



OFFICE OF THE DEAN & PRINCIPAL
FAKIR MOHAN MEDICAL COLLEGE & HOSPITAL, BALASORE
At/Po: Remuna, Dist.- Balasore, Pin- 756019 (Odisha)
E-mail: dean.fmmchb@gmail.com , Tel 06782 – 224901

Notice No- 3043 /D/FMMCHB

Date- 31.07.2023

TENDER CALL NOTICE FOR COLLEGE CAFETERIA, FMMCH, BALASORE

Office of the Dean and Principal, FMMCH, Balasore invites sealed quotations from interested qualified and eligible bidders to run a cafeteria in the college premises at Remuna.

The Tender documents along with terms and conditions are available in the college website (www.blsmch.nic.in) or District website (www.baleswar.nic.in) from 31/07/2023 to 18/08/2023. A non refundable fee is to be enclosed in the shape of demand draft of Rs. 500/- (Rupees Five hundred only) in favour of "Dean and Principal, FMMCH, BLS-MISC" Payable at Balasore from any Nationalized Bank, while submitting the bid documents.

Important Dates

1	Documents available	From <u>31/07/2023</u> to <u>18/08/2023</u> (Download from (www.blsmch.nic.in) or (www.baleswar.nic.in))
2	Last date of Submission of Proposal	Date- <u>18/08/2023</u> Time- <u>5:30 PM</u> Address for communication and receipt of BID Documents O/o the Dean and Principal, FMMCH, Balasore, At/Po- Remuna, Dist-Balasore, PIN-756019 NB:-Proposals should be submitted through Speed post/ Registered Post/Courier only.
3	Date, time and place of opening bid	Date- <u>22/08/2023</u> Time- <u>3:30 PM</u> At in the college council hall of O/o the Dean and Principal, FMMCH, Balasore, Remuna, 756019 (Bidders/ Authorized representative may remain present at the time of opening of proposal)

Eligibility Criteria

1. Valid Certificate of FSSAI(Food & Safety Standard Authority of India)
2. GST Registration Certificate
3. GST clearance Certificate for last 3 Months
4. Shop & Establishment Registration No.
5. Valid PAN card
6. Last 3 financial years audited Balance Sheet
7. Last 3 financial years IT returns Documents.
8. Minimum 3 Years experience in similar service in Private/Govt. sector institutes hospitals/Organization
9. Self-signed notarized declaration upon, non-blacklisted and Non-bankruptcy, Non pending judicial proceeding.
10. Valid Aadhaar Card of POA holder.

The important term and conditions are listed below for convenience

1. The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "Technical Bid for Cafeteria" and "Financial Bid for Cafeteria ". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Cafeteria**".
2. The Contract Agreement would be for a period of 1 year and may be further renewed on satisfactory performance and with revised terms and conditions mutually accepted to both the parties.
3. Either party can terminate contract by giving one month advance notice.
4. The contractors who have a sound financial background and can ensure quality food and service can apply. For the purpose a bank solvency of minimum 30 (Thirty) Lakh is mandatory.
5. The Earnest Money Deposit(EMD) for the contract of Cafeteria is **Rs. 25,000/-** (Rupees twenty five thousand only) which will be kept as security with the office and it will be refunded back after the completion of the contract upon which no interest will be paid by the office .The EMD can be drawn in favor of "Dean and Principal, FMMCH, BLS MISC" Payable at Balasore from any Nationalized Bank.
6. The caterer shall not sublet or assign his work to any other party.
7. The selected caterer has to pay monthly floor rent of **Rs. 32,800/- (Rupees Thirty Two Thousand Eight Hundred Only)** except electricity dues. The caterer has to pay electricity bill separately on the units consumed as soon by a meter installed separately for the cafeteria at a rate fixed by the competent authority revised from time to time. The water shall be provided free.
8. The Contractor must ensure that the food is prepared at the space provided by the office and served in the most hygienic conditions. The staff must wear serving gloves, caps etc.

while serving food. Enough counters should be there so that students should not stand in queue for long. Competent authorities of the college reserve the right to check the same and if any lapses are found on the behalf of the contractor, the penalties will be imposed on approval of a suitable committee.

