



**Pearson Memorial Hospital
Visva Bharati**

Notice inviting e-Tender

Tender No. PMH/VB/1079/2021-22

Date : 29.11.2021

Notice inviting e-tender for engagement of caterer for providing services at P M Hospital, Visva Bharati.

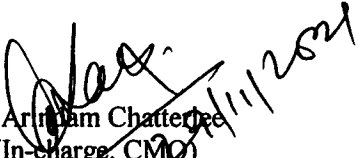
The Chairperson P M Hospital Tender Committee, Visva Bharati, Santiniketan invites online tender in two bids system (Technical & Financial) from the reputed firms dealing with catering business for providing Breakfast, Lunch, Dinner, Snacks etc, for P M Hospital's admitted patients. All relevant documents will be available on the University Website and Govt. e-portal (<http://mhrd.euniurizarde.com>)

Before submitting tenders the interested bidder is requested to go through the terms & condition of the tender documents carefully to avoid cancellation of the tender.

Last date of tender submission 13.12.2021 at 5.00 pm.

Technical bids shall be open on 16.12.2021 at 12.00 noon

Date of Opening of price bid (financial) 21.12.2021 at 12.00 noon


Dr. Arindam Chatterjee
(In-charge, CMO)
Chairperson, P M Hospital
Chief Medical Officer (In Charge)
P.M. Hospital, Visva-Bharati

Annexure-A

TERMS & CONDITION FOR OPERATION OF CATERING SERVICE FOR UNIVERSITY P M HOSPITAL

A. GENERAL CONDITION :

1. The firms having good profile in dealing with such business are only eligible to take part in the tender.

The following documents should be uploaded with technical bid.

- a. Trade Licence, Food License issued by 'FSSAI' up to date.
 - b. Partnership deed (in case of partnership firm). Power of Attorney (if required).
 - c. PAN & GST Registration.
 - d. Financial solvency certificate from the Banker in the proper format is to be submitted.
 - e. Should have minimum three years experience for diet supply.
 - f. Annual turnover of at least 3 lac. during last three consecutive years (2017-18, 2018-19 & 2019-20) supported by audited balance sheet
2. The contract will be for one year from the date of execution of agreement. This may be renewed for another two consecutive years subject to satisfactory performance and mutual consent.
 3. Soft copy of EMD of Rupees 10,000/- (Ten Thousand) only in the form of D/D drawn in favour of the "Accounts Officer, Visva Bharati" Payable at SBI, Santiniketan Branch (code-2121) must be uploaded with technical bid. Tender will be considered CANCELLED without EMD. The EMD for the qualified vendors will be released on receipt of security deposit (performance security) of Rs. 50,000/- (Fifty Thousand) Only. The performance security will be refunded after 60 days of completion of contract subject to adjustment of deduction, if any. No interest will be paid on performance security. Performance Security may be furnished in the form of Account Payee DD/FD receipt from a Commercial Bank/ Bank Guarantee form a Commercial Bank of online payment in an acceptable form.
 4. In case the bidder claiming for waiver of bid security (EMD), he/she shall provide documentary proof of being registered with Central Purchase Organization of MSME of the concerned ministry of Dept. As per GFR-170. The registration must remain valid till the bid validity period.

Soft copy of EMD must be submitted along with technical bid. However, hard copy (original) of Demand Draft for cost of EMD should be sent directly to the CMO, P.M. Hospital, Visva Bharati by post, failing which the tender will be treated as cancelled.

5. Financial bid of technically qualified bidders will be considered only. Evaluation of the lowest bidder will be on the lowest COMPOSITE COST (Excluding GST) of all items offered. No price variation will be allowed within the tenure of contract unless there is any change in Govt. Taxes, if applicable.
6. Original tender documents should be neatly typed or printed and each page will be signed & duly stamped with official seal. In case of authorised signatory, authorization from the competent authority should have to be submitted in the given format.

7. Any correction, deletion or use of erasures, overwriting should have to be endorsed by the competent authority or signatory otherwise the tender will be liable to be cancelled.
8. Vague, incomplete, confusing or contradicting and conditional tender will be cancelled without any explanation.
9. The successful vendor will execute and agreement with the university.
10. Efforts to personally influence of any nature to the tender committee's decision will result in cancellation of the bid.
11. In case, the successful tenderer decline the offer of contract (or refuse to acknowledge or execute the contract/agreement within 15 days of award of work) for whatsoever reasons, his EMD will be forfeited.
12. EMD will only be refunded to the unsuccessful bidders within 30 days after finalization of tender and no interest will be paid for the same.
13. The bidder should quote financial bid both in figure and words. Illegible bid will liable to be cancelled. The rate indicated in words will be considered for evaluation of the lowest bidder.
14. The bidder should submit self declaration to the effect that he is free from any encumbrance and has no case of legal conviction in any form.
15. Any loss or damage to the University's Asset will be replenished by the Caterer from the immediate bills.
16. The bid with complete details shall be submitted on online mode on Govt. e-portal (<http://mhrd.euniurizarde.com>) No documents except original D/D towards EMD will be accepted offline.
17. The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority shall be final and binding.
18. All disputes will be under the jurisdiction of Bolpur / Suri Court of Birbhum District.

