

VISVA-BHARATI

SANTINIKETAN

Notice inviting E- Tender

Tender No. PMH/VB/ 50 /2019-2020

Date-17-05-2019

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

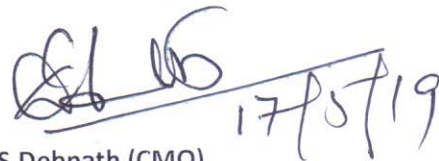
The Chairperson P M Hospital Tender committee, Visva-Bharati, Santiniketan invites on line tender Two Bids system (Technical & Financial) from the reputed Firms dealing with catering business for providing Breakfast, lunch, Dinner, Snacks etc for PM Hospital's admitted patients. All relevant documents will be available on The University Web-site and Central Public Procurement Portal (CPPP). Before submitting tenders the interested bidder is requested to go through the terms & conditions of the tender documents carefully to avoid cancellation of the tender.

Last Date of Tender submission: 27-05-2019 at 5 pm.

Technical bid shall be opened on: 31-05-2019 at 11 am

Venue- P M Hospital Office. Visva-Bharati.

Date- 17-05-2019



Dr S.S. Debnath (CMO)

Chairperson

P M Hospital, Tender Committee

Visva-Bharati, Santiniketan

Annexure-A

TERMS & CONDITIONS FOR OPERATION OF CATERING SERVICE FOR UNIVERSITY P M HOSPITAL.

A. GENERAL CONDITION :

1. The firms having good profiles in dealing with such business are only eligible to take part in tender.
The following documents should be enclosed with Technical bid
 - a. Trade licence, Food license issued by FSSAI/ Dist Food Inspector or Department of Food & Health, W.B.Govt.upto date.
 - b. Partnership deed (in cash of Partnership Firm).Power of Attorney (if required).
 - c. PAN & GST Registration.
 - d. Credential for dealing with this business (Govt Org. preferable) for at least one year. Completion certificate indicating satisfactory service from at least one client should be enclosed.
 - e. Financial Solvency certificate from the banker in the proper format is to be submitted.
 - f. Should have minimum 1 year experience for patients diet supply in any hospital.
2. The contract will be for one year from the date of issuing of work order or the date of execution of agreement whichever the latter. This may be renewed for further subject to satisfactory performance and mutual consent.
3. EMD of Rs 25,000 in the form of D/D drawn in favour of the Accounts Officer, Visva-Bharati, University payable at State Bank of India, SantiniketanBranch, must be enclosed with Technical bid. Tender will be considered CANCELLED without EMD.The EMD for the qualified vendors will be adjusted against Security Deposit (Performance Security) of Rs 50,000/-.The performance Security will be refunded after 60 days of completion of contract subject to adjustment of deductions, if any. No interest will be paid on Performance Security.
4. Financial bid of technically qualified bidders will be considered only. Evaluation of Lowest Bidder will be on the lowest COMPOSITE COST (excluding GST) Of all items offered by the vendor in the financial bid. No price variation will be allowed within the tenure of contract unless there is any change in Govt duties, if applicable.
5. Original tender documents should be neatly typed or printed and each page will be signed and duly stamped with official seal. In case of Authorized signatory, authorization from the competent authority should have to be submitted in the given format.
6. Any correction, deletion or Erasures, overwriting should have to be endorsed by the competent authority or signatory otherwise the tender will be liable to be cancelled.
7. Vague, incomplete, confusing or contradicting and conditional tender will be liable cancelled without any explanation.
8. The successful vender will execute an agreement with the University.

9. Efforts to personally influence of any nature to the Tender Committee's decision will result in cancellation of the bid.
10. 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 lowest bidder.
11. 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.
12. Any loss or damage to the university's asset will be replenished by the caterer from the immediate bills.
13. The bid shall be submitted online only at Central Public Procurement Portal Website-<http://eprocure.gov.in/eprocure/app> and no documents except original demand draft/Bank Guarantee/Banker's cheque/Fixed deposit receipt towards EMD will be accepted offline.
14. 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.

(B) Regarding Services (Food):

- a. Caterer shall ensure quality food 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 available to supervise cooking, serving and dish washing.
- c. Caterer shall be solely responsible for the arrangements of gas requirements.
- D. PM Hospital Tender Committee on behalf of the University reserves its right of inspection relating to quality & service at any given point of time and shall be the sole judge about the food services.
- f. Caterer shall be responsible for housekeeping, cleanliness and hygienic maintenance of the Dining Hall including washing and cleaning of kitchen area on daily basis.

