



GOVERNMENT OF WEST BENGAL
OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL
Main Road, P.O & P.S.-: Purulia , PIN: 723 101

Memo. No: - 90

Date: - 20/01/2022

Notice Inviting Expression Of Interest (EOI) for Canteen Services at Deben Mahata Government Medical College and Hospital for Staff and patient relatives at Purulia Campus

Medical Superintendent cum Vice Principal, Deben Mahata Govt. Medical College & Hospital, Purulia invites Bids through EOI in Two Bids System (Technical & Financial Bid) for "Canteen Services at Deben Mahata Govt Medical College and Hospital, Purulia for Staff and patient relatives in the sadar campus of the Deben Mahata Government Medical College and Hospital ,Purulia ".

General Instructions: -

For Details and Downloading the tender, interested Intending Bidders may please visit and download the EOI Documents free of Cost from the website www.wbhealth.gov.in (Organization – Health & Family Welfare Department) & www.pgmch.edu (Organization- Deben Mahata Government Medical College & Hospital, Purulia) For any further assistance, please visit o/o the Medical Superintendent cum Vice Principal (MSVP) , Deben Mahata Govt. Medical College & Hospital, Purulia.

1. Submission of Bids: -

Both Technical Bid & Financial Bid are to be submitted concurrently duly signed by the company personnel only (having Authorization from the company) All papers must be submitted in English Language with page Marking.

2. Time & Schedules for the EOI :-

IMPORTANT DATES :

Sl. No.	Particulars	Date & Time
1	Date of publishing of EOI	24/01/2022
2	EOI Document download start date	24/01/2022
3	Bid submission start date	25/01/2022
4	Bid Submission end date	11/02/2022, 4 p.m.
5	Date of opening of EOI (Technical & Financial Proposal) In presence of the interested bidders / authorised representatives	12/02/2022, 12 noon.
6.	Date of publishing of name of selected vendor	Will be intimated later on

3. Eligibility for Quoting: -

SUBMISSION OF TENDERS:

The tender is to be submitted in two bid system. Envelope -1 + Envelope -2 = Envelope -3 (Superscribed Memo no., date and subject of the EOI.) and submitted in the drop box kept in the Office of the **Medical Superintendent cum Vice Principal**, Deben Mahata Govt. Medical College & Hospital, Purulia (sadar campus) within 11/02/2022, 4 p.m.

Technical Proposal:**a) 'BID A': Technical Documents (Envelope - 1.)**

Statutory Cover, containing the following documents:

A	EMD: Rs. 5,000/- (Five Thousand) only as earnest Money for the whole Tender. Or EMD Exemption NSIC Certificate / SSI (MSME) Acknowledgement must be submitted. Deposition of Earnest Money: By Pay Order / Draft in favour of "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL PURULIA ROGI KALYAN SAMITI" (A/C. NO: 0198012640653)
B	Checklist in the prescribed format.
C	Application in the prescribed format given in Annexure I

OTHER - STATUTORY CONTAINING THE FOLLOWING DOCUMENTS: -

(enclose certified Photocopies)

Company Specific Technical Documents: -

SL.NO.	Category	CATEGORY Description
A	Certificates	PAN CARD of the Bidder / Authorized Signatory (Digital Signatory Holder)
		FSSAI LICENSE / Food Safety License from competent authority
		GST Registration certificate
B	COMPANY DETAILS	Trade License GST Registration certificate Professiona ITax Registration Certificate Trade License in similar Trade
C	CREDENTIAL	The bidder should have at least 1 (one) year of satisfactorily running or serving canteen/catering/food supply experience in a Govt./Govt.undertaking /Private /Public Organizations /Institutes of repute will be eligible
D	FINANCIAL INFO	Income TAX Returns submitted for the financial year 2019-2020 and/ or 2020-2021.
E		GST Returns for the year 2019-2020 and/ or 2020-2021.

Financial Proposal:**b) "BID B"; Financial Cover: - (Envelope -2)**

The folder as " Financial Bid "shall contain: **Fixed monthly user charges to be quoted on and above base price i.e. Rs. 10,000 /- (Rupees Ten Thousand) only** to the hospital authority.

Selection Criteria**Technical :** As mentioned above.

Financial : The technically qualified vendor / agency who will bid the highest amount of user charges will be selected (on and above the base user charges fixed by the authority i.e. Rs.10,000/- (Rupees ten thousand) per month.

