



भारत सरकार
GOVERNMENT OF INDIA
स्वास्थ्य और परिवार कल्याण मंत्रालय
MINISTRY OF HEALTH & FAMILY WELFARE
स्वास्थ्य सेवा महानिदेशालय



DIRECTORATE GENERAL OF HEALTH SERVICES
लेडी हार्डिंग मेडिकल कॉलेज और श्रीमती एस के अस्पताल, नई दिल्ली
LADY HARDINGE MEDICAL COLLEGE & SMT. S K HOSPITAL, NEW DELHI

File No.:M-13/556/2025-GEN (E-19659)/110

Dated: 20.03.2026

NOTICE

It is hereby notified that Lady Hardinge Medical College & Associated Hospitals has issued a Notice Inviting Empanelment (NIE) (enclosed) for empanelment of agencies on Rate Contract Basis for Catering & Hospitality Services.

2. Reputed, experienced and eligible agencies are invited to submit sealed bids under a Two-Packet Evaluation System (Technical Evaluation and Financial Quotation) for providing catering, hospitality and event-related services, including tea, snacks, packed meals, buffet services (with/without waiters), and other hospitality arrangements for official meetings, workshops and institutional functions, as detailed in the empanelment document.

3. Interested agencies fulfilling the prescribed eligibility criteria may submit their documents in the manner specified in the empanelment document. The sealed outer envelope containing the Technical Bid and Financial Bid shall be dropped in the Tender Box kept in the Office of the Deputy Director (Administration), LHMC & Associated Hospitals, New Delhi, within 15 working days of the issue of this notice.

4. Incomplete bids or bids received after the due date and time shall not be considered.

Digitally signed by
Vinay Kumar

Date: 17.03.2026

(Vinay Kumar)
Deputy Director (Administration)
LHMC & Associated Hospitals
New Delhi



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LADY HARDINGE MEDICAL COLLEGE & SMT. S K HOSPITAL, NEW DELHI



NOTICE INVITING EMPANELMENT

(RATE CONTRACT FOR CATERING & HOSPITALITY SERVICES)

Lady Hardinge Medical College & Associated Hospitals invite sealed bids under a **Two-Packet Bid System (Technical Bid and Financial Bid)** from **reputed, experienced and eligible agencies** for **Empanelment on Rate Contract Basis** for providing catering, hospitality and event-related services.

1. Scope of Work

The empanelled agencies shall provide the following services on requirement basis:

- Tea, snacks and high-tea arrangements
- Packed lunch and packed dinner
- Buffet lunch and buffet dinner (with waiters / without waiters)
- Catering for meetings, workshops, trainings and official functions
- Any other hospitality services as approved by the Competent Authority

2. Number of Agencies

A total of **three (03) agencies** shall be empanelled to ensure availability, quality and operational flexibility.

3. Eligibility Criteria

Agencies bidding for empanelment shall meet the following minimum eligibility requirements and shall submit self-attested documentary evidence in support thereof:

i. Statutory Compliance

The agency must possess valid and current registrations / licences, including:

- a. Goods and Services Tax (GST) registration;
- b. Food Safety and Standards Authority of India (FSSAI) licence;
- c. Trade Licence / Municipal Licence, as applicable;
- d. Any other statutory approvals required under prevailing laws for providing catering and hospitality services.

ii. Experience:

The agency should have **minimum one (01) years' experience** in providing catering and hospitality services to **Government Departments / Public Sector Undertakings / Autonomous Bodies / reputed institutions**, with satisfactory performance record.

