

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA



Nayapalli, Bhubaneswar - 751 012

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*****Tender Notice No- ("SIHFW-OE-OE-0042-2021") . 1066 No. 11/03/22
(SIHFW-Pur-Hostel-04/21)

**RATE CONTRACT FOR REFRESHMENT DURING TRAINING PROGRAMMES AND
OTHER ACTIVITIES/ PROGRAMMES OF S.IH&F.W,ODISHA**

The Director, State Institute of Health and Family Welfare, Odisha, Unit-8, Nayapalli, Bhubaneswar, Odisha invites interested caterers/supplier to submit their quotation for providing Breakfast , Veg / Non- veg lunch and 2- time tea/coffee with cookies/snacks during the training programme / meeting/workshop to be conducted at SIH&FW (O) on fixed rate basis valid for a period of one year from the date of contract as per terms & conditions specified in the tender document. Interested Bidders may submit their offer in Prescribed form along with other particulars in a sealed cover envelop by Regd. Post/Speed Post within the stipulated time. The complete Tender document along with terms & condition can be downloaded from the official website of the Directorate of State Institute of Health & Family Welfare, Odisha "www.sihfwodisha.nic.in" during the period from 15.03.2022 to 05.04.2022. The last date of submitting Tender is Dt. 05.04.2022(5 PM) by Speed Post/Registered Post only. Tender received other than Regd Post//Speed Post will summarily rejected..The authority reserves the right to reject any or all tenders without assigning any reasons thereof.

Director

State Institute of Health and Family Welfare, Odisha

Memo No 1067 //Bhubaneswar

Date 11/03/22

Copy along with soft copy of Tender Call Notice forwarded to the Joint Director Cum Deputy Secretary to Govt., Information & Public Relation Deptt., Govt of Odisha, Bhubaneswar for information & necessary action.

The above Notice may please be published in two leading dailies, (One English & One Odia news Paper) for widely publication before 15.03.2022.

Director

State Institute of Health & Family Welfare Odisha

Memo No 1068 //Bhubaneswar

Date 11/03/22

Copy forwarded to the Head of Portal Group, Science & Technology Deptt, Govt of Odisha, Bhubaneswar / Technical Officer, Directorate of SIH&FW, Odisha for information & necessary action.

The above Tender call Notice & Document may please be uploaded in the Govt Portal/ official website of Directorate of SIH&FW(O) for information of prospective suppliers.

Director

State Institute of Health & Family Welfare, Odisha

Copy to Notice Board (Office /Hostel / Press of SIH&FW(O))



**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING
TERMS AND CONDITIONS OF THE TENDER**

1. The Director, State Institute of Health and Family Welfare, Odisha, Unit-8, Nayapalli, Bhubaneswar, Odisha invites interested caterers/supplier to submit their quotation for providing Breakfast , Veg / Non- veg lunch and 2- time tea/coffee with cookies/snacks during the training programme/meeting/workshop to be conducted at SIH&FW(O) on fixed rate basis valid for a period of one year from the date of contract as per terms & conditions specified in the tender document. The terms and conditions of the contract which will govern any contract made are those contained in the General Conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Interested bidders may submit their in accordance with the requirements stated in the attached schedules.
2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his office or modify the terms and conditions there of .
3. The Schedule of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting /erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
4. The bidder is required to furnish bid security declaration in the prescribed format in lieu of EMD as per Annexure-C
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with contract may specify whether he signs it in this capacity of (i) a sole proprietor of the firm on constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by SIH&FW(O) within 15 days, the offer will automatically treated as cancelled without any further notice and earnest money forfeited.
7. The SIH&FW(O) is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part.
8. No interest on security deposit shall be paid by the SIH&FW (O) to the tenderer.
9. Decision of Director, SIH&FW(O) shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and the decision of the Director SIH&FW(O) shall be final and binding on the parties.
10. The catering agency / caterer or any of their staff / worker will not be allotted any accommodation in the campus. The caterer should be readily accessible as the training programmes sometimes are finalized at a very short notice.
11. The person should have his own catering services and should not quote the rates on behalf of anybody else. The contractor shall not sublet the work without prior written permission of the SIH&FW(O).
12. The Addl Director/Joint Director Training of SIH&FW (O) of the S.I.H & F.W, Odisha may surprise check the quality of food, service and sanitation etc. If the quality of food is not found satisfactory , the Competent Authority may cancel the contract without any prior notice to the contractor. Next caterer in the waiting list may be awarded for catering services.
13. Vegetables and non-veg items should be fresh and in good condition, which shall be inspected by the officers/officials from time to time.
14. If the numbers/types of items mentioned in the menu are not provided by the contractor, then amount will be deducted accordingly.
15. The contractor will have to bring utensils, crockery etc. to serve the Tea/Coffee/Breakfast/Lunch/Dinner etc.
16. The tender will be valid for 01 (one) year from signing of agreement and may be extended further depending upon the performance of the supplier/vender .
17. **Security Money:** An amount of Rs.50,000/- (Rupees Fifty Thousand) only as a security moneyt is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the SIH&FW(O) in shape of FDR pledged to the Director, SIH&FW, Odisha or bank guarantee in any nationalized bank .

