



OFFICE OF THE SUPERINTENDENT
C.H.C TIKABALI, KANDHAMAL
CHC, TIKABALI, PIN – 762010 (ODISHA) E-mail- bpotika@gmail.com



Letter No: 234 / CHC TIKABALI Dated: 18/03/2021 /

To

The Director, I & P.R Dept
Lok Sampark Bhawan, Bhubaneswar
e-mail : ipr.advt@gmail.com / iprenews@gmail.com

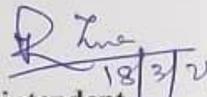
Sub: Publication of the advertisement.

Sir,

Please find here with a specimen copy of the advertisement for publication of the same in two nos of daily news paper (one time) by 22/03/2021.

This is for favour of kind information and necessary action.

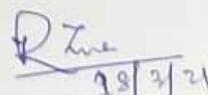
Yours Faithfully.


18/3/21
Superintendent,
CHC Tikabali, Kandhamal
Superintendent
C.H.C., Tikabali

ROGI KALYAN SAMTITI CHC TIKABALI
OFFICE OF THE SUPERINTENDENT CHC TIKABALI, KANDHAMAL, ODISHA, 762010

TENDER CALL NOTICE

Sealed tenders are invited from the interested eligible bidders for diet preparation and catering firm to prepare and distribute therapeutic and non-therapeutic diet in the CHC Tikabali hospital Kandhamal. The eligible criteria, The term of reference and the formats for submission of bid set forth in the tender document can be download from the website www.kandhamal.nic.in interested bidders full filling the eligibility criteria may be submit their proposal (s) with EMD, Tender paper cost & document as per tender call notice. The bidders have to submit their proposal (s) at the O/o Superintendent CHC Tikabali. Proposal(s) complete in all respect should reach the undersigned on or before 05.00 PM 30/03/2021 through Regd./speed/ Courier post and the same will be open on dt:- 31/03/2021 11.00 A.M. The undersigned reserves the right to reject any or all the tenders(s) without assigning any reason thereof.


18/3/21
Superintendent,
CHC Tikabali, Kandhamal
Superintendent
C.H.C., Tikabali

TENDER DOCUMENT FOR DIET PREPARATION AND CATERING FIRM FOR CHC, TIKABALI

Rogi kalyan Samiti, CHC Tikabali, invites tender from the eligible registered diet preparation and catering firm/agency/SHGs to prepare and distribute therapeutic and non-therapeutic diet in the CHC, Tikabali on annual contract basis.

TERMS AND CONDITIONS

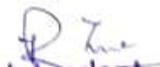
1. The bidder should submit an EMD of **Rs.10, 000/-** (Ten Thousand) only in shape of DD in favour of Superintendent, CHC Tikabali, payable at Tikabali.
2. All Bidders are required to pay Rs. 1,000 (Rupees One Thousand only) towards Tender Paper cost in the form of Demand Draft drawn in favour of the Superintendent, CHC Tikabali. The Tender Paper cost is Non-Refundable and cannot be claimed by the tendering agency.
3. The agency should have valid food licence.
4. The agency should be registered under GST in Odisha.
5. The agency should have submit the Income Tax Acknowledge for the Financial Year -2017-2018, 2018-19 & 2019-20.
6. The agency should have PAN.
7. The bidder should have a registered / operating office in the district with staff strength not less than 10 members.
8. The bidder / outsourced agency should have relevant experience in diet preparation, diet service and overall management of diet in hospital or similar Government establishments.
9. The bidder should have a minimum of 3 years experience in diet preparation and its supply / services in public institutions.
10. The agency must be a registered body under appropriate law of the State or Central Government and having the documentary evidence in this regard.
11. In case of Women SHGs, the purchase committee of RKS CHC Tikabali, is free to take suitable decision and may consider relaxation in the overall eligibility criteria.
12. The bidder can apply only one bid in this tendering / bidding process.
13. 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 purchase committee would be liable for rejection.
14. The bid would remain valid for a period of 120 days from the date of submission.
15. 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.
16. The agency would be paid once in a month based on the case load and number of meals supplied. 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.
17. Hereby, it is mandatory for the health institution to pay the dues to the agency within the first seven working days of each month, subject to based on the submitted bills / vouchers in the prescribed format only. 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.

