

Tender Document

Sir Sunderlal Hospital, B.H.U. receives approx. 99000 OPD patients and about 5000 Indoor Patients in a month with bed capacity 1500.

Sealed quotations are hereby invited for running canteen in Sir Sunderlal Hospital, and Trauma Centre, BHU., round the clock, and in Institute of Medical Sciences during working hours in view to provide good quality of food items to Patients/Attendants, Doctors, Staff. Tender forms duly completed in all respects must be sent by post or by hand to reach to the Office of the Medical Superintendent, Sir Sunderlal Hospital, Banaras Hindu University, on or before 15.05.2017 up to 4.00 PM. The tenders will be opened on 19.05.2017 at 3.00 PM by Hospital Open Tender Committee in the presence of tenderers who may be present.

The contract will be awarded initially for a period of one year. However, it can be extended for another year by the University on satisfactory performance of the agency. ***The downloaded tender document can be used by enclosing a Demand draft or Pay Order of Rs.500/- (Non-refundable)*** in favour of The Registrar, Banaras Hindu University, Varanasi.

TENDER DOCUMENT

1. Tender should be in a sealed envelope addressed to the Medical Superintendent, Sir Sunderlal Hospital, BHU, Varanasi. Please mention our reference number and due date on the sealed envelope, otherwise your quotation may not be entertained.
2. The envelope containing Price Bid is to be placed in a single envelope scribed as "TENDER FOR CANTEEN" with the name and Address of the participating agency.
3. The tender shall be submitted typed or neatly hand written.
4. The bidder should have minimum three years experience of running canteen in Govt/reputed organization having atleast 500 employees in its establishment. Self Attested copy of the relevant papers should be attached with the tender.
5. Earnest Money Deposit [EMD] of Rs. 50,000/- (Rs. Fifty thousand only) must be attached in the form of FDR [valid for a period of 24 Months] drawn in favour of The Registrar, Banaras Hindu University, Varanasi. Demand drafts/ Pay orders/Cheques shall not be accepted. The EMD of the Successful Tenderer, who will be termed as Contractor, will be retained as security till the validity of the tender and EMD of other Tenderer/s will be returned after awarding the work.

6. The bidder shall sign all the paper of tender document and enclosed the terms & conditions of the tender duly signed as token and presumed that the terms and conditions of the tender has accepted.
7. The agency which has been blacklisted by any Govt. Deptt. is not eligible to participate in the tender.
8. Selection of successful bidder, who will be termed as Contractor, shall be done on basis of rate of items quoted by bidders in format mentioned at Annexure 'A'.
9. The Hospital Open Tender Committee will have the discretion to award the contract, where rate quoted by two or more firms are found same.
10. If any information furnished by the contractor is found incorrect at any time, the tender/contract/agreement is liable to be terminated without any notice and the security is liable to be forfeited by the department.
11. The hospital shall not be responsible financially or otherwise for any injury to the Contractor or employee in the course of performing the duty.
12. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated without any notice and the security is liable to be forfeited by the department.
13. The performance of the firm will be reviewed by the Inspection Committee, constituted by the University on quarterly basis (every 3 month) and in case not found satisfactory the contract will be terminated.
14. The University shall provide the existing area of canteen within the Instt. of Medical Sciences, S.S. Hospital and Trauma Centre, having basic infrastructural facilities including permanent kitchen fittings like electrical & water supply with taps, gas pipe line, counter slabs, concrete/Pre-Configured steel shelves in the store room, wash basin for customers, geyser, exhaust fan, water cooler etc. including furniture for seating & standing at the cafeteria like tables & chairs and replaced as and when due. The minor maintenance of the cafeteria will be carried out by the successful bidder.
15. The Contractor shall not carry out any addition or alternation or structural repairs in the canteen premises. Only such alteration or addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the Contractor on prior approval/permission of the University.
16. The Contractor shall have not right on the open space adjoining the canteen.
17. The Cafeteria shall be operated round the clock and all days of the year.
18. The Contractor shall pay a License Fee as decided by the License Committee of the University and shall pay three month License Fee in advance at the time of taking over the possession. The advance License Fee will be returned to the Contractor

along with Security Money on the expiry/termination of the Contract after ensuring clearance of all dues of the University.

