



GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HEALTH SERVICES, ASSAM,
HENGRABARI, GUWAHATI-36

The tenderers who are willing to submit their tenders they are to obey the following guidelines before submission of their tenders :-

1. Copy of Tender notice in each proposal should be enclosed.
2. Original copy of bank Draff /NSC etc. towards money submitted by the Tender pledged.
3. Comparative Statement should be prepared on the basis of the rate offered by valid Tenderers Only copy of comparative Statement should be furnished to Directorate.
4. Catering Experience Certificate from Food and Civil Supply.
5. Trade license from Food Safety department.
6. Undertaking to be given by supplier to supply diet as per specification of Hospital Diet.
7. Quality testing by concerned Food Safety officer from time to time and report to Joint Director, for any adverse report from Food Safety Officer.
8. Earnest money of value of

Sl. No	Name of the Medl. Institution	Required earnest money and security money
1	All Civil Hospitel	Rs. 60,000 /-
2	All CHC/FRU	Rs. 35,000 /-
3	All PHC	Rs. 25,000 /-
4	Chest Hospital	Rs. 40,000 /-

9. Food trolley with cover for transport of diet from room to room.
10. Hygienicity of the Kitchen and for transport of food from kitchen to patients bedside is to be strictly maintained.
11. Special caution is to be taken while submitting bills, so that number of indoor patient register correspond with the Diet bill.
12. Bank balance amounting Rs.20.00 Lakhs for Civil Hospital/ Rs.10.00 Lakhs for CHC & FRU/ 5.00 Lakhs for PHC should be there in the name of contractor obtaining the tender for supply of diet for District Hospital/ CHC & FRU/ PHC respectively.
13. The tanderer must supply the controlled commodities at the Govt. controlled rates transportation charges as per approved rates of supply deptt. will be admissible. Mug-Dal, Masur Dal, Mustard Oil and salt have to be supplied at the rates of cooperative societies, handling charges for those articles will be admissible as per rates fixed & certified by the Deputy Commissioner(supply) or S.D.O (Civil) of the respective area.
14. The rate should be quoted in both figures and words avoiding over writing.
15. The tanderer must obtain a financial ability certificate from Bank Authority.
16. Tax clearance certificate must be submitted.

Director of Health Services, Assam
Hengrabari, Guwahati- 36.