

**TENDER CALL NOTICE FOR RUNNING THE MESS-CUM-CANTEEN AT MENTAL  
HEALTH INSTITUTE, SCB MEDICAL COLLEGE HOSPITAL, CUTTACK**

1. Cost of Tender Paper - Rs.1000/- (Rupees one thousand only)
2. Date of sale of tender paper - **26.02.2024 to 18.03.2024**
3. Last date of receipt of tender paper - **19.03.2024 up to 5.00 P.M.**
4. Date & Time of opening of technical bid - **20.03.2024 at 11.30 a.m**
5. Place of opening of tender - Office of the Director-cum-Medical  
Superintendent, Mental Health Institute,  
S.C.B, Medical College Hospital, Cuttack-  
753007.
6. Address for Communication - Director-cum-Medical Superintendent,  
Mental Health Institute, S.C.B, Medical  
College Hospital, Cuttack-753007.

  
21/2/2024

## TERM & CONDITION

### CONDITION – I

1. Sealed tenders are invited for running the **Mess-cum-Canteen** at Mental Health Institute, SCB Medical College Hospital, Cuttack.
  - a. **Technical Bid** containing, the information regarding the business, turn over, experience and other details of the firm, to judge the suitability of the caterer for running the **Mess-cum-Canteen** at Mental Health Institute, SCB Medical College Hospital, Cuttack **as per Table:1.**
  - b. **Price Bid** containing the rate of monthly maintenance charges to be offered to the Institution (**Table : 2).**
  - c. The bidders must write their full address along with mobile number and mail id on the main envelope.
2. The Price Bids of only those who are qualifying in the Technical Bid & found suitable by the Committee for the purpose will be opened on a date/time to be decided later on and communicated to such eligible bidders.
3. All the documents of Technical Bid are to be kept in a sealed envelope marked as “**Envelope – A**” & the documents of Price Bid are to be kept in another sealed envelope marked as “**Envelope-B**”. Both “Envelope-A & Envelope-B” are to be kept in another sealed envelope marked as “**Envelope-C**” is to be superscribed as “**Tender for running the Mess-cum-Canteen at Mental Health Institute, SCB Medical College Hospital, Cuttack**”.
4. The application form of quotation / tender containing detailed Information and Terms conditions for **running the Mess-cum-Canteen** will be available in the office of the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack on payment of **Rs.1000/-** (Rupees one thousand) from **26.02.2024 to 18.03.2024** or can be downloaded from Website [www.mhicoecuttack.co.in](http://www.mhicoecuttack.co.in) In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount **Rs.1000/- (Rupees one thousand)** only in favour of “**The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack**” towards the cost of the tender paper. Tender documents must reach the office of the undersigned on or before **19.03.2024** either by Registered/ Speed post only.
5. **EMD of Rs.50,000/- (Rupees fifty thousand only)** in shape of Bank Draft in favour of “**The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack**” should be submitted in the **Technical Bid**.



6. The successful tenderer who is awarded the contract shall have to make a Performance Security of **Rs.50,000/- (Rupees fifty thousand only)** in shape of Fixed Deposit / NSC (Post Office) duly pledged in the name of the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack for a period of 12 months within 15 days from the date of issue of the order, which will be returned deducting the dues if any, after completion of the tenure or termination of contract without any interest.
7. Bids in any form other than the prescribed form issued by the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack or incomplete bids will not be entertained and will be summarily rejected.
8. The tenderer, who is awarded the contract shall be bound to execute and implement it from **the date of award of contract** by signing an AGREEMENT on the non-judicial stamp paper of the value of **Rs. 100/-** at his own cost.
9. Bidder should **sign all the pages** of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender documents.
10. The contract will valid for one year from the date of the order and may be extended/renewed by the committee for another one year on the basis of satisfactory performance of the bidder. The contract is terminable by giving one month's notice by either side.
11. The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.

#### **CONDITION 2. Award of mess operation contract:**

1. The bidders qualifying the Technical Evaluation Criteria (Table No. 1) will be called for opening the price bid.
2. The bidders whose bid is accepted will be notified for the award of the contract by the institute. The terms and conditions of the accepted offer shall be incorporated in the contract.
3. The Bidder should have all the kitchen equipment, utensils, furniture and Gas for cooking.
4. All disputes shall be subject to Cuttack Jurisdiction only.

#### **CONDITION 3: General Terms and Conditions**

1. Maintaining safety, healthy and hygienic conditions in and around the Mess-cum-Canteen will be the responsibility of the bidder. The Authority's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.
2. The bidder and mess-cum-canteen workers have to behave politely with all staff and students.
3. Smoking and intoxication (drug, alcohol, Gutkha, Tobacco, etc.) is strictly prohibited.





