

Tender Document Outsourcing the Catering Services at Sitapur Eye Hospital Trust, Sitapur

Date of Issue: 02/Nov/ 2017

Due Date: 18/Nov/2017 / 3.30 PM.



Sitapur Eye Hospital,
Civil Line, Sitapur -261001, UP

To,

All Catering Service Providers.

Sub- Invitation of quotations for awarding of catering contract of Bhojnalaya & Canteen at Sitapur Eye hospital Sitapur.

Sitapur Eye Hospital Sitapur has decided to outsource its Catering Services i.e. Bhojnalaya & Canteen to provide Food, Tea Coffee, soft Drinks & Snacks etc., to the Patients & their caretakers, Students & Doctors.

The interested caterers / vendors are requested to submit "QUOTATIONS" in the enclosed proforma along with the documentary evidence that they are existing registered catering service providers in sealed cover. It is to be submitted at Sr. Manager - Operation's Office, Sitapur Eye Hospital, Civil Line, Sitapur- 261001 latest by 3.30 PM on 18 Nov 2017.

Quotation shall be opened on 18 Nov 2017 at 3.30 pm in presence of bidders or their authorized representatives. Quotations received after 3 PM on 15/Nov/2017 will not be considered. Sitapur Eye Hospital Sitapur reserves the right to accept/reject any or all quotations without assigning any reason thereof.

Name	Quantity	Earnest Money Deposit (Rs.)	Security Deposit Amount.
Sitapur Eye Hospital, Sitapur, UP	Approx. -150 patients per Day Approx. -80 Doctors/Students/Staff per Day	Rs. 10,000/- (Refundable)	10% of offered price to be deposited on allotment of contract in the form of FDR/ Bank guarantee

The earnest money shall be deposited along with the quotations in the form of DD/Banker's Cheque in favor of The Secretary, Sitapur Eye Hospital Trust, Sitapur.

Initially period of contract will be for 01 year from the date of commencement. Sitapur Eye Hospital has discretion to extend the contract for another 01 year subject to satisfactory performance of the services after completion of initial 01 year.

Sitapur Eye Hospital reserves the right to terminate the contract in case of any breach of terms & conditions of the agreement (MOU), which will be executed between Contractor / vendor and Sitapur Eye Hospital.

Scope of Work:

Eligibility for participation in Tender: The Contractor / Vendor should have the following qualifications to participate in the bidding process:

- Have 3 years and more of experience in providing catering services to hostel, hotel or guest houses.
- Should possess all necessary licenses/registrations for providing catering services & supply of man power.
- PAN Number
- Service Tax Registration
- GSTN
- PF/ESI registration documents.

Documents to be submitted in the Bid

1. Vendor's Details in the below Format:
 - a. Name of the Tenderer
 - b. Registration No
 - c. Year of Registration
 - d. PAN No.
 - e. Service Tax Registration No
 - f. GSTN
 - g. Turn over in last 3 Years
 - h. No. of Clientele
 - i. EMD Detail
2. Copy of the registration certificate of the agency for providing catering services.
3. Copy of the PAN card.
4. Copy of Service Tax Registration Certificate.
5. Copy of GSTN
6. Copy of PF registration.
7. Copy of ESI registration letter.

8. Attested Copies of balance sheet and profit and loss account for the previous three years along with copies of IT Returns.
9. Copies of documents in support of experience have to be enclosed with the bid. Originals will be called subsequently for verification.
10. EMD of Rs. 10,000/- in form of DD/Banker's Cheque in favor of **The Secretary, Sitapur Eye Hospital Trust, Sitapur** along with Bid documents. Bids received without EMD will not be considered.
11. The tender form will be issued on receipt non-refundable demand draft of Rs-1000.00/-(One Thousand Rupees Only) in Favor of "**The Secretary, Sitapur Eye Hospital Trust, Sitapur**" Office between 10:30 am to 3:00pm on all working days or the tender documents can be downloaded from our website www.sitapureyehospital.org . The Contractor / Vendor who has downloaded the tender documents from the website will deposit the tender fee of Rs-1000.00/- (One Thousand Rupees Only) in from of demand draft along with their bid. Any bid without the tender fee will automatically be cancelled/Not considered in the bid.
12. Experience Certificate

Originals will be checked for verification. In case of non-availability of any these above-mentioned documents the bidders will have to apply for it immediately before/on award of the contract.

Terms & Conditions

1. The Sitapur Eye Hospital shall permit the use of the premise of Bhjanalaya and canteen.
2. The tools of the trade will be provided by the Contractor/Vendor to his employees.
3. The contract will be awarded initially for a period of one year which may be considered for renewal at the sole discretion of the Sitapur Eye Hospital, Sitapur.
4. That the Contractor / Vendor shall ensure proper compliance of the Rules & Regulations under the Prevention of Food Adulteration Act and all other acts & rules as and when applied by the Government & other authorities.
5. Bidders should have all necessary licenses/registrations for providing catering services.

6. The successful bidder shall deposit a Security of 10% of offered price to be deposited on allotment of contract in the form of FDR/ Bank guarantee.

MENU FOR CATERING

Break fast	Bread Butter & Jam - Compulsory ALONGWITH Another b-fast item like (Idly/ puri/ dosa / upma /prantha.. etc) eggs.
Lunch(Working day)	Roti & Semi liquid veg curry (different each day), Dal ALONGWITH One Rice item like (Lemon rice / tamarind rice / jeera rice / pulao rice / tomato rice etc..), Salad, Pickle, curd or Raita etc.
Lunch (Holidays, Saturday & Sunday)	Roti, Rice, seasonal vegetable, dal, salad, pickle, curd or Raita etc..
Dinner	Roti, Rice, seasonal vegetable, Dal, Salad, Pickle, curd or Raita, deserts etc..

QUOTATION PRICE

(To be submitted by Contractor/Vendor on his letter head)

To, Sitapur Eye Hospital,

Civil Line, Sitapur-261001, Uttar Pradesh

Sub:- Quotation for awarding of catering contract through our Canteen.

Dear Sir,

I/We the undersigned offer to provide provision of catering services in Sitapur Eye Hospital, Civil Line, Sitapur-261001 in accordance with your request for proposal document and our proposal.

- 1) I/We accept the terms and conditions mentioned in the quotation document, which have been clearly understood by us.
- 2) I/We have duly signed on each page of the quotation document.
- 3) I/We further certify that we are ready to operate, manage and supply catering with the time frame given by the Sitapur Eye Hospital and as per the terms and conditions of quotation document.
- 4) I/We understand that Sitapur Eye Hospital reserves the right to reject, accept or consider any offer without assigning any reason whatsoever.

The Catering Service offered, payable in advance before commencement of service, is in the table below:-

	Amount In Figure (Rupees)	Amount in Words (Rupees)
Approx. - 150 patients per Day Approx. -80 Doctors/Student/Staff per Day		

Our Quotation Price shall be binding upon us (subject to the modifications resulting from negotiation, up to expiry of the validity period of the quotation document)

I /We have enclosed: -

- a) The bid on our letter head.

b) Documentary evidence from concerned Authority that the bidder is an existing Catering service provider

c) The Earnest Money Deposit Rs. 10,000/- (Rs. Ten Thousand Only).

2. Quotation with over writing, correction or insertion in the table above shall be liable to be rejected.

Yours faithfully.

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Signature of Authorized signatory with date, stamp/seal.

Name and Title of Signatory: -

Name and address of the firm.....

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