

TENDER DOCUMENT

FOR

CATERING SERVICES



Government of West Bengal
Department of Health & Family Welfare
OFFICE OF THE SUPERINTENDENT
M R Bangur Hospital & M R Bangur Super Speciality Hospital
241 & 249 Desh Pran Sashmal Road, Tollygunge, Kolkata - 700033
www.mrbangurhospital.gov.in Email: supdt_mrbh@wbhealth.gov.in, districthospitalspg@gmail.com

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Memo No. MRBH/1995

Date: 17/09/2019

**TENDER NOTICE
FOR
CATERING SERVICES**

M R BANGUR HOSPITAL invites sealed tenders under two-bid system from reputed and experienced agencies for providing Catering Services at the above address.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Catering Services" and should reach M R Bangur Hospital on or before 25.09.2019 at 02.00pm. The technical bids shall be opened on the same day at 03.00pm at M R Bangur Hospital.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from mrbangurhospital.gov.in.

Any future clarification and/or corrigendum(s) shall be communicated through tender section.

10.2.815.

Superintendent
(a) M R Bangur Hospital, Kolkata

TENDER DOCUMENT

QUOTATION FOR PROVIDING CATERING SERVICES TO M R BANGUR HOSPITAL, TOLLYGUNGE, KOLKATA TECHNICAL BID

(In separate sealed Cover-I superscribed as Technical Bid)

1. Name & Address of the Tenderer Organization/ Agency with phone number, e-mail etc	
2. Name and designation of contact person with telephone/mobile number etc	
3. Experience in the work of providing in catering Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job was carried out.	
5. Are you covered by the labour Legislations, such as, ESI, EPF, Gratuity Act etc.	
6. Please give EPF No:	
ESI Code :	
Gratuity Act Registration No.	
7. Are you governed by minimum wages rules of the Govt. of WB, if yes please give details	
8. Please attach copy of last return of Income Tax	
9. PAN Number (Please attach a copy)	
10. GST Number (Please attach a copy)	
11. Trade License Number (Please attach a copy)	
12. Food License from FSSAI (Please attach a copy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encls: 1. Terms & Conditions (each page must be signed and sealed)
2. Financial Bid.

Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")

CATERING SERVICES

Rates for Food Items:- Rates to be given with applicable taxes.

Sl. No.	Items (as per details given in Menu*)	Rate. #	Remarks	Total
1.	Morning Milk Tea/ Black Tea/Coffee, Biscuit			
2.	Breakfast (Bread Omlet/ Puri Sabji / Chowmin/ Paratha Sabji/ Ruti Sabji)			
3.	Mid Session Tea/ Coffee			
4.	Evening Tea/Coffee with Biscuits			
5.	Lunch (Veg) Rice, Dal, 1 Sabji, 1 Paneer item, Chutney, Papad			
6.	Lunch (Non Veg) Rice, Dal, 1 Sabji, 1 Fish or Chicken item, Chutney, Papad			
7.	Dinner (Veg) Rice/Ruti/Paratha, Dal (if rice) 1 Sabji, 1 Sweet			
8.	Dinner (Non Veg) Rice/Ruti/Paratha, Dal (if rice), Egg Tarka/Egg Curry, 1 Sweet			
	Total			

1) The rates shall include the cost of manpower (including trained chef and catering staff), materials including tea kit, canteen services, fuel, cooking equipment, utensils, and crockery etc. No other charges will be paid. Exclusive manpower shall be deployed for catering operations. No manpower from housekeeping shall be diverted to catering.

(To be made on Rs 10.00 Non-Judicial Stamp Paper)

DRAFT AGREEMENT

This agreement is made on _____ day of _____ Two Thousand Nineteen between M R BANGUR HOSPITAL, as one part, hereinafter called 'MRBH' and M/s _____, having its registered office at _____ hereinafter called the 'Agency' for providing Catering services.

WHEREAS the MRBH is desirous to engage the Agency for providing Catering Services for M R BANGUR HOSPITAL on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, insurance etc relating to Catering Services personnel deployed in MRBH. The MRBH shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at MRBH. The MRBH shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving two months notice on either side.
5. In case of non-compliance with the contract, the tendering authority reserves its right to:
 - a) Cancel/revoke the contract; and/or
 - b) Impose penalty upto 20% of the total annual value of contract in case repeated complaint are received about quality of Food or Behaviour.
6. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to their personnel deployed in.
7. The Catering Services personnel deployed by the Agency will not claim to become the employees of MRBH and there will be no Employee and Employer relationship between the personnel engaged by the Agency and in MRBH.
8. There would be no increase in rates payable to the Agency during the contract period.

experienced to ensure timely, efficient and prompt service. The Agency shall provide trained manpower services. However, sufficient manpower shall be deployed depending upon the number of programmes/events in progress on a day to day basis.

d) The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily.

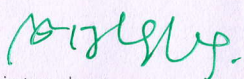
e) On satisfactory service, the tendering authority may extend the scope of work by order to provide service at the other facilities/section of the institution with same terms and conditions.

4 Personal Hygiene:

- a) The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular Health checkups. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited.

5 Quality Maintenance:

- a) The eatables served by the Agency to the Participants/Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- b) Non-vegetarian dishes shall be made from fresh and good quality chicken or Fish; and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
- d) Vegetarian and Non Vegetarian dishes shall be prepared and served separately.
- e) All vegetables used shall be fresh and shall not be rotten. The Agency shall be responsible for their hygiene and safety. All the items being used shall be stored properly and used before the expiry. Maintain hygienic conditions in cooking/pantry area & dining/serving areas.


Superintendent
M R Bangur Hospital, Kolkata