TERMS AND CONDITIONS OF THE TENDER:**1)Minimum Eligibility Criteria:**

a. Only those firms / agencies (**having Trade License of such type of Business**) & who have experience of serving satisfactorily in such type of job for at least one(1) year (**The bidder should have at least 1 (one) year of running canteen/catering/food supply experience of serving in a Govt. / Govt. undertaking /private / public organizations /institutes will be eligible**) .

b. Vendor /Agency /Supplier (s) must have FSSAI LICENSE and/or Food Safety License from competent authority.

2) Bidder will be required to **deposit RS.5000/- (Rupees Five Thousand) only as EMD (Earnest Money Deposit)** at the time of submission of bids in the form of Pay Order / Bank Draft in favour of : “PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL PURULIA ROGI KALYAN SAMITI” (A/C. NO: 0198012640653) .

a) The successful bidder / tenderer (s) will have to deposit **security Money Rs. 20000/- (Rupees Twenty Thousand) only** in the form of Pay Order / Bank Draft in favour of : “PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL PURULIA ROGI KALYAN SAMITI” (A/C. NO: 0198012640653) . The Earnest money will be forfeited if the tenderer(s) fail to deposit the security Money Deposit Within 7 (Seven days of acceptance of the Offer Letter.

b) The unsuccessful Bidder/Tenderer (s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of security Money of successful Tenderer(s). on receipt of written request.

c) The Earnest money will be forfeited if the bidder/tenderer (s) withdraw (s) the tender after opening of bids.

d) EMD exemption is allowed for those having SSI (MEME) Part II or NSIC certificate.

3) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.

4) The **selected bidder will have to pay** a) **electricity bill** based on sub-meter, b) **Rent** as decided by the competent government authority from time to time c) **user charges** as quoted in the EOI bid.

All the monthly payable charges (rent, electricity bill and user charges) will have to paid by the selected bidders within 10th day of every month by cheque / draft in favour of : “PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL PURULIA ROGI KALYAN SAMITI” (A/C. NO: 0198012640653)

5) Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.

6) Validity of the Tender will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and a failure on this aspect, the authority deserves the right to terminate the contract. The period of one year can be extended for a further period of one year at the discretion of the hospital authority, but not more than three years with the existing terms and conditions.

7) The Tender is valid only for the mentioned canteen only under the control of MSVP, Deben Mahata Govt. Medical College & Hospital, Purulia.

8) Earnest Money will be refunded to the unsuccessful bidders on receipt of written request.

9) In case if it is found that two or more bidders have quoted the same user charges, the successful bidder will be decided by draw of lots.

10) Any Co-operative without having proper permission (from Competent Authority for such job) of Concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.

11) All terms and conditions as mentioned above will have to be accepted by the Bidder/Tenderer (s).

12) Timelines for submission of EOI along with other datelines has been noted below.

addressed to the **Medical Superintendent cum Vice Principal**, Deben Mahata govt. Medical College, Purulia.
Download tender enquiry documents from the website www.wbhealth.gov.in & www.pgmch.edu

Subsequent notice regarding this tender shall be uploaded in the above two websites only.

Financial Bids are attached herewith (BOQ)

16) The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.

Other Terms & Condition for FOOD SUPPLY

- 1) The utensils & other furniture should be in good condition.
- 2) The Food should be hygienic & Fresh as per specifications.
- 3) Timely supply of cooked food should be ensured.
- 4) Quality should be maintained otherwise supplier will be rejected
- 6) Rates which will be finalized at the time of agreement will be inclusive of all charges (Tax, servicing or packaging charges).
- 7) In case of refusal of supply and poor quality of food, mis-behaviour of supplier, etc. the contract will be terminated.
- 8) Any other packaged items which are not included in the food item list may be procured as per market price.


Medical Superintendent cum Vice Principal
Deben Mahata Government Medical College & Hospital
Purulia

Memo No. 9 of 1 (16)

M.S.V.P.
Deben Mahata Government
Medical College & Hospital
PURULIA

Date: 20/01/2022

Copy forwarded for information & necessary action to :