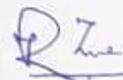
18. The bids would be evaluated on cost and quality basis i.e. the cost quoted by the bidder for each category of diet to be supplied to the patients in the hospital. The lowest quoted bidder adhering to the specified quality would be awarded the contract.

General Information to Bidder:

1. The successful bidder [also referred here as the agency or outsourced agency] would operate in 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 engage required number of staff for cooking and 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 maintenance of kitchen and equipments would be the responsibility of the agency and the agency should ensure that proper care is taken in this regard.
6. 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.
7. 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.
8. Perishable items would be supplied / procured on daily basis and for that supplier /suppliers would be identified jointly by the designated person of the health institution and the outsourced agency.
9. The health institution would have the right to monitor the quality of items purchased and used in the diet preparation process.
10. The agency would manage kitchen waste in a scientific manner with due consultation with the concerned hospital administration.
11. At any point of time i.e. during procurement of raw materials, processing, preparation of diet, serving the diet to the patients and cleaning the utensils / instruments, 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.
12. 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.
13. 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.
14. 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.


Superintendent
C.H.C., Thabali

15. 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.
16. For any grievance, the agency would approach to the Medical Officer I/C CHC Tikabali and 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.
17. 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 otherwise the decision of the Chairman E.C RKS is final.
18. 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.
19. 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.
20. The selected firm shall have to deposit a performance security of Rs. 20,000/- in the shape of demand draft in favour of Superintendent, CHC Tikabali, payable at Tikabali. The performance security submitted by the selected bidder shall be retained for one year contract period. However, the EMD submitted by the agency at the time of submission of tender may be considered as performance security of the selected bidders.
21. Instruction for submission of Tender: The tender will be in two parts i.e. Technical Bid (Cover-A) and Price Bid (Cover-B). The bidders should submit their technical and price bid separately in two envelopes and these two envelopes should be put into another covering envelop super scribed as **"Tender for diet preparation and catering firm for CHC Tikabali with reference to adv. no _____"**. The Technical & Price Bid envelopes should be clearly marked as Technical Bid & Price Bid on the top of the relevant envelopes. The tenders should be addressed to: The Office of the Superintendent, CHC Tikabali, 762010, Odisha. The last date & time of submission of tender is as mentioned in the Advertisement and the tender shall be opened as per schedule in presence of the bidders or their authorized representative who may wish to present.
22. Those Bidders who will qualify in the technical bid, their Financial Bid (Cover B) shall only be opened.
23. That the organization agrees to abide by all terms & conditions of tender.
24. If any information or documents furnished by the bidder is found to be incorrect or misleading at any stage, the tender will be rejected.
25. The blacklisted agencies: either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting.
26. If the selected agency will not provide quality food, the contract will be cancelled and the bidder in the panel will be assigned for the same. The food quality will be randomly checked by a hospital team.



Superintendent
C.H.C., Tikabali

DECLARATION

I / we hereby certify that the terms and conditions given with the short quotation call notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any stage, my Firm/Agency will be blacklisted and will not have any dealing with the organization in future.

(Signature and seal of the authorized signatory)

TECHNICAL BID

(The documents are to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Registered Office address with phone, fax number and email.	
3	Name of authorized signatory (in block letters)	
4	Registration Status - NGO/ Agencies/SHG.	(Photo copy of Registration Certificate to be attached)
5	Minimum of 3 years experience in diet preparation and its supply / services in public institutions.	(Photo copy of work order & experience certificate from the head of the institution)
6	EMD of Rs.10,000/- (Ten Thousand) Only in shape of DD in favour of M/O IN-CHARGE UPHC(11754367517) Tikabali payable at Tikabali.	
7	Tender Paper cost of Rs. 1,000 (Rupees One Thousand only) in the form of Demand Draft drawn in favour of the M/O IN-CHARGE UPHC Tikabali	
8	Address of local operating office in the District	(Proof of local office Photo copy to be attached)
9	Staff strength (Minimum 10 Staff)	(attach payment roll)
10	Labour Office Registration Certificate	(Photo copy to be attached)
11	Photo copy of the Bank Pass book of the Organization	(Photo copy of Pass Book to be attached)
12	Valid Food License Certificates	(Photo copy to be attached)
13	Organization PAN	(Photo copy to be attached)
14	Valid GST registration certificate	(Photo copy to be attached)
15	Income return filing acknowledge for the F.Y 2019-2020.	(Photo copy to be attached)
16	Whether all documents submitted signed by the authorized signatory of the firm (Yes/ No)	


