



OFFICE OF THE MEDICAL OFFICER I/C, CHC PATKURA
DIST.-KENDRAPARA
BLOCK PROGRAMME MANAGEMENT UNIT

Letter No.:

679

Date: 14.07.20

To
District Informatics Officer,
National Informatics Center,
Collectorate,
Kendrapara

Sub- Display of Tender document for supplying of diet to CHC Patkura.

Sir,

With reference to subject cited above, you are requested to upload the detail document for supplying of Diet to the office of the undersigned in the district portal (i.e www.kendrapara.nic.in) for the period from Dt-15.07.2020 to Dt-29.07.2020. It should be displayed at least for 15days. The details are attached with this letter.

Yours faithfully,


Medical Officer I/C
Community Health Centre
PATKURA
Dist.-Kendrapara




Reference No:MOI/C//RKS/CHCPTK/2020-21/01

OFFICE OF THE MEDICAL OFFICER I/C, CHC -PATKURA, DIST.- KENDRAPARA

EXPRESSION OF INTEREST

CHC Patkura functioning under Dept. of Health & Family Welfare, Govt. of Orissa, invites tender from the eligible Individual/registered firm/Organization/SHG to prepare and distribute the dry diet on annual contract basis in the CHC Patkura . The details Terms & Condition , Guidelines etc. including tender paper format which is available in the O/O -Medical Officer I/C, CHC Patkura , Dist.- Kendrapara. Last date of submission to the undersigned of tender duly completed in all forms on or before 29.07.2020 by 02.00 pm through Regd. Post / Speed post / Courier only . Duly super scribed at the top of envelop “ **Tender for supply of Diet for CHC Patkura 2020-21**”. Details Name, address, Mobile No. etc. should be mentioned over the envelop. The bids received after the due date would not be accepted and liable for rejection. Date of opening & finalization of tender will be intimated later on through Telephone/Mobile.

Date of Commencement of Sale of the BID Document 15.07.2020 (From 11AM To 4PM)
Last Date & Time for Sale of BID Documents: 29.07.2020 (upto 12.00 PM)
Last Date & Time of Receipt of BID Documents .29.07.2020 (upto 02.00 PM)
Opening of BID Document -30.07.2020 (3.00pm)


Medical Officer I/C
C.H.C., PATKURA
Dist.-Kendrapara
29.07.20

OFFICE OF THE MEDICAL OFFICER I/C, CHC PATKURA


ROGI KALYAN SAMITI, CHC PATKURA

EXPRESSION OF INTEREST

CHC Patkura functioning under Dept. of Health & Family Welfare, Govt. of Orissa, invites tender from the eligible registered firm/Organization/SHG to prepare and distribute the dry diet in the CHC Patkura. The bid is asked as per the decision of Dept. of Health & Family Welfare for outsource the diet preparation and its services to the patients on annual contract basis to the eligible firms.

Introduction:

1. This bid is open to Firm / Organisation and women satisfying the criteria laid down in this bid document who have the required operational experience in dietary services and its management.
2. Rogi Kalyan Samiti, CHC Patkura 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 hospital administration/ Rogi Kalyan Samiti, CHC Patkura is 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 avail the tender / bid document from the office of the concerned health institution by paying Rs.500/- for the bid document and another Rs.500/- towards the processing fee of the bid. 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 "ROGIKALYAN SAMITI, CHC PATKURA" payable at State Bank of India, Korua. 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 considered for rejection.
8. The bidder would bear all costs in connection with the preparation of the bid and its submission. The hospital administration/ Rogi kalyan Samiti, CHC Patkura would not bear any bid preparation cost and cost for submission of the bid.


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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.
10. 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.
11. All the dues related to diet provision will be released as per availability of funds as monthly after verification of document.
12. The rate of meals per day per patient should not exceed Rs 75/- (Rupees Seventy Five only).

Eligibility Criteria:

1. The bidder should have a registered / operating office in the district with staff strength not less than 05 members.
2. The bidder / outsourced agency should have relevant experience in diet preparation, diet service and overall management of diet in hospital or similar Government and/or non-Government establishments.
3. If the agency has provided similar type of services in any public /private health institution/s, it would be the added advantage. The agency should provide required evidence in this regard.
4. The agency must be a registered body under appropriate law of the State or Central Government and having the documentary evidence in this regard.
5. In case of Women SHGs, the hospital administration is free to take suitable decision and may consider relaxation in the overall eligibility criteria.