1. **Sri Shantiram Mahato**, Chairperson, R.K.S of D.M..G.M.C & .H., Purulia.
2. **The Sabhadhipati**, Purulia Zilla Parishad, Purulia.
3. **The Director of Medical Education** & ex-officio Secy, Department of H & F.W. Swasthya Bhawan, Kol-91
4. **The Principal**, D.M.G.M.C.&H, Purulia.
5. **The District Magistrate**, Purulia
6. The Nodal Officer H & FW Dept. & Deputy Secretary, Department of H&FW., Swasthya Bhawan, Kol-91 with request to communicate to I&CA Dept. GOWB, for publication in 3 daily newspapers.
7. **The CMOH**, Purulia
8. **The District Information & Cultural Officer**, Purulia with request for publishing in one each (two languages) local daily news papers.
9. The Officer in charge – NIC, Purulia with request to upload in NIC web portal.
10. **The Deputy Superintendent**, D.M..G.M.C&H, Purulia.
11. **The Accounts Officer**, D.M..G.M.C.& H Purulia.
12. **The all concerned members of the Purchase & Tender Committee**, D.M.G.M.C.& H, Purulia.
13. The IT Cell, Dept. of Health & Family Welfare, Swasthya Bhaban, Kol- 91 with request to upload in the official website of the department (www.wbhealth.gov.in).
14. **The DSM & IT Manager**, Purulia District for uploading in district health website.
15. D.M..G.M.C.& H, Purulia Website.
16. Notice Board of this hospital / Guard File..

Medical Superintendent cum Vice Principal
Deben Mahata Government Medical College & Hospital
Purulia

M.S.V.P.
Deben Mahata Government

APPLICATION FORMAT

(To be furnished in the vendor's official pad with full address and contact no etc. otherwise it will be treated as cancelled)

To
Medical Superintendent cum Vice Principal
Deben Mahata Government Medical College & Hospital,
Purulia

Sub: Expression Of Interest (EOI) for "Canteen services at Deben Mahata Government Medical College and Hospital for Staff and patient relatives in the campus of the Deben Mahata Government Medical College and Hospital ,Purulia

Ref: EOI notice no.

Having examined the Pre-qualification & other documents published in the EOI, I/we hereby submit all the necessary information and relevant documents for evaluation

1. That the application is made by me/us on behalf of..... in the capacityduly authorized and submitted for the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the EOI mentioned above and declare that we shall abide by it throughout the contract / agreement period.
3. We are offering the rate (user charges) for the following CANTEEN SERVICES with manufacturing capacity and assured supply to the **Medical Superintendent cum Vice Principal**, Deben Mahata govt. Medical College & Hospital, Purulia.
4. In the event of being selected, will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:
(a) Tender Selection Committee can amend the scope value of the contact bid under this project.
(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:
with Seal
Contact
Telephone :
Mobile:
Email :

Full Signature of the Bidder/ Vendor (Authorised person)

CHECK LIST

(All points are to be filled up no places are to be kept vacant. For statutory clearances / registration not applicable to be mentioned as NOT APPLICABLE instead of keeping blank.)

1.	Name of the work	"Canteen service at Purulia Govt. Medical College and Hospital for Staff and patient relatives at Purulia campus	
2.	Tender Notice No		
3.	Name of the institution tendered for.		
4.	DD No. for Earnest Money with Date.		
5.	Are you exempted from EMD (y / N)	Yes	No
6.	FSSAI and/or food license		
7.	Name of the bidder in block letters		
8.	Full address		
9.	Legal entity of the bidder \whether Firm / Society / Company / other entity		
10.	Registration No Authority with whom registered		
11.	License No.....		
12.	Name & address of the banker of the bidders.		
13.	a) PAN No / TAX No		
14.	GST Registration No		
15.	1 (one) year of running canteen/catering/food supply experience of serving in a Govt. / Govt. undertaking /private / public organizations	Yes	No
16.	Black Listed by any Govt. Authority / Govt undertaking at any time, if yes, provide details	Yes	No
17.	Has the firm or principal pending in any court any vigilance matter. If	Yes	No
18.	Any litigation against the Firm Or its proprietors or its principals? If yes, provide details	Yes	No
19.	Any other relevant information wishes to submit		

I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.

I have read the General & Special Terms & Condition, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid.