(C) Manpower:

- a. Caterer shall provide sufficient experienced manpower having sound health and free from any infectious disease for the smooth working. Staff and all personnel involved in service will be subjected to medical checkup at least once in a year.
- b. Caterer shall not engage any child labour.
- c. Caterer shall issue uniforms for all the staff 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 relation 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.

(D) Other Conditions:

- a. University will provide Kitchen facility, water, electricity and refrigerator at free of cost.
- 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. 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:

1. 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.
2. Periodic survey will be conducted by the committee about the quality of food and services and findings will be published.

Annexure- B

খাদ্য তালিকা ও শর্ত বিশ্বভারতী পি.এম.হাসপাতাল শান্তিনিকেতন

Tender No – PMH/VB/50/2019-20 Dt.17.05.19

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

সকাল	:	৬-১৫ থেকে ৬-৩০ (প্রাতঃরাশ)২ খানি উৎকৃষ্ট মানের বিস্কুট ও চা
সকাল	:	৮-৩০ (জলখাবার)শিশুদের কোকো/ বোনভিটা ১০০ গ্রাম পাউরুটি মাখন বা জেলী সহ ও দুধ ২০০মিলি./ডিম সিদ্ধ সপ্তাহে ১দিন অথবা ২দিন মাখন বা জেলীর পরিবর্তে ১ টি কলা ।
দুপুর	:	১১-৩০ থেকে ১২-০০ (মধ্যাহ্নভোজ)ভাত/রুটি,ডাল,তরকারি,মাছের বোল,লেবু। নিরামিষ-অতিরিক্ত তরকারি (সোয়াবিন)
বৈকাল	:	৪-০০ থেকে ৪-৩০ (জলখাবার)কেক/পাউরুটি ,কলা/মিষ্টি,চা। শিশুদের কোকো/ বোনভিটা
রাত্রে	:	৭-৩০ থেকে ৮-৩০ (নৈশভোজ)ভাত/রুটি,ডাল,তরকারি,মাছ/ডিম/ মাংস

দুর্গন্ধ ও কাঁকর মুক্ত উত্তম মানের চালের ভাত ও উত্তম আটার রুটি দিতে হবে।

জনপ্রতি ন্যূনতম ৬০ গ্রাম মাছ/ডিম ও পর্যাপ্ত পরিমানে ডাল ও তরকারী দিতে হবে।

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

রান্নার তেলের মাধ্যম হবে সরষের তেল।

ডাল ও তরকারীর রকম প্রতি বেলায় পাল্টাতে হবে।

সপ্তাহে একদিন রাত্রে মাছ/ডিমের পরিবর্তে মাংস (খাসী/মুরগী) দিতে হবে।

মাংসের পরিমাণ ১৫০ গ্রাম।

দুপুর ও রাত্রে খাবার ভরপেট দিতে হবে।মাছ ও মাংসের পরিমাণ উল্লেখিত হলেও ডাল ও তরকারী পর্যাপ্ত পরিমাণ দিতে হবে।

চা-এর পরিবর্তে শিশুদের কোকো/বোনভিটা দিতে হবে।

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

উল্লেখিত তালিকা অনুযায়ী রোগীপ্রতি প্রতিদিনের খাবার ও জলখাবার সরবরাহে ইচ্ছুক।

তারিখ.....

দরদাতার স্বাক্ষর ও সীলমোহর

Annexure-C

Visva-Bharati

Santiniketan

TECHNICAL PART

1. Name of the bidder :
2. Address with phone No and E-mail :
3. Details of the Firm (in case of Partner-ship Firm :
(Submit the deed/agreement)
4. Detail of Earnest Money submitted
 - a. Amount :
 - b. D/D No and Date of Purchase
 - c. Drawn on :
 - d. Payable at :
5. Mention the types of documents/certificates attached :

Signature with office seal

Date

Annexure –D

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FINANCIAL PART

I n reference to the Tender Notice No..... dt..... for outsourcing of caterer service at PM 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. And 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:

Annexure-E

Visva-Bharati

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CERTIFICATE OF THE BIDDER

I Sriin the capacity of Proprietor/Partner of the
Firm.....
Address.....

.....certify that have
gone through the terms and condition of the tender document and with the clear knowledge of the
tender I am submitting the following documents :-

1. Technical Part **Annexure-D**
2. Financial Part with EMD for Rs-25,000/- **Annexure-c**

Date-

Place :

Signature of office seal