9. The contractor must provide all those food items as mentioned every time during its operational hours and must have proper racks to keep its items and nothing should be kept on floor.
10. The contractor has to keep the Cafeteria open on all the days between 8AM to 8PM. In case of closing of cafeteria in on special occasion prior permission should be obtained from the undersigned one day in advance.
11. Money shall be collected by the manager of the caterer. The College authority will not be held responsible in any irregularity arising out of it.
12. The Contractor will provide only those food items in the Cafeteria which are allowed by the College and will get all the rates approved from the competent authority of the college and must be displayed prominently. The name of the firm and of the counter must be also displayed prominently.
13. Tea/Coffee should be ideally available by vending machine which should be clean periodically.
14. Maintenance jobs such as replacement of light bulbs, tube lights, taps and other electrical/PH/Civil material/fixture etc. in the cafeteria/kitchen area are the sole responsibility of the catering contractor.
15. Kitchen equipment such as gas stove, chulhas, fridge etc. will be installed and maintained by the contractor at its own cost. All service utensils like plates, glasses, dongas, service spoons etc. will be arranged by the contractor. Upkeep and maintenance of such furniture provided in the dining hall by the college will be the sole responsibility of the contractor and all the replacement must be approved from the competent authority of the College. If there will be any damage to the property of the College, the penalty will be imposed basing on the decision of the College and College will not tolerate any sort of mishandling with the furniture, fixtures and fittings installed in the area provided.
16. Cleaning of the dining hall, kitchen premises, utensils, cutlery and crockery and other equipments, furniture and consumables are the responsibility of the contractor. Use of domestic gas cylinders and wood as fuel are strictly prohibited. Steel mosquito nets are to be fitted in the windows and ventilators as anti fly/mosquito measures.
17. Engaging of required staff providing uniform etc. shall be done by the contractor. The contractor must submit the self attested photocopy of Aadhaar Card all its employees working in the Cafeteria with self certified/declared undertaking on character antecedent.

18. The caterer should ensure that non of his staff suffer from any type of communicable diseases. Medical certificate must be provided to the undersigned.
19. The College would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, service and quality of the food and upon any deficiency being found penalty procedure will be applied.
20. Security of premises, equipment, fitting and fixture, furniture etc. is the responsibility of the catering contractor.
21. The Contractor will not employ any child labour.
22. Contractor should submit all necessary statutory documents **(List at Annexure-A)**.
23. In the event of award of the contract, the contractor should register himself with the Regional Labour Commissioner as a contractor under the Contract Labour regulation Act and Obtain Labour License and complete all required formalities.
24. The Contractor should adhere to the provisions of the Provident Fund Act, the "Minimum-Wage-Act" and other such acts which are applicable from time to time.
25. The Contractor should ensure that the payment is made to the labourers as per Minimum wages act to the satisfaction of the licensee.
26. The Contractor will adhere to all laws of the land at its own responsibility and costs. The College will not be responsible for life and safety at work place and they should be duly insured.
27. Selling /Promotion/Consumption of alcohol or alcoholic beverages, banned drugs and smoking etc. are strictly prohibited in the whole Cafeteria area and if found violating, legal action will be taken and contract will be terminated immediately.
28. In case of check of sanitation and hygiene by the health department, the contractor will have to satisfy the provision of law. If found guilty, will have to bear the penalty as decided by the authority.
29. The College reserve the right to make any amendments in the Terms and Conditions as and when required and deemed fit and mutually accepted to both the parties.
30. The College authority reserve all the rights to select and / or reject any/none of the bidders without assigning any reason thereof.
31. Night stay is not allowed. (For overnight stay of caterer in the college campus permission must be obtained from the undersigned with written undertaking of no misconduct or mischief by the agency).
32. In case of any unavoidable circumstances the proposal could not be opened on the scheduled date and then a date will be fixed as per decision of the authority.

33. Any legal issue will be settled in Balasore jurisdiction.

Penalties for Violation of rules, terms and conditions

The Contractor will be fined in case of violation of the following rules:

1. Either Penalty or fine or both, if required, can be imposed if there is a violation of rules, terms and conditions and with regard to the discrepancies found in the quality of food, serving of food, cleanliness of dining and kitchen area, personal hygiene of workers, changing of employed staff without information to the College, charging rates of the items not approved by the College, selling items not approved by the College, illegal supply of liquors/cigarettes/marijuana/pan/gutka any such items etc.
2. The Contractor will be given a warning in writing initially imposing a fine of Rs. 200/-, if again found defaulter fine can be increased up to Rs. 500/- and if again found defaulter the fine will be Rs. 1000/- after 3 times steps will be initiated for termination of the contract.
3. As the Contractor is responsible for the upkeep of the premises i.e., maintaining the interiors, including the electrical fittings, furniture, civil structure, PH connections etc. in case it is found that the contractor is not taking proper care of the infrastructure, a one time penalty of Rs. 1000/- will be imposed with immediate effect and the contract will be terminated.
4. The Contractor has to replace and or repair any damaged infrastructures as it is within a stipulated time of one week. If deviated the authority will reserve the right to take action.