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date: -

Full Signature of the Bidder/ Vendor (Authorised person) with Seal

SPECIAL TERMS AND CONDITIONS FOR CANTEEN SERVICE ON CONTRACT

1. Canteen services at Deben Mahata Govt. Medical College & Hospital, Purulia for **Staff and patient relatives** at hospital campus on contractual basis.
The bidder should have at least 1 (one) year of running canteen/catering/food supply experience of serving in a Govt. / Govt. undertaking /private / public organization. Suitable documentary evidence to be supported along with the Expression of Interest application.
2. Canteen shall be meant for serving refreshments, snacks, tea, meals, etc. and such other items and at such prices, as may be settled between the contractor and the hospital authority.
3. The services of the canteen will be at the disposal of the staff of this hospital including doctors, other officers: nurses, medical students etc., and bona fide visitors. The users of the canteen shall be paying for the services directly to the selected vendor.
4. The canteen will run on all days including Sundays & Holidays and shall remain open during such hours as may be decided by the authority.
5. The contractor selected for canteen service, will be required to maintain highest level of cleanness standard of hygiene with regard to the persons under his employment and utensils for serving the food
6. The authority will provide connection for electric supply through a sub-meter to be installed by the vendor. The cost of electricity consumed shall have to be paid regularly on a monthly basis as per the bill raised by the electric sub meter reading by the PWD, Electricals. The actual cost will be decided by the Authority
7. Furniture (Dining Tables & chairs will be provided by the authority single time only. Maintenance of furniture will be done by the selected vendors. All utensils to be used in Kitchen & Canteen shall be provided by the vendor.
8. Only mustard oil/ soyabean oil/ rice bran oil/ sunflower oil is permitted for cooking
9. The canteen managing committee will pay regular visit to the canteen to supervise and check the quality & quantity of the food items served in the canteen
10. The personnel appointed by the vendor must have proper and clean uniform and I.D. cards for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
11. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh.
12. The Fuel to be used for cooking will only be LPG and shall be arranged by the contractor The contractor should have valid commercial connection on its name
13. The vendor will be responsible for maintaining adequate number of persons engaged in cooking distribution of food and regular disposal of waste.
14. The vendor should keep the canteen complex clean. If at any point of time the Canteen & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority
15. The vendor shall bear all the expenses for running the canteen and the authority shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to workmen during discharging their duty.
16. The vendor shall not be entitled to use the accommodation allotted by the authority for any other purpose or business other than canteen.
17. The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
18. The persons with preparation and distribution of food will be required to undergo periodical medical check-ups to rule out the possibilities of communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he/she is fully recovered.

19. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time with the valid ID documents like Aadhar card/voter card/PAN card.
20. There shall be no compromise on the quality of food supplied by the vendor and if any such incidence or Taste adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
21. The agency will be responsible for complying with payment of minimum wages (State Govt.) and Other Social Security benefits including prescribed number of leave/ holidays and prescribed hours of works Schedule as per Labour Laws in force from time to time to its employees deployed in the canteen all related to Social Security(P.F., etc in case the contractor engages manpower more than the specified number), wherever applicable, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule / provision.
22. The contractor will be responsible for such conduct of the persons engaged by him in the canteen, which will be conducive for maintaining the harmonious atmosphere in the hospital and will be responsible for any act of commission & omission of such persons.
23. Raw materials, cooking medium, fruits, biscuits, and other eatables should be as desired.
24. The contract, awarded, will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and a failure on this aspect, the authority deserves the right to terminate the contract. The period of one year can be extended for a further period of one year at the discretion of the hospital authority, but not more than three years with the existing terms and conditions.
25. This Institution Campus is a "NO SMOKING ZONE" hence sale and use of tobacco is prohibited.
26. The canteen in the hospital premises should abide by the rules and regulation of Fire Safety norms.
27. Cooked Items, transport i.e., serving the cooked food must be hygienic Maintaining proper cleanliness of the Utensils should get top priority. At the time of serving the food, one should use hand gloves and apron.
28. Specification of the EOI :
 - a) Food items should be divided into 3 (Three) categories:
 - i)Break Past;) Lunch, (ii) Dinner food items for each category will include qualities of the materials with stated price and quantity to be served.
29. **The selection of vendor will be taken upon as per EOI specifications and the technically qualified vendor / agency who bids / quotes the highest amount of user charges will be selected** (on and above the base user charges i.e. Rs.10,000/- (Rupees ten thousand) per month)
30. The qualified vendors should maintain cleanliness and beautification of the specified canteen observation area. The qualified vendor must be incorporated with CSR activity as authority will desire.
31. No sound system will be allowed inside the canteen.
32. Proper display of rate chart (food) should mandatorily be displayed at reception or cash counter area.
33. The rate of meal of canteen (Students and staff) must be equal in all respect.
34. The services of the canteen will be at the disposal of the staff of this hospital including doctors, other officers, nurses, etc., and bona fide visitors. The users of the canteen shall be paying for the services directly to the vendor.
35. Vendor is not allowed to qualify Technical Bid if he/she/agency is committed any defalcations on running Canteen within preceding one year from the publication of the said EOI.

