

OFFICE OF THE CDM & PHO Bhadrak
Request for proposal (RFP) for supply of diet

RFP Reference No/ 7065 DHH, Dtd 10-08-2020

Detailed proposals are invited from eligible bidders i.e (Company /Firm/Society/Trust or SHG/SHG Federation and must have registrartion certificate under relevant Act/rule of the State or Central Govt.) for selection of the most suitable agency for supply of diet (Dry,Liquid,Cooked) to indoor patients of DHH Bhadrak.

01	Period of Availability of RFP Document	From 10.08.2020 to 26.08.2020 (Download from www.bhadrak.nic.in)
02	Pre-bid Meeting	Date.17.08.2020 Time 11.30 AM Address:DHH CONFERENCE HALL BHADRAK
03	Last date for submission of proposal	Date : 26.08.2020,Time :5 PM Address :Chief District Medical & Public Health Officer Bhadrak.AT/PO-NAYA BAZAR,DIST-BHADRAK NB:Proposal should be submitted through Speed Post/Registered Post/Courier.
04	Date,time and place of opening of Proposal and presentation	a) Technical Proposal (Part A &B) opening on :27.08.2020 at 11.30 AM office chamber of CDM & PHO Bhadrak (Bidders .authorized representative may remain present at the time of opening of proposal)

For details regarding submission of proposal may be downloaded from the District website i.e www.bhadrak.nic.in

Sd-S.K Patra
Chief Disrict Medical & Public Health Officer
Bhadrak

REQUEST FOR PROPOSAL (RFP)
Outsourcing of Diet Services (Dry & Cooked) for Indoor Patients at District Head Qtr.Hospital Bhadrak

RFP Reference Nos: 7065 Diet /DHH Bhadrak Dtd 10/08/2020

NOTICE INVITING PROPOSAL

RFP No:RFP Reference Nos: _____ Diet /Bhadrak Dtd. _____ 2020

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR SELECTION OF THE MOST SUITABLE AGENCY FOR SUPPLY OF DIET (**DRY,LIQUID,COOKED**) TO INDOOR PATIENTS.

Schedule of Events:

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SECTION 1 : SCHEDULE OF PROPOSAL SUBMISSION

S L N O.	RFP No. & Date	Name of Institutions	Address for Submission of Proposal & Opening of Proposal	Last Date & Time of submission of Proposal	Date & Time of opening of Technical proposal
District :Bhadrak					
1	RFP No _____ Dtd _____	DHH BHADRAK PURUNA BAZAR HOSPITAL RN EYE HOSPITAL NRC BHADRAK UNDER DMO MS Cum Superintendent DHH Bhadrak	The CDM &PHO,DHH Bhadrak,AT/P.O. Nayabazar (DHHBHADRAK) Bhadrak,Dist.Bhadrak PIN-756100 Odisha.	26.08.2020 At-5 PM	27.08.2020 11.30 AM

[Note : The details of the information is to be filled up depending on the District and the type of institution under that District ,for which the diet service is required]

SECTION 2-INSTRUCTION TO BIDDERS

2.1 Scope of proposal

- A. Interested bidders fulfilling the eligibility criteria may submit their bid to DHH Bhadrak .The bids are to be submitted at the O/o CDM & PHO Bhadrak for which the bidder wants to participate.Detailed description of the objectives ,scope of services ,deliverables and other requirements relating to “provisioning of diet services at DHH Bhadrak are specified in this RFP.The manner in which the proposal is required to be submitted,evaluated and accepted is explained in this RFP.
- B. The selection of the agency shall be on the basis of an evaluation by the tender committee of the DHH Bhadrak, through the selection process specified in this RFP.Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and the decision of CDM & PHO is without any right of appeal whatsoever.

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- C. The bidder shall submit its proposal in the form and manner specified in this RFP. Upon selection, the agency shall be required to enter into an agreement with the DMO (MS) Cum Superintendent DHH Bhadrak in the form specified at Annexure I.