ANNEXURE-A

1. Valid Certificate of FSSAI (Food & Safety Standard Authority of India)
2. GST Registration Certificate.
3. GST clearance certificate for last 3 months.
4. Shop and Establishment Registration No
5. Valid PAN card
6. Last 3 Financial years audited Balance sheet.
7. Last 3 financial years IT return Documents
8. Minimum 3 years experience in similar service in private /govt. sector institutes/hospital/organization
9. Self –signed notarized declaration upon, non back listed and non bankruptcy, non pending judicial proceeding.
10. Valid Aadhaar Card of the POA holder.
11. Annual average Turnover certificate of minimum 1 cr during last 3 financial year
12. Signed (All pages) copy of this tender documents.

CHECK LIST FOR DOCUMENTS TO BE ENCLOSED

Name of the Firm	
Complete Address with Contact No.	
Enclosed Valid Certificate of FSSAI (Food & Safety Standard Authority of India) (Yes or No ?)	
Enclosed GST Registration Certificate. (Yes or No?)	
Enclosed GST clearance certificate for last 3 months. (Yes or No ?)	
Enclosed Shop and Establishment Registration No (Yes or No ?)	
Enclosed Valid PAN (Yes or No ?)	
Enclosed Last 3 Financial years audited Balance sheet (Yes or No?)	
Enclosed Last 3 financial years IT return Documents (Yes or No?)	
Enclosed Minimum 3 years experience in similar service in private /govt. sector institutes/hospital/organization documents (Yes or No?)	
Enclosed Self –signed notarized declaration upon, non back listed and non bankruptcy ,non pending judicial proceeding (Yes or No?)	
Enclosed Valid Aadhaar Card of the POA holder (Yes or No?)	
Enclosed Annual average Turnover certificate of minimum 1 cr during last 3 financial year (Yes or No?)	
Details of EMD No., Date, Amount, Bank name	
Details of Tender fee DD No.,Date,Amount,Bank name	

Selection of the Bidder

The Committee will decide the prices of the items and it is also decided that the bid will be finalized as per technical bid only. Bidder having the highest technical score will awarded the work.

SL No.	Description	Marking	Eligibility
1	Number of years of Experience in any organization of similar service (Diet/catering/Cafeteria)	15 Marks	Min 3 yrs= 5 marks From 3 Yrs. To 5 Yrs.=10 Mark More than 5 years=15 marks
2	Valid Licensing	5 Marks	Valid FSSI license-1 ISO 9001 ISO 27001 ISO-22000 & 45001 Trade License related to food service-1
3	Annual Average Turnover during last three financial year i,e FY-2019-20,FY-2020-21, FY-2021-22	15 Marks	Min 1 Cr =5 Marks From 1 Cr to 3 Cr.= 10 Marks More than 3 Cr.=15 Marks
4	Technical Presentation	10 Marks	Marks given as per committee decision
5	Food Testing by the committee	5 Marks	Marks allotted after food testing by the committee
	Total	50 Marks	

If 2 or more bidders have the same highest technical score then the contract will awarded to bidder having highest year of similar experience. Further, if 2 or more bidders will have the same highest years of experience then the committee will decide to whom the contract will be awarded.

ANNEXURE-B**Breakfast/Evening Snacks(9.00am – 11.00am/4.30pm-7.00pm)**

SL No	Item	Rate
1	Bada (4 Pcs.) Matar Alu Curry	
2	Chhole , Bhatore(2 Pcs.)	
3	Alu Paratha (2 Pcs.),Curd,Pickle	
4	Bread (4 Pcs.)-Omelette (2 eggs)	
5	Bread (4 Pcs.)—Butter Cube, Veg Cutlet (2 Pcs.)	
6	Omelette /Boiled Egg (2 eggs)	
7	Egg Roll (Single egg) 1 Pc.	
8	Egg Roll (Double egg) 1 Pc.	
9	Egg Chicken Roll 1 Pc.	
10	Double Egg Chicken Roll 1 Pc.	
11	Chicken Roll 1 Pc.	
12	Paneer Roll 1 Pc.	
13	Veg Roll 1 Pc.	
14	Maggi/Yippee/Ching's/Knoor Soupy/Top Ramen per plate	

