediately at our cost and replace them as per terms and conditions of the Contract.
 - (f) To cancel, reject or accept any tender or split the items to be supplied from tenders at any stage without assigning any reason therefore.
19. I/We declare that my/ our firm has not been blacklisted /debarred by any of the Govt. Hospitals/Institutions.
20. I/We also submit that our firm has no vigilance case/CBI case pending against us.
21. I/We hereby authorize the Director, IHBAS, to take any action as deemed fit as per tender in the event of my/our given information/statement in the tender/undertaking is found incorrect and false at any stage.

Signature of the Tenderer _____

Name of the Tenderer _____

Name of the Firm _____

Address: _____

Seal of the firm

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ANNEXURE-C

(ON THE LETTER HEAD OF THE BIDDER)

Tender No. _____ (due on _____)

It is certified that I/we have quoted all the items and accordingly, price for all the items have been quoted.

If at any stage, it is found that I/we have quoted for selective items against this tender, we will be liable to be debarred from the tender.

(_____)
Name of authorized signatory

Signature of Authorized Signatory

Seal of the firm

Date: _____

gmg
02/01/2023