19. **The License fee has to be paid in advance by the first day of the commencement of the month.** In case of late payment of the License Fee **beyond the 3rd of the month,** the Contractor shall pay additional amount @12% of the monthly License Fee to the University.
20. **The Contractor will arrange at his own expense to get the electric and water meter (duly approved by the EWSS, B.H.U.) installed in the kitchen, counter and eating area of the Canteen.**
21. The Contractor shall pay the electricity and water charges for actual consumption of electric and water in the kitchen, counter and **eating area** on raising the bill by the University.
22. **The Contractor will have to provide to the EWSS through the Medical Superintendent, a list of any heavy duty electrical items which he intends to use in the canteen and get the prior approval of EWSS who will in turn satisfy themselves about the electrical safety aspect.**
23. The Contractor shall install firefighting equipment in the kitchen as per Fire Regulation and keep the premises harmless and indemnified against any damage arising on account of fire, theft or negligence on the part of the contractor or his staff to any property. Such loss or damage shall be made good at the cost of the Contractor.
24. The contractor shall not engage any sub-contractor or transfer the contract to any other firm/agency.
25. The Contractor shall be responsible for the maintenance of canteen in absolute clean and hygienic condition. If any damage is caused to the premises by the Contractor or his/her worker, shall be repaired by the Contractor at his/her own cost of either by rectifying the damage or by paying cash compensation as may be determined by the University.
26. **The Contractor will be responsible for proper disposal of waste. A proper plan of storage of waste, its carriage and disposal has to be prepared by the Contractor and approved by the Sanitary and Support Services of the University. Any deviation from the proposed plan will lead to levy of a penalty, the quantum of which will be decided by the Medical Superintendent.**
27. The quality of raw materials, vegetables to be used by the Contractor, should be good/fresh quality.
28. The items listed in Annexure 'A' shall only be prepared and sold in the canteen on approved rates. However, addition of any other food item in the canteen can

be done only on prior approval/permission of the University.

29. Selling of cold drinks, cigarettes, liquor and other related items made of tobacco/alcohol etc. in canteen is strictly prohibited.
30. The Contractor shall arrange all Kitchen Equipments & utensils required for operation of the canteen.
31. The Contractor will ensure that chipped crockery or greasy/ stained cutlery is not used in service.
32. The Contractor shall engage adequate number of employee to ensure smooth running of the canteen. The wage/salary etc. shall be paid by the Contractor.
33. All the engaged employees of the Contractor will wear proper **and clean uniform with their name, tags/ID badges countersigned by the Medical Superintendent. Identity and contact details of all the employees should be given in the Medical Superintendent Office.**
34. The Contractor shall provide identity cards to its staff/ personnel deployed him/her after due verification and certification of their antecedents. The person shall have access to the required area for enabling food services. The Contractor shall provide a list of the employees to the Medical Superintendent.
35. The University will be under no legal obligation to provide employment to any of the personnel of the contractor and the University recognizes no employer - employee relationship between the University and the personnel deployed by the Contractor.
36. The canteen premises shall not be used for any other purpose except for canteen. No worker or person will be allowed to stay/bathing and washing of cloths etc.
37. The Contractor shall not store any hazardous goods in the premises of canteen/hospital.
38. The conduct/characters/antecedents and proper bonafied of the workers in the canteen shall be solely responsibility of the Contractor.
39. The Contractor shall ensure that no child labour is employed in the canteen. It shall be sole responsibility of the contractor if he is served any legal notice or financial damages for infusing the part norms.
40. The Contractor will provide catering services in the Canteen on self service model and maintain the catering facilities on good sanitary and hygienic condition.
41. **It will be the responsibility of the Contractor to obtain license from the concerned regulatory body/competent authority under the Food Safety Act for running an eating establishment.**

