



**Government of West Bengal**

Office of the Superintendent, Mathabhanga S.D Hospital  
P.O. Mathabhanga, Dist. Cooch Behar (W.B.), PIN- 736146

Phone No: 03583-255261

Email- Id: mtbsdh@yahoo.in

Memo No. /MTB/SDH/22

Date: 15/07/2022

CORRIGENDUM

In reference to this office Tender Notice vide Memo No.925/MTB/SDH/22 dated 28.06.2022, the Tender Box will be opened on 23.07.2022 at 2:00 pm instead of 21.07.2022 at 3:00 pm. The other parts will remain unchanged.

sdh

Superintendent  
Mathabhanga S. D. Hospital  
Cooch Behar

Memo No. 994 /MTB/SDH/22

Date: 15/07/2022

Copy Forwarded for information & necessary action to:

1. The District Magistrate, Cooch Behar
2. The Chief Medical Officer of Health, Cooch Behar
3. The Asst. Chief Medical Officer of Health, Mathabhanga
4. The Sub-Divisional Officer, Mathabhanga
5. The Chairman, Mathabhanga Municipality, Mathabhanga
6. The Chairperson, RKS, Mathabhanga SD Hospital, Cooch Behar
- ✓ 7. The District Informatics Officer, NIC, Cooch Behar with a request to upload the notice in the official website
8. All Members of Tender Committee
9. Office Notice Board

sdh

Superintendent  
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P.O. Mathabhanga, Dist. Cooch Behar (W.B.), PIN- 736146

Phone No: 03583-255261

Email- Id: mtbsdh@yahoo.in

Memo No. 925/MTB/SDH/22

Date: 28/06/2022

### NOTICE INVITING TENDER FOR RUNNING CANTEEN SERVICE AT MATHABHANGA SD HOSPITAL, COOCH BEHAR

The undersigned invites sealed tenders under "TWO BID SYSTEM" from interested parties including Self Help Group (SHG) for Canteen Services at Mathabhanga SD Hospital, Cooch Behar for a period of 2(Two) years, based upon satisfactory performance will be renewed at end of each completed year. The contract period shall commence from the date of execution of agreement with the undersigned.

1	Availability of the Tender Document	The Tender form along with terms & condition, approved Rate Chart may be obtained from 28.06.2022 to 18.07.2022 during office hours ( Except Sunday and Holiday) from the Office Establishment of the Superintendent, Mathabhanga S. D. Hospital, Cooch Behar
2	Last Date of Submission of Tender Documents [ To be dropped in TENDER BOX kept at the Office Chamber of Superintendent, Mathabhanga S. D. Hospital, Cooch Behar]	19.07.2022 up to 2:00 pm (Except Sunday & Holiday)
3	Earnest Money	Earnest money of Rs.10,000/- (Rupees Ten Thousand) to be deposited in form Demand Draft from any Nationalized Bank in favour of Superintendent, Mathabhanga S. D. Hospital, Cooch Behar and to be attached along with tender document separately which will be refunded to the unsuccessful bidder soon after the completion of the tender process. Without Earnest Money Deposit, tender document shall be deemed unfit and cancelled without assign reason thereof. The Earnest Money will be kept in custody of the authority as Security Deposit for the Successful bidder(s) and will be released throughout the tender.
4	Valid paper to be submitted (Self Attested Photocopy) with Tender Documents	<ol style="list-style-type: none"><li>1. Valid updated Trade License/Enlistment Certificate</li><li>2. Valid FSSAI Certificate for running Canteen Services</li><li>3. PAN Card</li><li>4. GST Registration Certificate with last return if applicable</li><li>5. Undertaking for not ever been blacklisted by the Govt./Non Govt. Agency as per format attached in the tender document.</li><li>6. Undertaking for acceptance of terms and conditions mentioned in this tender attached in the tender document.</li></ol>
5	Opening date of Tender	21.07.2022 at 3 pm at the Chamber of Superintendent, Mathabhanga S. D. Hospital, Cooch Behar. Authorized person on behalf of bidders may present at the time of opening of Tender.

"TWO BID SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the criteria prescribed in the tender document. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed and duly super scribed as "Tender for providing Canteen Services at Mathabhanga SD Hospital, Cooch Behar".

Successful bidder(s) if selected will have to be made an agreement with the undersigned in non-judicial stamp paper worth of Rs. 100/- (Rupees One Hundred) before receiving work order. In case of failure to run the contract or breach of the terms and condition of the Agreement, Security Deposit will be forfeited.

The undersigned reserves the right to extend the period of submission of tender documents, the date of opening of tender, cancel or modify this tender notice partially or in a whole accept or reject any/ all tender (s) without assigning any reason thereof.

Superintendent

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5. The Chairman, Mathabhanga Municipality, Mathabhanga
6. The Chairperson, RKS, Mathabhanga SD Hospital, Cooch Behar
- ✓ 7. The District Informatics Officer, NIC, Cooch Behar with a request to upload the notice in the official website
8. All Members of Tender Committee
9. Office Notice Board

  
Superintendent  
Mathabhanga S. D. Hospital  
Cooch Behar

**Scope of Work:**

1. To run the Canteen at the designated place in the hospital campus including supply of raw materials and man power for cooking and servicing etc.
2. To fix the menu in consultation with the Competent Authority of the hospital from time to time.
3. To Supply Tea/Coffee/Cold Drinks, packaged Foods and Snacks.
4. The contractor shall collect the payment directly from the Officer/Staff/Visitors for canteen services
5. The hospital authority will pay only those bills which will be ordered by the hospital authority to provide the Tea/Coffee/Cold Drinks/Food/Snacks etc. for official purpose as and when required.