ADDITIONAL TERMS AND CONDITIONS FOR CANTEEN SERVICE ON CONTRACT

Rules and regulations:

1. Monthly Payables : **Government premises Rent** , to be paid monthly as per Government norms.
2. Canteen owner should pay **electric bill** on monthly basis.
3. User charges as quoted in the bid – monthly basis.

4. Canteen owner should take care of day-to-day maintenances activity including cleaning of total canteen area wash basins and toilet.
 5. Hygiene to be maintained during Cooking and serving of food in the following ways-
 - a) Proper use of gown and gloves
 - b) Proper use of clean utensils
 - c) cooked food should be kept in covered container
 6. Food items will not be same for lunch and dinner. Items for lunch and dinner should be freshly prepared and without repetition of items. No stored / previously cooked food should be supplied.
 7. Quality and Quantity of all food items as specified must be strictly followed.
- NB: For Cleanliness and hygiene essential required items would not be provided by authority.

1. Time Slot: A) Breakfast – 8 A.M – 11 A.M
 B) Lunch – 12 Noon – 3 P.M
 C) Dinner – 8 P.M – 11 P.M

2. Basic food items should be always available for each time slot.

PREFERABLE FOOD ITEMS FOR THE DMGMC&H, PURULIA CANTEEN ARE AS FOLLOWS :

S/N	Category	Food Items	Rate (Approved by Hospital Authority)
1	Breakfast	Tea (50 ml)	Rs.5.00
		Coffee, 50 ml	Rs. 10.00
		Puri sabji /Roti sabji (2 pcs. Puri / roti with sufficient sabji)	Rs. 10.00
2	Lunch & Dinner Cooked Rice (200 gms.), / Hand made Bread (Roti)- 4 nos.	Veg Thali :-Cooked Rice (200 gms.),Dal (100gms.), Mixed Veg. Curry (75 gms.),Plain Veg Curry (Seasonal)(75 gms.)	Rs. 30.00
		Egg Thali :- Cooked Rice (200 gms.),Dal(100 gms.),Mixed Veg.Curry(75 gms.),Egg-1pc with 1 pc. of potato.	Rs.40.00
		Fish Thali :- Cooked Rice (200 gms.),Dal(100 gms.),Mixed Veg.Curry(75 gms.), Fish-1pc (75 gms.) with 1 pc. of potato.	Rs.50.00
		Chicken Thali :- Cooked Rice (200 gms.),Dal(100 gms.),Mixed Veg.Curry(75 gms.), Chicken (2 pcs.-125gms.) with 1 pc. of potato	Rs.70.00
		Mutton Thali : Cooked Rice (200 gms.),Dal(100 gms.),Mixed Veg.Curry(75	Rs.90.00

		gms.), Mutton (100gms.). with 1 pc. of potato	Rs.4.00
		Hand made Bread per piece.	Rs.10.00
		Extra Rice (One Plate)	Rs.20.00
		Special Sabji (100 gms.)	
3	Dessert	<ul style="list-style-type: none"> • Rasogolla 1 pc • Sandesh 1 pc • Curd-Sweet/Normal-100gms. 	Rs.8.00 Rs.8.00 Market price(at actuals)
4		Packaged Drinking Water	Market price(at actuals)
		Soft Drinks / Ice creams / Cakes/ others	
5		Bread (3 pcs)	Rs. 10.00
		Bread Toast with butter/jam (2pcs)	Rs.15.00
		Egg toast (2 pcs bread + 1Full egg)	Rs. 20.00
		Veg Chowmein (200 gms)	Rs. 30.00
		Egg Chowmein (200 gms Chowmein + 1 Full egg)	Rs. 40.00
		Egg roll (With one full egg)	Rs. 25.00
		Omlette (1 full egg)	Rs. 10.00
		Ghugni / Sabji (normal) (100 gms.)	Rs. 15.00
		Singhara (1 pc)	Rs. 5.00
		Fish Fry	Rs. 25.00
		Chicken Cutlet	Rs. 30.00

If any addition or alteration of the above should take prior permission and rate approval from the hospital authority.

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21/07/22

Medical Superintendent cum Vice Principal
Deben Mahata Government Medical College & Hospital, Purulia

M.S.V.P.
Deben Mahata Government
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PURULIA