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PRICE BID

SI No.	Diet Type	Cost per Meal	Cost per patient per Day
1	General Diet		
2	Diabetic Diet		
3	Diet for patient suffering from heart disease, Tuberculosis & Cancer.		
4	Diet for chronic kidney disease		
5	Full liquid Diet		
6	Semi Solid Diet		
Average cost			

N.B: The details of the food items are attached in the Annexure – A

Name of the Firm:

Date:

(Authorized Signatory with Seal)


**Superintendent
C.H.C., Thabani**

1. General Diet :**Annexure – A**

DAYS	Break Fast	Lunch	Dinner
Monday	Sweet Bread	Rice, Dalma, Saag/Milk, Bread	Rice, Dal, Veg. Curry/ Milk, Bread
Tuesday	Boiled Egg(1), Biscuit	Rice, Dal, Veg. Curry/ Milk, Bread	Rice, Dalma, Khata/milk, bread
Wednesday	Suji upma	Rice, Dal, Chicken Curry/Milk, Bread	Rice, Dal, Santula/Milk, Bread
Thursday	Sweet Bread	Rice, Dalma, Saag/Milk, Bread	Rice, Dal, veg. Fry/Milk, Bread
Friday	Suji, semei upma	Rice, Dal, Fish Curry/Milk, Bread	Rice, Dal, Santula/Milk, Bread
Saturday	Boiled Egg(1), Biscuit	Khichdi, Khata/Milk, Bread	Rice, Dal, Veg. Curry/ Milk, Bread
Sunday	Suji Semei Upma	Rice, Dalma, Egg Curry/Milk, Bread/Boiled egg	Rice, Dalma, Egg Curry/Milk, Bread

WEEKLY GENERAL FULL DIET (ADULT)

- FOR BREAD MILK DIET-MILK-1/2 liter (packed)-400gms, Boiled Egg/Banana/Small Biscuit pkt-1 no

WEEKLY TUBERCULOSIS & CANCER DIET FOR ADULT

DAYS	Break Fast	Lunch	Snacks	Dinner
Monday	Suji HJalwa	Rice,Dalma,Saag/Milk,Bread	Boiled Egg (2 No.s)	Rice. Dal, Veg. Curry/ Milk,Bread
Tuesday	Boiled Egg(1),Biscuit	Rice. Dal, Veg. Curry/ Milk,Bread	Boiled Egg(1),Banana (2 No.s)	Rice,Dalma,Khata/milk,bread
Wednesday	Suji upma	Rice,Dal,Chicken Curry/Milk,Bread	Banana(4 No.s)	Rice,Dal,Santula/Milk,Bread
Thursday	Suji HJalwa	Rice,Dalma,Saag/Milk,Bread	Boiled Egg(1),Banana (2 No.s)	Rice,Dal,veg. Fry/Milk,Bread
Friday	Masala Suji,semei upma	Rice,Dal,Fish Curry/Milk,Bread	Banana (4 Nos)	Rice,Dal,Santula/Milk,Bread
Saturday	Suji Hlwa	Khichdi (Raw Rice with Moong Dal),Khata/Milk,Bread	Boiled Egg(1),Banana (2 No.s)	Rice. Dal, Veg. Curry/ Milk,Bread
Sunday	suji semei upma	Rice,Dalma,Egg Curry/Milk,Bread	Banana(4 No.s)	Rice,Dalma,Egg Curry/Milk,Bread