Rice & Noodle Menu

SL No	Item	Quantity	Rate
1	Peas /Veg/Panner/Mushroom/Navratna Pulao		
2	Veg /Paneer Biryani		
3	Chicken Biryani		
4	Mutton Biryani		
5	Egg Biryani		
6	Prawn Biryani		
7	Jeera Rice		
8	Schezwan Rice		
9	Veg chowmin		
10	Egg Chowmiin		
11	Chicken Chowmin		
12	Prawn chowmin		
13	Veg Fried Rice		
14	Egg Fried Rice		
15	Chicken Fried Rice		
16	Egg Chicken Fried Rice		
17	Mixed Fried Rice		

Combo Meals/Executive Meals

SL No	Item	Rate
1	Jeera Rice- Roti-Dal-Kadai Veg-Bhaji-Salad-Papad-Sweet	
2	Jeera Rice-Roti-Dal-Matar Paneer-Salad-Papad	
3	Paratha (3 Pcs.)-Chilli Paneer/Mushroom	
4	Veg Fried Rice-Chilli Paneer/Mushroom	
5	Paratha (3 Pcs.)- Chilli Chicken (6 Pcs.)	
6	Rice /Roti –Mutton Curry –Salad-Papad	
7	Rice/Roti-Chicken Curry-Salad-Papad	
8	Rice-Egg Curry-Salad-Papad	
9	Veg Biryani-Raita-Cold Drink	
10	Chicken Biryani- Raita- Cold drink	
11	Paratha-Egg Bhurji /Jeera Alu	
12	Executive Meal (Spl. Rice-Roti-Dal-Matar Paneer/Mushroom-Chicken Kasha-Kadai Veg-Salad-Curd-Sweet-Papad-Pickle)	
13	Spl. Rice –Dal-Chicken Butter Masala-Salad-Papad-Curd-Sweet	
14	Spl. Rice –Dal-Mushroom Masala/Paneer Butter Masala-Salad-Papad-Curd-Sweet	
15	Chinese Veg Meal (veg Noodle/Fried Rice,Veg Manchuria,Chilli Paneer/Mushroom)	
16	Chinese non Veg Meal (Non-veg Noodle,Fried	

Item to be available all the time

Hot Breweries

SL No	Item	Rate
1	Tea	
2	Coffee(Hot/Cold)	
3	Cafe Moka	
4	Hot Milk	
5	Horlicks /Bourvita etc.	
6	Lemon Tea	
7	Green Tea	
8	Straeberry Milk Shakes	
9	Lichhi Milk Shakes	
10	Black Current Milk Shakes	
11	Mango Milk Shakes	
12	Banana Milk Shakes	
13	Chocolate Milk Shakes	
14	Hide and Seek Milk Shakes	

15	ORIO Chocochips Milk shakes	
16	ORIO Chocochips Milk Shakes	
17	Kitkat Milk Shakes	
18	Dark Fantasy Milk Shakes	
19	Patties (Veg,Paneer,Egg,Chicken)	
20	Pastry (Vanilla,Chocolate,Blueberry,Raspberry etc.)	
21	Fresh Fruit Juice	

Packed/Bottled Items

SL No	Item	% of discount on MRP
1	Water Bottle (250ml/500ml/1 Lit.)	
2	Sweet Curd (OMFED)	
3	Chaas (OMFED)	
4	Soft Drink (250ml,500ml)(Coka,Thumbs up, Sprite,Mountain,Dew,Mazza,Spice Up)	
5	Ice-Cream (Amul,Vadilal)	
6	Chocolates (Nestle,Cadbury,Amul)	
7	Chips (Uncle Chips,Bingo Mad Angles,Lays,Kurkuri)	

N.B.

#	Any Other Item(s),if any Contractor can serve, may mention in another sheet of paper as a list with the rates in the specified format (as above)
#	Rate must include items such as paper cup, paper plate, tissue paper, hand wash, tomato ketchup etc.
#	The quoted rates discounts cannot be altered in any case within a year

31.07.23
Dean & Principal,

Fakir Mohan Medical College and Hospital,Balasore

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Fakir Mohan Medical College
& Hospital, Balasore