Number of Bids:

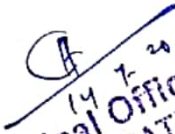
1. The bidder can apply **only one bid** in this tendering / bidding process.
2. In case if a single bidder submits multiple bids, either singly or in collaboration, all bids, except one that is most suitable as per the decision of the hospital administration would be liable for rejection.

Bid Validity:

The bid would remain valid for a period of 120 days from the date of submission.

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.


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Payment Schedule:

1. The agency would be paid once in a month based on the case load and number of meals supplied subject to availability of funds. 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, based on the submitted bills / vouchers in the prescribed format. The hospital administration would verify the bills, vouchers and other supporting and do the needful for payment of the dues within seven working days of submission of bills / vouchers / supporting documents as per availability of funds for the above purpose..

Performance Bank Guarantee:

The agency, after selection, has to deposit "security money" in shape of Bank Guarantee amounting to Rs.2,000. which should not be less than 20 % of the total reimbursable amount within one week of signing the contract. The Bank Guarantee would remain valid initially till the end of the initial contract period and extendable if the contract gets extended.

Last Date for Submission of Bid:


The bid would be submitted in an appropriate form in a sealed envelope on or before **29.07.2020** by 2.00 p.m. through Regd. Post / Speed Post / Currier only duly super scribed at the top of Envelope "**Tender for supply of Diet for CHC Patkura 2020-21**". The bids received after the due date would not be accepted and liable for rejection.

Bid Withdrawal:

After the submission of the bid, if so wished by the bidder, s/he may withdraw the bid with a payment of non-refundable amount of Rs.500/- towards withdrawal processing fee.

Right to Accept or Reject the Bid:

Rogi Kalyan Samiti, CHC Patkura reserves the right to accept or reject any Bid and the bidding process and reject all such bids at any time prior to award of contract, without showing any reason there by.


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Opening of Bids:

The bids would be opened on dated 30.07.2020 at 03.00 P.M in presence of Purchase committee, RKS, CHC Patkura Kendrapara and all the bidders. The bidders would present at fixed date & time in the office chamber of Medical Officer I/C CHC Patkura, Kendrapara and all present bidders shall put their signature on the bid as an evidencing of their attendance.

Bid Evaluation Criteria:

The bids would be evaluated on cost and quality basis i.e. the cost quoted by the bidder for each category of diet to be supplied to the patients in the hospital. The lowest quoted bidder adhering to the specified quality would be awarded the contract.

Disqualification:

The administration of the hospital, seeking this bid, reserves under its sole discretion to disqualify any bid document if;

1. The bidder submit the bid after the last date of submission of bid;
2. The bidder is blacklisted by any Govt. agency [declaration in this regard is to be given by the bidder]

Adequacy of Information:

Once the bidder submits the bid document, it will be assumed that the bidder have carefully examined the bid document to his / her entire satisfaction. Once the agency is selected on the basis of its submitted bid, the agency would be responsible to fulfill his/her obligation as per the submitted bid.

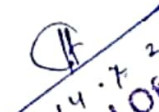
Address for Submission of Bid:

The bid should be address to the following; -
Medical Officer I/C CHC Patkura
At/po - Patkura
Dist. - Kendrapara

Clarification on the Bid:

In case the bidder seeks further clarification, s/he may contact the following designated person for correspondence and providing clarification on the bid.

Name: Dr .H.B. Sarangi
Designation: MO I/C
Telephone No.: 06727-260888, 06727-260781(Mob-9439996372)


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General Information to Bidder:

1. The successful bidder [also referred here as the agency or outsourced agency] would operate from the campus of the concerned health institution and required basic infrastructure would be provided by the health institution to facilitate the smooth operation of the agency.
2. The agency would be abided by the cost and quality norms/standards as mentioned in the bid, diet guidelines and communicated to them from time to time by the concerned health institution.
3. The agency would recruit required number of staff for serving so that diet can be supplied to the in-door patients in time.
4. The agency would take up free health check-up of the cooking and serving staff from time to time, at least once in three months.
5. The agency would prepare and supply diet adhering to the quality norms specified by the health institution. The agency should also prepare different types of diet as per the indent placed by the health institution keeping in mind the diet requirement of different category of patients.
6. The agency would be responsible for procurement of different items required for preparing diet and storing it properly. The health institution would not be responsible for any loss of procured items.
7. The health institution would have the right to monitor the quality of items purchased and used in the diet preparation process.
8. At any point of time i.e. during procurement of raw materials, processing, preparation of diet, serving the diet to the patients, the dietician and/or any person from the health institution can visit and interact with concerned person. The agency should not have any restriction to this rather the agency would facilitate such process to improve the service quality.
9. The agency would prepare and update the accounts details and maintain other related documents that are required for reimbursement of the expenses on monthly basis. In case of incomplete documents, the hospital administration would not reimburse the incurred cost. The documents to be prepared should be supplied by the health institution before hand and maintained by the agency on daily basis. The financial and non-financial documents would be subject to audit.
10. The behaviour of the serving staff of the agency towards the patients should be conducive and disciplinary action would be taken by the hospital administration, in consultation with the concerned agency, against the person/s violating the behavioural norm.
11. The agency would be responsible to make alternative arrangements in cases of situations such as staff strike, local strike [*Bandh/Hartal*] etc. ensuring that the patients get diet in the appropriate time.