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18. Successful tenderer will have to enter into a detailed contract agreement with the SIH&FW(O) non-judicial stamp paper of Rs. 100/-.
19. The payment will be made on bill basis through PFMS/NFT/RTGS for which the contractor has to submit bill after completion of the course / programme on the basis of work order / actual number of participants, whichever is lower.
20. TDS on GST/I.T will be deducted from the payment due for the work done as per rule at the stipulated rate ..
21. The contractor shall have to discharge all his legal obligations in respect of the workers/ supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also have to comply with all the rules and regulations and provisions of laws in force that are applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act 1970, workmen's Compensation Act, 1943, EPF, ESI & MP Act 1947 etc. The Contractor shall indemnify and keep indemnified the SIH&FW(O) from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, SIH&FW(O) shall be final and binding on the contractor.
22. The tenderer/supplier/caterer is required to supply refreshment i.e two times tea/coffee & snacks, breakfast and lunch to the participants within the total cost not exceeding Rs.250/- per participants/day.
23. The rate should be inclusive of all taxes. The SIH&FW(O) will not entertain any claim whatsoever in this respect.
24. The tenderer/supplier/caterer is required to furnish details menu in the price bid.
25. The offer in the price bid shall be verified and evaluated by the purchase committee of the SIH&FW, Odisha and best offer shall be accepted on the recommendation of the committee.
26. The bid should be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.
27. The bidder/s will be intimated the date of opening bid through official web-site.
28. The empowered Committee will evaluate the bid on the basis of price, quantity, quality of materials , annual turn over & experience or as the committee may think proper to evaluate. Hence, bidder/s or their representative may attend the meeting on the date of opening of bid.
29. The bidders are required to explain the queries etc. on the date of opening of bid.
30. In the event of non attendance of bidder/s , the decision of the committee will be final.



31. The Director, S.I.H & F.W, Odisha may cancel the bid at any time without assigning any reason thereof .
32. In all matters the decision of the Director, S.I.H&F.W(O) is final
33. The following documents are required to be enclosed with the tenders form which are the terms and conditions of the tender's documents failing which their bids shall be summarily rejected :-
- i. Tenderer/supplier/caterer should have an established office/branch at Bhubaneswar and should have presently running canteen service/Catering Service/contract in and around Bhubaneswar. Proof of establishment to be submitted
 - ii. Scan Copy of PAN Card & GST Registration.
 - iii. Should have all statutory registration/certifications/permissions/ food license, as required for proper execution of the mentioned contract (Preparation food / Cooking and supply of food items/catering service).
 - iv. Tenderer/supplier/caterer should have minimum one year experience for having rendered satisfactory catering services in Govt. / Public Sector Undertaking/Private corporate house/renowned club house/renowned guest house for a period of minimum of One year. The contract for which the Experience Certificate is furnished should indicate serving at least about 50 persons or above in such establishments.
 - v. Scan copy of tender acceptance letter on company letter head as per the enclosed format (Annexure-A).
 - vi. Photo copy of Bank Accounts details.
 - vii. Scan copy of Non-blacklisting certificate on company letter head as per enclosed format (Annexure-B)
 - viii. The Bidder should have filed ITR for the last financial year i.e., FY 2020-21 (Copy of the ITRs to be submitted).
 - ix. Price bid in Annexure-D