B. REGARDING SERVICES (FOOD) :

- a. Caterer shall ensure quality food as per hospital requirement and provide satisfactory / acceptable catering services without giving any room for complaint from diners.
- b. Caterer shall prepare the food items in a hygienic atmosphere and qualified trained staff shall be engaged to supervise cooking, serving and dish washing.
- c. Special Diet / Sick Diet shall have to be supplied according to the instruction of on duty Doctor.
- d. Caterer shall be solely responsible for the arrangement of GAS requirements for cooking. Use of Electric Heater is strictly prohibited.

- e. P M Hospital Tender Committee on behalf of University reserves its Right of inspection relating to quality and service at any given point of time and shall be the sole judge about the food services.
- f. Caterer shall be responsible for house-keeping, cleanliness and hygienic maintenance of the kitchen including washing and cleaning of kitchen area on daily basis. Moreover use of plastic will be strictly prohibited, waste disposal should be done by the vendor in compliance with the Govt. rules.

C. MANPOWER

- a. Caterer shall provide sufficient experienced manpower having sound health and free from any infectious disease for the smooth functioning. Staff and all personnel involved in service will be subjected to medical check up at least once in a year.
- b. Caterer shall not engage any child labour.
- c. Caterer shall issue uniforms for all the staffs employed by him. The cost of providing and laundry charges for uniforms shall be in Caterer's account.
- d. Caterer's employees shall maintain discipline and good behaviour with the patients. In the event of any complaint or commission of an act of misconduct by the employees of the caterer, Caterer shall take prompt action, including removing the said employee from the kitchen.
- e. The personnel of the Caterer shall not be the employees of the University and they shall not claim any salary or allowance or compensation.
- f. The caterer shall also provide at its own cost all benefits statutory or otherwise to its employees and the University shall not have any liabilities whatsoever on this account. The caterer shall also abide by and comply with Labour Laws, Compensation Act, Minimum Wage Act. and Statutory obligations.

D. OTHER CONDITIONS :

- a. University will provide Kitchen facility, water, electricity and refrigerator at free of cost. The Caterer would be liable to pay damages of the items supplied by University.
- b. The Caterer shall bring kitchen equipments, cooking and service utensils, cutleries and crockery etc.
- c. The caterer will be the responsible to withdrawal all his workers as soon as the contract is over with an intimation to C.M.O. University will not take responsibility of payment and future liabilities for the workers.
- d. Fire Extinguishing Equipments should be provided by the Caterer.

E. SUPERVISION :

- a. The C.M.O of P M Hospital will appoint a Committee to supervise the quality of all materials used in the kitchen for preparation of food. The Committee will also ensure that the cooked food be served in a comfortable manner to the patients.
- b. Periodic survey will be conducted by the committee about the quality of food and services.

F. AGREEMENT :

The work should be taken up within a maximum of 15 (fifteen) days from the date of issue of work order. The successful bidder should execute an Agreement with Visva-Bharati on a non-judicial Stamp Paper of appropriate value before commencement of work.



ANNEXURE – B

খাদ্য-তালিকা ও শর্ত বিশ্বভারতী পি. এম. হাসপাতাল শান্তিনিকেতন

Tender no. – PMH/VB/1079 /2021-2022, dated : 29.11.2021

এর নিয়মাবলীর শর্ত সাপেক্ষে নিম্নপ্রদত্ত খাবার ও জলখাবারের তালিকা অনুযায়ী খাদ্য সরবরাহ করবো।

সকাল : ৬.১৫ মি. থেকে ৬.৩০ (প্রাতঃরাশ) ২ খানি উতকৃষ্ট মানের বিস্কুট (ম্যারী/ক্রিমক্রেকার ও চা (১ কাপ)
শিশুদের বর্নভিটা/হরলিক্স (১ কাপ)

সকাল : ৮.৩০ (জলখাবার) ৪ পিস পাউরুটি মাখন বা জেলি-সহ (১০০ গ্রাম), দুধ ২০০ মি.লি., ডিম সেদ্ধ ১
পিস ও ১টি কলা।