2.2 Eligibility Criteria

- i. The bidder must be registered in India as a company /Firm/Society/Trust OR SHG/SHG Federation and must have registration certificate under relevant Act/Rule of the State or Central Government.
- ii. The bidder must have a registered /operating office in Bhadrak local area in Odisha.
- iii. The bidder must have minimum 3 years experience in the diet preparation, supply & management of diet services in Government or Pvt. Health Institution /Other Govt Institution. The bidder shall furnish the details of the past performance in the required format (Form T5) supported with the work order/contract copies.
- iv. In case of SHG/SHG Federation the technical committee is to take decision in view of their past experiences (to be furnished in the required format (Form T5) supported with the work order /contract copies) for at least minimum two year experiences for preparation of diet and supply in any health /other institutions.
- v. FOR DHH /SDH: The bidder applying for DHH must have minimum average annual turnover of Rs.1 Crore per year during the last three financial years (2016-17, 2017-18, and 2018-19). In case of SHG/SHG Federation, the bidder must have minimum average annual turnover of Rs.30 Lakh per year during the last three financial years (2016-2017, 2017-2018 and 2018-2019).
- vi. The bidder must have valid labour registration certificate.
- vii. The bidder must have pan.
- viii. The bidder must have GST registration.

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Note:ISO certification /food License is not mandatory .However bidders having ISO certification /food license shall be given additional weightage in the evaluation criteria as mentioned in section 5.

In case of a selected bidder ,they will have to furnish the up to date food registration /license (if not having) from the authority of the concerned region within 10 days of issue of notification of award and before signing of contract.

2.3 Proposal Submission

Interested bidders fulfilling the eligibility criteria may submit their bid of DHH Bhadrak .The bids are to be submitted at the O/o CDM & PHO Bhadrak for which the bidder wants to participate.The bidders interested to submit their bids to DHH Bhadrak,can do so by submitting separate bids with EMD,Tender document cost & documents as set forth in this RFP at the DHH Bhadrak with the detail address of which is mentioned in section1:schedule of proposal submission.

The proposal shall be submitted in two parts.

(1) Part A-Tender document cost ,EMD as per format set out in RFP

(2) Part B-Technical Proposal as per thr format set out in RFP

- (I) The proposal shall be typed or written legibly in indelible ink and shall be signed the authorized representative of the bidder.
- (II) Any interlineations,erasures or overwriting shall be valid only if the person or persons signing the proposal have put his/their intial prior to submission of the same.

Note:There is no financial proposal to be submitted in the bid ,as this is a fixed cost based tender.Details of the fixed cost (Diet Rate) to be paid per patient /day for different types of diet with menu is mentioned at section 3-Terms of Reference

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2.4 Bid Document Cost

The bidders shall have to furnish a bid document cost of Rs.500/- (non-refundable) in the shape of a Bankers's Cheques/Demand Draft (payable at BHADRAK and in favour of **ROGI KALYAN SAMITI BHADRAK**

In the absence of the bid document cost ,the technical proposal of the bidder shall be rejected .There is no exemption in submission of bid document cost.

2.5 Earnest Money Deposit (EMD)

The bidder along with the technical proposal shall have to furnish earnest money deposit (EMD) amounting of Rs. 10,000/-(refundable) for DHH Bhadrak in the shape of Bankers cheques/Demand Draft /Fixed Deposit from any nationalized /schedule bank in favour of the **ROGI KALYAN SAMITI BHADRAK** payable at **BHADRAK**.

In the absence of EMD ,technical proposal of the bidder shall be rejected .However as per the finance department Govt of Odisha Office memorandum no 21926 Dtd 12.08.2015 the local MSEs (Micro & Small Entrepreneurs) registered with respective DIC s,Khadi ,Village,Cottage & Handicraft Industries,OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt Departments and Agencies under its control .It is further clarified that the above exemption is applicable to local MSE s registered in Odisha only.This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC/NSIC registration certificate (to be furnished in the technical bid.

The EMD shall be returned to unsuccessful bidders within a period 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or in case of successful bidder ,if does not executed the agreement.

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2.6 Packing ,Sealing and Marking of Proposal

- (a) The tender document cost & EMD (Cover A) and Technical Proposal (Cover B) must be inserted in separate sealed envelopes along with applicant name and address in the left hand corner of the envelope and super scribed in the following manner.
- Cover A-Tender Document cost & EMD for supply of diet (Dry ,Liquid ,Cooked) to indoor patients ,District /**DHH Bhadrak**.
 - Cover B-Technical Proposal for Supply of Diet (Dry,Liquid ,Cooked) to indoor Patients ,District & **DHH Bhadrak**.
- (b) The two envelopes i.e envelope for Part-A ,Part-B must be packed in a separate sealed outer cover and clearly superscribed with the following:
- Proposal for Supply of Diet (Dry ,Liquid ,Cooked) to indoor Patients of DHH Bhadrak,District Bhadrak.
 - RFP No and DHH & Institution Name (The bidder should clearly mention the RFP No & Dist.& Institution name for which the proposal is submitted)
 - The bidders name & address shall be mentioned in the left hand corner of the outer envelope.
- (c) The inner and outer envelopes shall be addressed to the CDM & PHObHADRAK at/po- Nuabazar Bhadrak,Dist-Bhadrak Pin-756100,Odisha .
section-1 :schedule of proposal submission.