42. The Contractor will be responsible for quality of food, upkeep of catering facilities and its day to day running. The University will carry out periodic inspection for maintaining standards and quality of food.
43. The Contractor shall provide service to BHU, if need be, on functions, Events, Meetings and other get-togethers on bill basis on agreed terms as per event.
44. The Contractor or worker of canteen shall not cause any nuisance, annoyance to the patients/attendants, doctors and staff coming to the canteen.
45. The BHU shall permit approved signage to be affixed at appropriate locations.
46. In the event of any breach/violation or contravention of any terms and condition contained in the tender, the contract will be terminated and the said earnest money will be forfeited.
47. The University reserves the right to accept or to reject any or all the offers without assigning any reasons thereof.
48. A checklist (Annexure 'C') with proper signature, seal and date should be enclosed, otherwise the quotation may not be entertained.
49. In case of any dispute arising between the firm and the University, the matter shall be referred to Hon'ble Vice-Chancellor, Banaras Hindu University for arbitration whose decision would be binding.
50. In case either party desires to discontinue the contract before its expiry date, a three months notice will have to be given from either side.
51. All disputes are subject to "Varanasi Jurisdiction" only.

MEDICAL SUPERINTENDENT

Annexure- 'A'

S.No.	Item	Quantity with weight etc.	Material per unit gram/ml.	Rate to be quoted by the Tenderer
1.	Hot Coffee	One cup (125 ml.)	Sugar 0.12 gm, Milk 50.00 ml, Coffee 0.50 gm.	
2.	Hot Tea	One cup (125 ml.)	Normal Spl tea bag.	
3.	Bread and Butter	One set	2 Pcs. Slice (big). thereon 25 gm butter	
4.	Vegetable Sandwich	One set	2 Pcs. slice (big) with fresh vegetables therein	
5.	Omelette	One egg.	-	
6.	Bread omelette	One set	2 Pcs slice (big) with one egg omelette	
7.	Egg curry	One plate	One egg with curry	
8.	Rice with Dal	One plate	100 gm. boiled rice with 50 gm Dal	
9.	Vegetable (Seasonal)	One plate	75 gm.	
10.	Vegetables a-Alu Tamatar b- Alu matar c- Kadi d- Vegetable Kofta e-Rajma f- Dal g-Chana dry	One plate One plate One plate One plate One plate One plate One plate	150 gm 150 gm 150 gm 150 gm 150 gm 150 gm 100 gm	
11.	Puri	Four Pcs.	Gross weight 100 gm.	
12.	Kachauri	Two Pcs.	Gross weight 35 gm (Ghee 15.00 gm, Maida 15 gm, Pith 5 gm.)	
13.	Chapati	Four Pcs.	Gross weight 100 gm.	
14.	Chholley	One plate	Gram /pea 50 gm.	
15.	Chholley-Bhatura	One Plate	Bhatura 2 Pcs (each 40 gm.) Chholley (Gram /pea 50 gm.)	
16.	Full Lunch (Thali)	Four puries/ chappatis, Rice, Vegetables, Raita, Dall, Sweet and Salad	Flour 75 gm., Rice 75 gm. Dal 25 gm. Onion 15 gm. Potato 40 gm. Vegetables 30 gm, Ghee 10 gm., Tomatoes 20 gm. Raita 40 gm.	
17.	Khoya Burfi	Each 30 gm	Khoya 20 gm, Sugar 10 gm.	

