



**ROGI KALYAN SAMITI**  
**DIST. HEAD QUARTERS HOSPITAL, BOUDH**  
 No. 2858 / DHH/ Boudh, Date: 26.9.18




**TENDER CALL NOTICE**

Sealed tenders are invited from the reputed eligible registered diet preparation and catering firm/Effective Women Self Help Groups (SHGs) can also apply to prepare and distribute diet in the District Head Quarter Hospital, Boudh on annual contract basis. The details, Term & condition Guideline etc. including tender paper format can be downloaded from the district web site [www.boudh.nic.in](http://www.boudh.nic.in). The tenders in the prescribed format along with all relevant documents under two bid system i.e. two separate envelopes for technical bid & financial bid in one envelop should be super scribed on top of envelop "**Tender for supply of Diet (Cooked Food) for DHH, Boudh**". The sealed envelope should reach the office of the undersigned by Dt. 10/10/2018 at 05.00 PM through Regd. Post / Speed Post only. The bid will open on Dt. 11/10/2018 at 11.00 AM. The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof. The authority will not be responsible for any postal delay.

Sd/-

CDM&PHO-cum-District Mission Director, Boudh

  
 CDM&PHO,  
 Boudh

Signature of bidder

## TENDER PAPER

### For supply of Diet (Cooked Food) for DHH, Boudh

The District Health Administration, DHH , Boudh invites tender from the reputed eligible registered financially sound diet preparation and catering organization/agency to prepare and distribute therapeutic and non-therapeutic diet in the District Head Quarter Hospital, Boudh. Effective women Self Help Groups [SHGs] can also apply. The bid is asked as per the guidelines/decision of Department of Health and Family Welfare for outsource of the diet preparation and its services to the patients on annual contract basis to the eligible firm/company/NGO/organization. All the dietary services in the hospital should be provided as per govt. guideline (diet menu enclosed in annexure -3 )

#### **Introduction:**

1. This bid is open to agency/agencies and effective women Self Help Groups [SHGs] satisfying the eligibility criteria laid down in this bid document who have the required operational experience in hospital dietary services and its management. Preference will be given to the effective Self Help Group only those fulfill all the criteria.
2. The District Health Administration DHH, Boudh will select an agency, in accordance with the method of selection specified in this bid document.
3. The work details have been mentioned in this bid document for the reference of the bidder and preparing the bid document accordingly.
4. Interested Bidders are invited to submit a "Financial Bid" for providing services required for diet preparation and diet related services as per the standard norm and procedure of the Government of Orissa.
5. The District Health Administration, Boudh not bound to accept any bid/s, and reserves the right to terminate the selection process at any time prior to the award of the contract, without showing any reason thereby. Keeping the greater interest of in-door patients in mind, the contract of the selected/awarded agency may also be terminated by the hospital administration, if prescribed quality Standards are not adhered to. However, hospital administration is not bound to show any reason for cancellation of the bidding process or termination of contract.
6. The potential bidders can download the tender/bid document from the tender section of district web site [www.boudh.nic.in](http://www.boudh.nic.in). The bid should attach Rs.1000/-for the bid document and another Rs.1000/-towards the processing fee of the bid in shape of demand draft(Two separate). The amount paid towards the bid document and processing fee would be non refundable. The cost of tender document and processing fee must be deposited along with the Bid documents by demand draft drawn in favour of "ROGI KLAYAN SAMITI, DHH BOUDH" payable at Boudh. The Tender Document is not transferable to any other bidder.
7. The bidder is expected to examine all instructions, norms, terms, specifications, and other information in the bid / tender document

  
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Failure to furnish all information required for bidding or to submit the bid may be consider for rejection.

9. The bidder would bear all costs in connection with the preparation of the bid and its submission. The RKS, Boudh would not bear any bid preparation cost and cost for Submission of the bid.
10. In case of requirement, DMO (Medical Service)-cum-Suptd. DHH Boudh would provide required information based on the request of the bidder which is necessary for preparing the bid.
11. This bid / tender does not commit to award the contract or to engage any agency through negotiations. Further, no reimbursable cost may be incurred in anticipation of award and in such cases; hospital administration would not be responsible to bear such costs incurred by the bidder.

**Eligibility Criteria:**

1. The bidder should have a registered/operating office in the district/state with staff strength not less than 20 members.
2. The bidder/outsourced agency should have relevant experience in diet preparation, diet service and overall management of diet in hospital or similar Govt. and non-Govt. establishments. The agency/ firm have to produce performance certificate from concerned health institutions.
3. The bidder should have a minimum of 3 years experience in diet preparation and its supply / services in Public or Private Health Institutions. The bidder having more numbers of experiences & more numbers of institutions will be given preference.
4. If the agency has provided similar type of services in any Public/ private health institution/s, it would be the added advantage. However Hospital Administration will see the past performance of the agency regarding quality, quantity & behavioural norm of the agency and should provide required evidence in this regard. (Authentic wok order along with experience certificate)
5. The agency must be a registered body under appropriate law of the State or Central Government and having the documentary evidence in this regard.
6. In case of effective women SHGs, the Hospital Administration is free to take suitable decision and may consider relaxation in the overall eligibility criteria.
7. The Bidder has to produce an up to date food license certificate from the concerned authority.
9. The Bidder should have valid labour license (registration no. & date) of Labour Department.

  
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10. The firm have minimum average turnover of Rs. 50 lakhs per year on diet preparation, diet service during the last three year. The firm should furnish the authenticated document in support of their stand in the technical bid.

**Number of Bids:**

1. The bidder can apply only one bid in this tendering / bidding process.
2. In case if a single bidder submits multiple bids, either singly or in collaboration, all bids, except one that is most suitable as per the decision of the EC, RKS/Diet. Advisory committee would be liable for rejection.

**Bid Validity:**

The bid will remain valid for a period of 120 days from the date of Submission.

**Tenure of Contract:**

The selected agency would sign a contract with the administration / management of health institution. The period of the contract would be initially for 12 months and can be extended for the same period based on the satisfactory performance of the supplier / outsourced agency. The performance of the agency must be certified by the management of the health institution before extending or renewing the contract period. During extending or renewing the contract period, the management may think of revising the conditions of the contract as per its suitability without affecting the basic objective.

**Payment Schedule:**

1. The agency would be paid once based on the case load and number of meals supplied. The number of diets prepared during "lunch" would be considered as the benchmark for calculation of number of patients/days or any such norms that is suggested and agreed upon mutually by the hospital administration and the outsourced agency / bidder.
2. Hereby, it is mandatory for the health institution to pay the dues to the agency within the first seven working days of each month, subject to based on the submitted bills in the prescribed format only. The hospital administration would verify the bills, other supporting documents and do the needful for payment of the dues within ten working days of submission of bills & supporting documents.
3. The payment will be made as per the above guideline subject to allotment of funds.

**Tender Fee:**

All Bidders are required to pay Rs. 1000/- (Rupees one thousand only) towards Tender Fees in the form of Demand Draft drawn in favor of the ROGI KALYAN SAMITI, DHH BOUDH. The Tender Fee is Non-Refundable and cannot be claimed by the tendering agency.

  
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