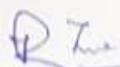

**Superintendent
C.H.C., Tikabali**

Weekly General Full Diet For NRC Mother

Days	Break Fast	Lunch	Dinner
Mon Day	Suji Halwa	Rice,Dal,Mix. Veg. curry	Rice,Dal,Mix. Veg. Curry
Tues Day	Suji Halwa	Rice,Dal,Mix. Veg. Curry	Rice,Dal,Mix. Veg. Curry
Wednes Day	Suji Halwa	Rice,Dalma,Chicken	Rice,Dal,Mix Veg. Curry
Thurs Day	Suji Halwa	Rice, Dal,Mix. VegCurry	Rice,Dal,Mix. Veg. Curry
Fri Day	Suji Halwa	Rice, Dalma,Egg Curry	Rice, Dalma,Egg Curry
Satur Day	Suji Halwa	Rice,Dal,Mix. Veg. Curry	Rice,Dal,Mix. Veg. Curry
Sun Day	Suji Halwa	Rice,Dalma,Chicken	Rice,Dal,Mix Veg. Curry

LIQUID DIET (BELOW 1 YEAR CHILD)

DAYS	MORNING(08.00 AM)	LUNCH(12.00 NOON)	DINNER(07.00 PM)
MON DAY	CHHATUA	VEGETABLES DAL SOUP	RICE KHEER
TUES DAY	THICK SUJI PORRIDGE	VEGETABLES DAL SOUP	RICE KHEER
WEDNES DAY	VERMICELLY KHEER	VEGETABLES DAL SOUP	RICE KHEER
THURS DAY	CHHATUA	VEGETABLES DAL SOUP	RICE KHEER
FRI DAY	THICK SUJI PORRIDGE	VEGETABLES DAL SOUP	RICE KHEER
SATUR DAY	VERMICELLY KHEER	VEGETABLES DAL SOUP	RICE KHEER
SUN DAY	BISCUIT WITH MILK	VEGETABLES DAL SOUP	RICE KHEER


 Superintendent
 C.H.C., Titkabh

WEEKLY GENERAL FULL DIET (DIABETES)

DAYS	Break Fast	Lunch	Dinner
Monday	Sprouts Salad	Roti,Dalma,Salad/Milk,Bread	Roti. Dal, Veg. Curry/ Milk,Bread
Tuesday	Sprouts Salad	Roti. Dal, Veg. Curry/ Milk,Bread	Roti,Dalma,Salad/milk,bread
Wednesday	Green Salad	Roti,Dal,Chicken Curry/Milk,Bread	Roti,Dal,Santula/Milk,Bread
Thursday	Sprouts Salad	Roti,Dalma,Salad/Milk,Bread	Roti,Dal,veg. Fry/Milk,Bread
Friday	Green Salad	Roti,Dal,Fish Curry/Milk,Bread	Roti,Dal,Santula/Milk,Bread
Saturday	Sprouts Salad	Roti.Dalma,salad/Milk,Bread	Roti. Dal, Veg. Curry/ Milk,Bread
Sunday	Green Salad	Roti,Dalma,Egg Curry/Milk,Bread	Roti,Dalma,Egg Curry/Milk,Bread

- FOR BREAD MILK DIET-MILK-1 LITER(PACK),BREAD-400gms

WEEKLY GENERAL FULL DIET (DIARRHOEA)

Diet	Food Stuffs
Break Fast	Barly/Paluo
Lunch	Chuda, Sugar with Banana
Dinner	Sago

THERAPEUTIC DIET (ABOVE 1 YEAR CHILD)

DAYS	MORNING(08.00 AM)	LUNCH(12.00 NOON)	DINNER(07.00 PM)
MON DAY	CHHATUA	RICE,DAL,SANTULA	RICE,DAL,SANTULA
TUES DAY	SUJI HALWA	KHICHDI	KHICHDI
WEDNES DAY	VERMICELLY KHEER	RICE,DALMA,BOILED EGG	RICE,DALMA,BOILED POTATO
THURS DAY	CHHATUA	RICE,DAL,SANTULA	RICE,DAL,SANTULA
FRI DAY	SUJI HALWA	KHICHDI	KHICHDI
SATUR DAY	VERMICELLY KHEER	RICE,DALMA,BOILED POTATO	RICE,DALMA,BOILED POTATO
SUN DAY	BISCUIT	RICE,DALMA,BOILED EGG	RICE.DALMA. BOILED POTATO