Annexure-A
Tender Acceptance Letter
(To be submitted on Company Letter Head)

To

The Director
State Institute of health and Family Welfare, Odisha
Nayapalli, Unit-8, Bhubaneswar, Odisha-751012

Sir,

I/ We have read all the particulars regarding the general information and other terms and conditions of the contract for ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING TRAINING PROGRAMME AND OTHER RELATED PROGRAMMES OF S.I.H & F.W, Odisha and agree to provide the services as detailed in the schedule herein or to such thereof as you may specify in the acceptance of the Tender the rates given in the – Price BID to this tender and I/We agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

I/ We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

The following pages have been added to form a part of this tender

The Schedules – I and II to accompany this tender are at pages

Every page so attached with this tender bears my signature and the official seal.

Yours faithfully,

Signature and Official seal of tenderer

ANNEXURE – B
(To be submitted on Company Letter Head)

UNDERTAKING

I/We _____ do hereby solemnly affirm and
declare that my/our firm/company/business entity is not blacklisted by any Government
Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

Signature of authorized signatory _
(with stamp)

ANNEXURE -C
Form of “Bid Security Declaration” – To be submitted in the Letterhead of the Bidder
“BID SECURITY DECLARATION”

To

The Director,
State Institute of Health and Family Welfare, Odisha

Sub.: Submission of Bid Security– Reg.

Ref.: Tenders invited for “-----” vide no. -----

Sir,

I/ We declare that:

I/We understand that according to the tender document, bids must be accompanied by a Bid Security Declaration. Accordingly, I/We have opted for submitting this Bid Security Declaration.

2. I/ We declare that I / We will not withdraw our bid during the Bid validity period or make any modifications to my/ our bid.

3. I/ We understand that if I/ we withdraw my/ our bid or modify the bid, I/ we will be automatically suspended from being eligible for bidding and also will be debarred from competing for bids in your esteemed Institute for a period of one year from the date of occurring of such breach.

4. I/We further understand that if I/We fail to sign the purchase order in case the work is awarded to me/us or fail to furnish the Performance Guarantee, my/ our bid will be automatically cancelled and I/ We will also be debarred from competing for bids in your esteemed Institute for a period of Three years from the date of occurring of such breach.

5. I/ We understand that this Bid Security Declaration will automatically expire if we are not the successful bidder/ upon the expiry of bid validity period.

6. I/we declare that I am/we are authorized to sign this declaration. Duly signed this Declaration on this day _____/2022 in the presence of following witnesses:

Signature of the Bidder with seal

In the presence of:

Signature of witness:

(1) Signature:

Postal address:

(2)Signature:

Postal address:

Annexure-D
(To be submitted on Company Letter Head)
PRICE BID

Sl No	<u>Timing</u>	Details of menu and its quantity
01	Breakfast including tea/coffee and one litre water bottle (7.30 A.M to 8.30 A.M)	
02	Lunch (1 P.M to 2 P.M) Veg and Non - veg in a week to be mentioned	Name of Veg items: No of days in a week:
		Name of Non Veg items: No of days in week:
03	Afternoon Tea/Coffee & snacks(3 P.M to 4 P.M)	

SUMMARY OF RATES QUOTED

PER DAY/PER PERSON

Particulars	Rate
Morning Breakfast with one litre water bottle	Rs.
Tea/ Coffee& snacks (11.00 A.M to 11.30 A.M)	Rs.
Lunch	Rs.
Afternoon Tea/ coffee & snacks(3-4P.M)	Rs.
Aggregate Rate for trainees	Rs.

N.B : Total cost including all taxes & GST should not exceed Rs.250/- per participant per day

Signature of the Bidder with seal