18.	Gulab Jammun	Each 45 gm	Khoya 10 gm, Panner 2.15 gm. Sugar 30 gm., Maida 02.05 gm.	
19.	Balu Shahi	30 gm.	Maida 10 gm., Sugar 10 gm., Ghee 10 gm.	
20.	Besan Burfi	30 gm.	Besan 15 gm. Sugar 10 gm. Ghee 10 gm.	
21.	Besan Laddu	30 gm.	Besan 10 gm. Sugar 10 gm. Ghee 10 gm.	
22.	Paneer Pakora	25 gm.	Paneer 10 gm., Besan 10 gm.	
23.	Vegetable Pakora	One plate (50 gm with chutney)	Besan 15 gm., Potato 20 gm., Onion 5 gm. Palak 5 gm.	
24.	Samosa	Each 45 gm.	Maida 10 gm. Potato 30 gm.	
25.	Urd Vada	Each 35 gm.	Urd dal 20 gm. Arhar dal 10 gm.	
26.	Bread Pakora	Each 40 gm.	One slice of bread (big), Besan 10 gm. Potato 10 gm.	
27.	Channa Vada	Each 35 gm.	Channa 20 gm. Onion 10 gm.	
28.	Allo Bonda	Each 40 gm.	Potato 20 gm. Besan 7 gm. Onion 10 gm.	
29.	Mathri	Each 20 gm.	Maida 15 gm.	
30.	Idli Sambhar	One plate containing 2 Pcs. Idli with sambhar and chutney	Idli 80 gm. Sambhar should contain Arhar Dal 15 gm, Vegetables 25 gm	
31.	Masala Dosa with Sambhar & Chutney	-	Each Dosa should contain Potato 100gm. Onion 35 gm. Sambher should contain Arhar Dal 10 gm. Vegetables 10 gm, Chana Dal 5 gm. Tomato 5 gm.	
32.	Sada Dosa with Sambhar and Chutney	Net weight 150 gm.		
33.	Paper Dosa with Sambhar & Chutney	Net weight 100 gm.		
34.	Rawa Dosa With Sambhar and Chutney	Net weight 150 gm.		
35.	Uttapam	Net weight 150 gm.		

36.	Upma	Net weight 150 gm.		
37.	Vada with Sambhar and Chutney	One plate (2 Pcs.)	Urd Dal 40 gm. Sambhar should contain Arhar Dal 10 gm. Vegetables 15 gm.	
38.	Dahi Vada	Two Pcs. (70 gm)		
39.	Paratha with vegetable	One Pcs.	200 gm.	
40.	Stuff Paratha with Chutney/Tomato Sauce	One Pcs.	-	

ANNEXURE-'B'

UNDERTAKING

(To be submitted on N. J. stamp paper of Rupee 10/-)

FOR RUNNING OF CANTEEN

To
The Medical Superintendent,
Sir Sunderlal Hospital,
Banaras Hindu University
Varanasi.

Sir,

1. I, the undersigned hereby bind myself for running canteen in Sir Sunderlal Hospital, B.H.U., Varanasi on the Terms & Conditions, mentioned in the Tender Document.
2. I shall abide by the hospital rules and order signed by the Medical Superintendent or by any of the authorized officer.
3. I shall not assign the present contract to any person or allow any other person deputed by me for awarded work to interfere in the management of performance.
4. The EMD shall remain in the custody of Medical Superintendent, Sir Sunderlal Hospital, Banaras Hindu University, Varansi till the expiry of the contract.
5. The conditions here in contained shall form part of all shall be taken as included in the agreement itself.
6. I shall abide by the provision of Minimum Wages Act 1948 and Contract Labour Act 1970 and other Labour Laws applicable form time to time.
7. I shall be responsible to provide all benefits i.e. Bonus, ESI. And Gratuity etc. to eligible employees employed by me.
8. Damage to hospital property if any due to lapse on my part may be recovered from me.
9. Should any laps occur on my part while discharging the service, the hospital authorities may cancel and award the work to another agency and the cost difference may be recovered from me.
10. I shall keep the premises neat and clean.
11. In the event of any breach/violation of the terms and conditions, the competent authority shall be at liberty to terminate my contract and forfeit the earnest money deposited by me.
12. In case of any dispute, the decision of the University will be binding upon me.

(SIGN.OF THE TENDERER)

NAME:-
ADDRESS:-

CHECK LIST

The following checklist duly signed with seal and with required documents should be submitted along with offer:

We hereby declare that the following requirements have been fulfilled by us –

1. Relevant Certificate issues by Govt of India for running/operating canteen.
2. Work Experience for of three years in Govt./Private Organization having atleast 500 employees.
3. Demand Draft of Rs. 500/- (in case tender form downloaded from Website) *in favour of “The Registrar, BHU” payable at Varanasi.*
4. Fixed Deposit Receipt of Rs. 50,000/- duly discharged in favour of *“The Registrar, BHU” payable at Varanasi for Earnest Money Deposit (EMD).*
5. Copy of Income Tax Returns for 2 years.
6. Copy of Service Tax returns for 2 years.
7. Every page of the tender documents and the enclosed copies of the certificates have been signed with seal.

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

Date:

Signature with seal