4. One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
5. If the mess-cum-canteen management of the bidder is not up to the mark or, the quality of the food is found below standard or unhealthy or unhygienic, then Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack is fully empowered to terminate the contract with a short notice of one week.
6. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored / preserved after meals.
7. The utensils are to be cleaned with hot water using detergent powder/soap after every meal.

**Table – 1 (Technical Bid)**

Sl. No.	Particular	
1	Must have minimum 3 years experience for undertaking Catering services in State/Central Government institutions.	Details of previous Contracts (Work order and successful execution certificates)
2	Name of the applicant/Firm :	Attach necessary Proof
3	Registered Office :	Attach necessary Proof
4	Year of Establishment :	Attach necessary Proof
5	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number	Attach necessary Proof
6	Food License Number	Attach necessary Proof
7	Pan No./Aadhar No.	Attach necessary Proof
8	IT Return of last 3 Financial year (2020-21, 2021-22, 2022-23)	Attach necessary Proof
9	GST Registration No.	Attach necessary Proof
10	GSTR-3B Certificate	Attach necessary Proof
11	Form - 1 : Undertaking	Yes/No
12	Form - 2 : Tender/Conditions acceptance letter	Yes/No
13	Form - 3 : Certificate of Ethical Practices	Yes/No
14	Form - 4 Affidavit mentioning that he/she was not blacklisted earlier	Yes/No
15	Tender Fees (Rs. 1000/-)	Yes/No
16	EMD (Rs.50,000/-)	Yes/No

  
21/2/22

FORM NO - 1  
(UNDERTAKING)

I / We hereby undertake that if any information given in the technical bid / tender document is found false/ incorrect at any stage after opening of the tender, the bid shall be rejected and EMD/BID Security shall be forfeited and in case of successful bidder the Performance Security will be forfeited by the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack.

Name & Signature of the Bidder  
Or  
Authorized Signatory  
With seal of the Agency / Company

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a series of loops and a final flourish.

FORM NO - 2

TENDER/CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

The Director-cum-Medical Superintendent  
Mental Health Institute,  
SCB Medical College & Hospital, Cuttack

Date: .....

Place: .....

Sub: Acceptance of Terms & Condition.

Sir,

1. We have purchased/downloaded the tender document(s) for the above mentioned Tender work from the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack website- [www.mhicoecuttack.co.in](http://www.mhicoecuttack.co.in) as per your advertisement, given in the above mentioned website.
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like table, forms annexure(s), schedule(s), etc.), which form part of the contract agreement and I/We shall abide hereby the terms/ Conditions/ clauses contained therein.
3. I/We hereby unconditionally accept the tender condition of above mentioned tender document(s) / corrigendum(s) in its totality/ entirely.
4. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/ right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



**CERTIFICATE OF ETHICAL PRACTICES**

**(This document shall be duly signed by the tenderer and to be attached with Technical Bid)**

1. I / We assure the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack that neither I / We nor any of my / our workers will do any act(s), which are improper/ illegal during the execution of the contract awarded to us.
2. Neither I/We nor any body on my/ our behalf will indulge in any corrupt activities/ Practices in my/ our dealing with the organization/ institution.
3. I/ We will have no conflict of interest in any of our work/ contract at the institution.
4. We will keep the mess-cum-canteen and its surrounding hygienic, neat & clean. It is our responsibility.

Yours Faithfully,

Place:

Date:

(Signature of the Bidder, with Official Seal)



**FORM NO - 4**

**AFFIDAVIT**

**(To be furnished on non-judicial stamp paper duly attested)**

I / We / M/s. \_\_\_\_\_ are registered as Mess Contractor/ Service provider as per Registration Certificate No. \_\_\_\_\_ issued by \_\_\_\_\_ having registered office at \_\_\_\_\_ and manufacturing/ supply base at \_\_\_\_\_ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/ our Tenders or mess Contract have ever been cancelled by any State/ UT/ Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/ our firm nor any legal proceeding have ever been initiated/ pending or any penalty has ever been levied due to delay of non completion of work/ catering service/ supply order by any State/ UT/ Central Government or by any authority.

Place: \_\_\_\_\_

DEPONENT

Dated: \_\_\_\_\_

**Verification**

I/ We do hereby solemnly declare and the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: \_\_\_\_\_

DEPONENT

Dated: \_\_\_\_\_





**Table – 2 (Price Bid)**

Sl. No.	Particulars	Data to be furnished
1.	Name of the Bidder	
2	Full Address	
3	Mobile No.	
4	Monthly maintenance Charges to be offered by the Bidder to the Institution.	In figure : In words:

Signature of the Bidder