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12. The agency would be abided by different Government notification, circulars, written instructions etc. published from time to time with regard to the subject. In case of requirement, the hospital administration would provide required clarity to the agency on the related notification, circular etc.
13. For any grievance, the agency would approach to the Medical Officer I/C CHC Patkura hand appraise them in written about the problem. It is the responsibility of the health institution to comply with the grievance and solve it within a maximum of one month time and decision should be communicated to the agency in the written form.
14. Any dispute arising in the process of managing the diet preparation and supply, both the party i.e. the outsourced agency and the hospital administration should discuss and take appropriate decision that is mutually agreeable.
15. The hospital administration reserves the right to cancel or renew the contract of the outsourced agency with prior notification of 7 days without assigning any reason thereof. The same condition is also applicable for the outsourced agency in case the agency wants to quit its service.
16. The outsourced agency would provide uniform embedded with its logo to all the staff recruited by the agency. The agency would ensure that the recruited staff attend their duty with clean uniform and keeping themselves neat and clean while on duty.

Timing of Diet Supply

The timing of diet supply to the patients is mentioned below for adherence .In no case there should be deviation in time ,not exceeding 0.30 hrs for each category of diet timing .The diet preparing and distributing contractor would be advised accordingly

1. Lunch Between 1.00 pm 2.00 pm
2. Dinner Between 8.00 pm to 9.00 pm


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**TENDER PAPER FOR OUT SOURCING FOR SUPPLY OF DIET FOR 2020-21 FOR
CHC PATKURA KENDRAPARA**

(To be submitted along with Financial Proposal in separate sheet)

1. Name of the Bidder / Applicant :-
2. Whether the Bidder is NGO/ Agency/ SHG /Individual (attach proof) :
3. Registration Certificate with Xerox copy if any :-
4. Year of relevant experience in diet preparation with proof (If any):-
5. Address of registered / operating office in the District :-
6. Staff strength (attach payment roll) :-
7. Financial proposal form duly filled in to be attached :-
8. Income Tax clearance certificate / PAN

Signature of Bidder
Address :-
Telephone / Mob. :-
Date :-

Bids should be addressed to the **Medical officer Incharge, CHC Patkura, Dist- Kendrapara** & superscribed at the top of Envelope "**Tender for supply of Diet for CHC PATKURA – 2020-21**" by Regd. Post / Speed Post/ Currier only.)


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FINANCIAL BID FOR SUPPLY OF DIET

Name of the Agencies / Organization / Applicant			
Address With Telephone No.			
Sl. No.	Diet Type	Cost per Meal	Cost per Patient per day
1	General Diet		
2	Diabetic Diet		Not Applicable
3	Diet for Patients suffering from heart disease		Not Applicable
4	Diet for CRF/CKD		Not Applicable
5	Full Liquid Diet		
6	Semi Solid Diet		
	Average Cost		

1 General Diet consists of

- | | |
|------------------|--------------------|
| Milk | 500 ml (Once) |
| Bread | 125 gm (One times) |
| Egg | 1 pc (Once) |
| Banana | 2 Pcs (Once) |
| Horlicks Biscuit | 75 gm (Once) |

2 Full Liquid Diet consists of

- | | |
|-------------------------------------|--------|
| Coconut Water | 200 gm |
| Fruit Juice (Pomegranate / Orange) | 200 gm |

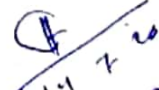
3 Semi Liquid Diet consist of

- | | |
|-------------------|--------|
| Barlie | 200 gm |
| Mixed Fruit Juice | 200 gm |
| Milk | 500 gm |

Date:-

Place:-

Signature of Bidder


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TECHNICAL BID FOR SUPPLY OF DIET

Name of the Agencies / Organization / Applicant (Document should be attached)	
Address With Telephone No.	
Registration No.	
Labour Licence No(if Any)	
PAN No/Aadhar No.	

Date:-
Place:-

Signature of Bidder


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C.H.C., PATKURA
Nist. Kendrapara