

OFFICE OF THE SUPERINTENDENT, SVPPGIP HOSPITAL, CUTTACK

TENDER CALL NOTICE

Email: svppgip_cuttack@rediffmail.com

Sealed tenders in two bid systems (technical & financial) separately are invited from the eligible Registered diet catering Firms / Suppliers / Agency/ Women Self Help Groups [SHGs] (Home District) having valid GST Registration Certificate, Labour License, food license with minimum of 1 (one) years of relevant experience in the field of distribution dry food diet to public or private health institution. The bidders should give their technical & financial proposal separately in two envelopes & should put both into another cover super scribed as **“TENDER FOR SUPPLY OF DIET (DRY)FOR SVPPGIP, CUTTACK FOR THE YEAR 2018 – 19” with contact number of authorized person.** The tender should reach the office of the undersigned through **registered post/ speed post** only. The detail terms & conditions in the form of tender paper will be available in office of Superintendent from 11 A.M to 4 P.M on all working days from the date of publication in the news paper or can be downloaded from the website: www.svppgip.gov.in. The interested parties can purchase the tender paper from the office of the undersigned by paying Rs. 1000/- (Rupees one thousand) only (which is non refundable). Those who have downloaded the tender paper from website can submit with a demand draft of Rs. 1000/- (Rupees one thousand) only payable at Cuttack. The last date of receiving of tender paper will be 25th July by 5 P.M.The tender will be opened on 26thJuly at 2.30 P.M in the presence of the bidders or their authorized representatives in the office of the undersigned, SVPPGIP, Hospital Cuttack. Earnest money amounting to Rupees 10,000/-(Rupees Ten thousand only) in shape of Demand Draft drawn in favour of **“Superintendent, SVPPGIP, Cuttack”** payable at Cuttack is to be attached to the tender paper. The Earnest money thus deposited shall be refunded to the unsuccessful bidders after finalization of tender process. The tender received after scheduled date & time shall not be entertained. The undersigned has no responsibility for any delay on part of the bidder. The undersigned reserves the right to reject or cancel any/all tender papers without assigning any reason thereof.

N.B – The tender paper will be rejected if the bidder changes or omit any clause or annexure of the bid document downloaded from the website.

Sd/-
Superintendent
SVPPGIP, Cuttack



**SUPERINTENDENT
SVP PG INSTITUTE OF PEDIATRICS
CUTTACK-2**

Name of the Health Institution:-

Office of the Superintendent
Sardar Vallabh Patel Post Graduate Institute of Pediatrics
Health & F.W. Department, Govt. of Odisha
Cuttack-753002, Tel/Fax: 0671-2508978
E-Mail ID- svppgip_cuttack@rediffmail.com
www.svppgip.org

**TENDER DOCUMENT FOR SUPPLY OF DIET (DRY) FOR INDOOR PATIENTS OF
SVPPGIP, CUTTACK**

DATE FOR SELLING OF TENDER	:	_____ to _____
LAST DATE & TIME OF RECEIPT OF TENDER	:	11 A.M TO 3 P.M (only working day)
DATE & TIME OF OPENING OF TECHNICAL BID	:	25 th JULY 2018 UP TO 5 PM
PLACE OF OPENING OF TENDER	:	26 TH JULY AT 2.30 PM
ADDRESS FOR COMMUNICATION	:	O/O SUPERINTENDENT ,SVPPGIP CUTTACK
AND RECEIPT OF BID DOCUMENTS	:	SUPERINTENDENT, SVPPGIP Cuttack SUPERINTENDENT, SVPPGIP, Cuttack

*Superintendent
SVPPGIP, Cuttack*

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**Terms of Reference for Outsourced Agency:
Draft Contract**

The "terms of reference" to be prepared by specific public health institutions should have the following points, apart from other details based on the requirement of the specific public health institution.

VI.1 Invitation to Bid:

The SVPPGIP Hospital, Cuttack functioning under Department of Health and Family Welfare, Government of Orissa, invites tender from the eligible registered diet preparation and catering firm having valid GST registration certificate, Labour license & Food license to distribute diet (Dry) in this institute. Women Self Help Groups [SHGs] can also apply. The bid is asked as per the decision of Department of Health and Family Welfare for outsource the diet distribution to the patients on annual contract basis to the eligible firms.

VI.2 Introduction:

1. This bid is open to agency/agencies and women Self Help Groups [SHGs] satisfying the criteria laid down in this bid document who have the required operational experience in dietary services and its management.
2. The health institution 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 "**Technical Bid**" & "**Financial Bid**" for providing services required for diet distribution as per the standard norm and procedure of the Government of Orissa.
5. Keeping the greater interest of in-door patients in mind the Hospital Administration is not bound to accept any bid/s, and reserves the right to terminate the selection process at any time either prior to the award of the contract or after awarding, without showing any reason thereby, if prescribed specifications are not adhered to.
6. The potential Bidders can avail the Bid document from the Office of the Superintendent, SVPPGIP Hospital, and Cuttack by paying **Rs.1000/- (Rupees One Thousand only)**. The cost of tender document must be deposited along with the Bid documents by demand draft drawn in favour of "**Superintendent, SVPPGIP Cuttack**" payable at Cuttack. The Tender Document is not transferable to any other bidder.
7. The bidder is expected to examine all instructions, forms, terms, specifications, and Other information in the bid / tender document. Failure to furnish all information Required for bidding or to submit the bid may be consider for rejection.
8. The bidder would bear all costs in connection with the preparation of the bid and its submission. The hospital administration would not bear any bid preparation cost and cost for submission of the bid.
9. In case of requirement, the hospital administration would provide required information, based on the request of the bidder, which is necessary for preparing the bid.

VI.3 Eligibility Criteria:

1. The bidder should have a registered / operating office in the district.
2. 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 & the agency should provide required evidence in this regard.(Authentic work 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 Women SHGs, the Hospital Administration is free to take suitable decision and may consider relaxation in the overall eligibility criteria.
7. The Bidder or the personnel employed by him should not have any criminal/anti-social background. The Bidder has to furnish an up to date "Antecedent Verification Certificate" from the concerned Police Department whether he/she has been involved in any criminal proceeding or anti-social activity in the past.
8. The Bidders have to produce an up to date food license certificate from the Health Officer, Municipal Corporation.
9. The Bidder should have valid labour license (registration no. & date) issued by Labour department.

VI.4 Number of Bids:

1. The bidder can apply only one bid in this tendering / bidding process..

VI.5 Tenure of Contract:

The selected agency / bidder would be initially contracted for a period of one year from the date of award of the contract. Based on the performance and feedback from different stakeholders, the contract may be renewed for another one year.

VI.6 Payment Schedule:

1. The agency would be paid once in a month based on the case load and number of Units supplied.
2. The hospital administration would verify the bills, vouchers and other supporting and do the needful for payment of the dues within (15) fifteen working days of submission of bills / vouchers / supporting documents.

VI.7 Tender Fee-

The potential Bidders can avail the Bid document from the Office of the Superintendent, SVPPGIP Cuttack by paying **Rs.1000/- (Rupees One Thousand only)**. The amount paid towards the bid document would be non-refundable. The receipt cost Of tender document must be deposited along with the technical Bid documents as demand draft drawn in favour of "**Superintendent, SVPPGIP, Cuttack**" payable at Cuttack must be deposited in technical bid in case of tender paper downloaded from website. The Tender Document is not transferable to any other bidder.