If the outer envelope is not sealed and marked as mentioned above ,then the O/o CDM & PHO will assume no responsibility fot th tenders misplacement or premature opening telex,cable or facsimile tenders will be rejected.


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(d) Content of the proposal

I. Cover A (Tender Document Cost & EMD)

- EMD of Rs.10000/-in the shape of Demand Draft in favour of RKS ,Bhadrak.
- Bid document cost of Rs.500/- in the shape of a Demand Draft in favour of RKS Bhadrak.

II. Cover B (Technical Proposal)

The bidders are requested to submit a detailed technical proposal with respect to outsourcing of House keeping & Cleaning Services at health institutions during the proposed contract period in conformity with the terms of Reference forming part of this RFP.

- Form T1 (Checklist)
- Form T2 (Technical Tender Submission Form)
- Photocopy of the Registration Certificate of the Agency
- Photocopy of Pan
- Photocopy of GST
- Form T3 (Deails of the Bidder)
- Form T4 (Turnover Certificate from the Chartered Accountant)
- Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turn over certificate [2016-2017,2017-2018 &2018-2019]
- Form T5-Relevant Experience Details in managing Diet Services in State Govt./Govt. of India Institution /Govt.& Pvt Hospitals during last three years.
- Photocopies of work order/contracts executed in support of the information furnished in Form T5
- Form T6-Affidavit certifying that the bidder is not blacklisted.
- Any other details ,the bidder like to include in the proposal.

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2.7 Numbers of Proposals

Interested bidders fulfilling the eligibility criteria may submit their bid separately for any or all the health institutions of the District. The bids are to be submitted at the respective institution (s) for which the bidder wants to participate. However a bidder is eligible to submit only one proposal for one Institution, the details of which are mentioned in the Section-I: Schedule of Proposal Submission.

2.8 Validity of Proposal & Period of Engagement.

- The proposal shall remain valid for 180 days after the date of bid opening. Any proposal which is valid for a shorter period shall be rejected as non-responsive.
- The engagement shall be for a period of two years from the date of actual operation (beginning of service) or signing of contract which is later.
- The contract shall be signed initially for a period of one year which shall be extended for another year if performance of the agency is found satisfactory as per due assessment.

2.9 Cost of Proposal

- The bidder shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the selection process. The concerned District authority (CDM & PHO Bhadrak) /institution will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the selection process.

2.10 Acknowledgement by the bidder

a. It shall be deemed that by submitting the proposal, the bidder has:-

- I. Made a complete and careful examination of the RFP
- II. Received all relevant information requested from the concerned district authority /Institution.
- III. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned district authority /institution relating to any of the matters stated in the RFP document.
- IV. Satisfied itself about all matters, things and information, necessary and required for submitting an informed proposal and performance of all of its obligation there under.
- V. Acknowledged that it does not have a conflict of interest and
- VI. Agreed to be bound by the undertaking provided by it under and in terms hereof.

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- b. The concerned district authority /institution shall not be liable for any omission mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the selection process including any error or mistake there in or any information or data given by the concerned district authority.

2.11 Language

The proposal with all accompanying documents and all communication in relation to or concerning the selection process shall be English language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with all proposal unless specifically asked for and in case any of these documents is in other language ,it must be accompanied by an accurate translation of the relevant passages in English in which case for all purposes of interpretation of the proposal the translation in English shall prevail.

2.12 Proposal Submission Due Date

RFP filled in all respect must reach O/o the CDM & PHO Bhadrak AT/PO-of the concerned health institution at the address time and date specified in the Section-1 :Schedule of proposal submission,through speed post /regd.post /courier .If the specified date for submission of RFPs is declared as a holiday,the RFPs will be received up to the stipulated time on the next working day.

2.13 RFP Opening

- A. The concerned authority of the district in their respective district will open all proposals in the presence of bidders or their authorized representatives who choose to attend at the location date and time mentioned in the section 1:Scheduled of Proposal Submission.
- B. The bidder /their authorized representatives who will be present shall sign a register evidencing their attendance.
- C. In the event of the specified RFP opening date being declared a holiday ,the RFPs shall be opened at the stipulated time and location on the next working day.

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