দুপুর : ১১.৩০ থেকে ১২.০০ (মধ্যাহ্নভোজ) ভাত (১০০ গ্রা./রুটি(৪ পিস), ডাল, তরকারি, মাছের ঝোল, লেবু।
নিরামিষ অতিরিক্ত তরকারি (সোয়াবিন)

বৈকাল : ৪.০০ থেকে ৪.৩০ (জলখাবার) কেক ১টি / পাউরুটি ২ পিস, কলা/মিষ্টি (১টা), চা, বিস্কুট-(২পিস)
শিশুদের বর্নভিটা/হরলিক্স (১ কাপ)

রাত্রে : ৭.৩০ থেকে ৮.৩০ (নৈশভোজ) ভাত (১০০ গ্রা./রুটি (৪ পিস), ডাল, তরকারি, মাছ (১ পিস) /ডিম
(১ পিস) / মাংস (১৫০ গ্রাম.)

দুর্গন্ধ ও কাঁকড় মুক্ত উতকৃষ্ট মানের চালের ভাত ও উতকৃষ্ট মানের আটার রুটি দিতে হবে।

জনপ্রতি ন্যূনতম ৬০ গ্রাম মাছ / ডিম ও পর্যাপ্ত পরিমাণে ডাল ও তরকারি দিতে হবে।

মাছের পিস ৫০০ গ্রাম (পাঁচশত) উর্ধ্বের মাছের হতে হবে।

রাশার তেলের মাধ্যম হবে উন্নত মানের সরিষার তেল বা সাদা তেল।

ডাল ও তরকারির রকম প্রতি বেলায় পরিবর্তন হবে।

সপ্তাহে একদিন রাত্রে মাছ বা ডিমের পরিবর্তে মাংস (খাসি বা মুরগী) দিতে হবে।

মাংসের পরিমাণ হতে হবে অন্তত ১৫০ গ্রাম।

দুপুর ও রাত্রে খাবার ভরপেট দিতে হবে। মাছ ও মাংসের পরিমাণ উল্লিখিত হলেও ডাল ও তরকারি পর্যাপ্ত পরিমাণে দিতে হবে।

চা-এর পরিবর্তে শিশুদের বোর্নভিটা (Bournvita) বা হরলিক্স (Horlicks) দিতে হবে।

প্রয়োজনে নির্দিষ্ট ক্ষেত্রে বিশেষ রোগীর খাবারের ব্যবস্থা করতে হবে, যেমন ডায়াবেটিক ডায়েট।

উল্লিখিত তালিকা অনুযায়ী রোগীপ্রতি প্রতিদিনের খাবার ও জলখাবার সরবরাহে ইচ্ছুক।

তারিখ

দরদাতার স্বাক্ষর ও সীলমোহর



**VISV BHARATI
Santiniketan**

ANNEXURE : C

TECHNICAL PART

(Information / Documents as applicable)

1. Name of the Bidder :
2. Address with phone no. and E-mail :
3. Trade Licence :
4. Food Licence issued by FSSAI up to date :
5. Partnership deed (in-case of Partnership firm). Power of Attorney (if required) :
6. PAN & GST Registration :
7. Financial Solvency Certificate :
8. Three years experience for diet supply :
9. Audited Balance Sheet (3 Yrs.)

10. Details of Earnest Money Submitted :

- a) Amount :
- b) D/D No. and Date of Purchase :
- c) Drawn on :
- d) Payable at :

11. Whether the bidder has claimed for waiver of EMD. If yes, supporting documents is to be provided.

Signature with Office Seal :

Date :



**VISV BHARATI
Santiniketan**

ANNEXURE : D

FINANCIAL PART :

In reference to the Tender Notice no. Date. for
outsourcing of caterer service at P M Hospital, of the University I / We hereby offer the Financial Bid
according to the scope of work at Annex-B.

Price quote per person per day / (including Bed Tea, Breakfast, Lunch, Evening Tiffin & Dinner)

Excluding GST, Rupees..... (In figure)

Rupees (In words)

1. Name of the Bidder :
2. Address with Phone no. & E-mail :

Signature of bidder & Official Seal

Date :



**VISV BHARATI
Santiniketan**

ANNEXURE : E

CERTIFICATE OF THE BIDDER

I Sri in the capacity of Proprietor /
Partner of the Firm

Address.....

certify that have gone through the terms & condition of the tender documents and with the clear
knowledge of the tender I am submitting the documents.

Signature with Office Seal

Date :

Place :