Documentary proof such as work orders, completion certificates or performance certificates shall be submitted.

iii. Operational Proximity:

The agency must have an **operational establishment / kitchen facility** located within a **radius of 15 km** from **Lady Hardinge Medical College & Associated Hospitals**, to ensure timely service delivery, especially for short-notice and emergency requirements.

iv. Infrastructure & Manpower:

The agency should possess:

- a. adequate kitchen infrastructure and food preparation facilities,
- b. sufficient trained manpower, including cooks, helpers and serving staff (waiters),
- c. capability to provide buffet services with or without waiters as per requirement.

v. Financial Capacity:

The agency must be financially sound and capable of executing orders of varying magnitude. In this regard, the bidder shall submit:

- a. audited balance sheets / financial statements for the last **two (02) financial years**, or
- b. a certificate from a Chartered Accountant indicating annual turnover and financial stability, or
- c. A self-attested copy of two ITR.

vi. Food Quality & Safety Standards:

The agency shall comply with prescribed food safety, hygiene and quality norms and shall be liable for ensuring safe, hygienic and wholesome food during the entire contract period.

vii. Non-Blacklisting Declaration:

The agency must submit an undertaking that it has **not been blacklisted or debarred** by any Government Department / PSU / Autonomous Body during the past three years.

4. Contract Period

The empanelment shall be valid for **24 months**, extendable for further one year, subject to satisfactory performance and approval of the Director, LHMC & Associated Hospitals.

5. Mode of Selection

The bids shall be submitted in the following manner:

1. Single Outer Envelope

The bidder shall submit **one sealed outer envelope**, clearly superscribed with the name of the work and tender reference number.

2. Contents of Outer Envelope

The outer envelope shall contain **two separate sealed envelopes**, as detailed below:

a. Envelope-I: Technical Documents

- This envelope shall contain all **technical documents**, including eligibility details, statutory registrations, experience certificates, undertakings and other documents as prescribed in the tender.
- The envelope shall be clearly superscribed as **"Technical Bid"**.

b. Envelope-II: Financial Quotation

- This envelope shall contain only the **financial / price quotations** strictly in the prescribed **Price Schedule format**.
- No technical document shall be included in this envelope.
- The envelope shall be clearly superscribed as "**Financial Bid**".

3. Sealing & Identification

Both inner envelopes shall be duly sealed and placed inside the sealed outer envelope.

Any bid not submitted in the above manner is liable to be **rejected summarily**.

4. Opening of Bids

- The **Technical Documents** shall be opened first for evaluation.
- The **Financial Quotation** of only those bidders who are found **technically qualified** shall be opened subsequently.

Lady Hardinge Medical College & Associated Hospitals reserves the right to accept or reject any or all bids without assigning any reason.

FINANCIAL BID – PRICE SCHEDULE
(To be submitted in separate sealed cover)

Sl. No.	Description of Service	Unit	Rate (₹) (Inclusive of all taxes) along with the list of items
1	Tea	Per Cup	
2	Snacks	Per Plate	
3	High Tea (Tea + Snacks)	Per Person	
4	Lunch – Packed	Per Person	
5	Dinner – Packed	Per Person	
6	Buffet Lunch – Without Waiters	Per Person	
7	Buffet Lunch – With Waiters	Per Person	
8	Buffet Dinner – Without Waiters	Per Person	
9	Buffet Dinner – With Waiters	Per Person	
10	Additional Waiter Charges (if required)	Per Waiter/Event	
11	Any Other Item (Specify)		

Terms:

1. Rates shall be **firm and inclusive of all taxes, duties, transportation, manpower, crockery, logistics and service charges.**
2. No minimum quantity or assured order is implied.
3. Payment shall be made only for services actually availed and duly certified.
4. Rates shall remain valid during the contract period unless revised as per approved contract conditions.

Signature & Seal of Bidder

Name of Firm: _____

Date: _____

Mode of Submission of Quotation:

The sealed outer envelope containing the Technical Bid and Financial Bid, as prescribed, shall be **dropped in the Tender Box kept in the Office of the Deputy Director (Administration), Lady Hardinge Medical College & Associated Hospitals, New Delhi**, on or before the date and time specified in the Notice Inviting Empanelment.

Bids received after the stipulated date and time or submitted at any other location shall not be considered.

Digitally signed by
Vinay Kumar
(Vinay Kumar)
Deputy Director (Administration)
Date: 17-03-2026
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