**GENERAL TERMS AND CONDITIONS:**

1. Interested parties are requested to visit the hospital and see themselves the location of canteen during the office hours on working days before submission of BID document.
2. The contract shall remain valid for a period of 2 (Two) years, based upon satisfactory performance will be renewed at end of each completed year. The contract period shall commence from the date of execution of agreement with the undersigned. The contract once awarded can be terminated by either party after giving one month prior notice. Nevertheless, the undersigned may terminate the contract of the Firm without any notice in case the Firm commits a breach of any of the terms of the contract. Superintendent's decision that a breach has occurred will be final and shall be accepted without demur by the Firm.



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3. Bidder for providing canteen services will be selected at the time of finalization of tender on the basis of Highest lease rent offered, subject to minimum lease rent Rs.60,000/- per year. If there will be more than one H-1 bidder, then the H-1 bidder will be selected by draw of lots in a fixed date and time, which will be informed at least 5 days before the date of draw.
4. The selected party must install and maintain adequate branded UV water purifier at their own cost to supply purified drinking water uninterruptedly to the customer free of cost.
5. The selected party must install and maintain adequate and proper Fire extinguisher at the canteen area including kitchen area. Beautification of the interior is expected with prior permission from the authority.
6. Cooking must be done by using LPG. The contractor should have valid commercial LPG connection in its name. Any type of environmental pollution will not be allowed. All utensils must be provided by the selected party and details should be informed to authority.
7. The selected party must display clear rate chart as per accepted tender rate to avoid any dispute in future. The rate of any item can be increased only after prior approval of the Hospital Authority.
8. The selected party must display sign board for easy identification.
9. The canteen must be kept open 6 AM to 10 PM regularly for 365 days including Sundays and Holidays and cannot be closed due to any reason without prior approval from the hospital authority.
10. Only the Officers and staffs of this hospital will be allowed to take food inside the canteen. However, parceled food may be supplied to the outsiders including the patients and their parties.
11. The party selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
12. The Hospital Authority may visit anytime to the canteen to supervise and check the quality and quantity of the food items, services, cleanliness of the canteen etc.
13. The selected party will be responsible for maintaining adequate number of persons engaged in cooking distribution of food and disposal of garbage and left over food.
14. Proper health and hygiene of the canteen staff deployed by the selected party should be maintained and any stale food must be discarded. The utensils must be cleaned properly maintaining hygiene. All the personnel deployed in the canteen by the selected bidder have to be vaccinated against COVID-19 and good health.
15. Canteen staff must be given proper dress and Identity card, by the selected party. The behavior and attitude of the canteen staff must be courteous and generous. The list of personnel deployed by the selected party for food preparation, handling and serving have to be intimated to the authority from time to time with appropriate photo ID and address proof along with mobile number. No worker of minor age should be engaged.
16. The selected party must undertake waste management regularly and properly and must keep the environment of the canteen area including the kitchen and its drains and immediate surroundings clean. The selected party must keep the wash rooms including wash basins within the canteen premise clean.
17. Different types of cashless/online payment facilities must be available without any extra charge from the customer.
18. The quality of the raw materials to be used for preparation of food in the canteen should be of highest standard and fresh.

  
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Memo No. 926/MTB/SDH/22

Date 28/06/2022

19. The selected party shall bear all the expenses for running the canteen and the authority shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen during discharging their duty.
20. The selected party shall not be entitled to use the accommodation allotted by the authority for any other purpose or business other than canteen.
21. One sub-meter must be installed by the selected party through the competent agency and the electric charges must be submitted regularly on actual basis as per sub meter reading.
22. The Hospital Campus is a "NO SMOKING ZONE", hence consumption or Sale of Alcohol and Tobacco (Cigarette, Biri, Khaini etc.) or Pan Masala or any other intoxicant in the Canteen is strictly prohibited. If found at any moment it invites termination of contract with immediate effect forfeiting security money and also might invite Legal action as deem fit.
23. If at any time during the period of contract, it comes to the notice of the undersigned that the bidder has mislead the undersigned by way of giving incorrect/false information, which has been material in the award of contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the bidder.
24. The selected bidder will be responsible for complying with payment of minimum wages (State Govt.) and other Social Security benefits including prescribed number of leave/holidays and prescribed hours of work schedule as per Labour Laws in forced time to time to its personnel deployed in the canteen, all laws related to Social Security (P.F., etc. in case the contractor engages man power more than the specified number, Service Tax wherever applicable and other Labour legislations, pollution control and such statutory orders from time to time as regard to treatment and disposal of garbage, and the selected bidder will be liable for any consequences resulting from violation of any such rule/provision.
25. The selected bidder will be responsible for such conduct of the persons engaged by him/her in the canteen, which will be conducive for maintaining the harmonious atmosphere in the hospital and will be responsible for any act of commission and omission of such persons.
26. Non-veg items must be cooked, kept and served separately and must not be mixed with the food items for the vegetarians. Only egg, fish and chicken will be allowed as Non-veg items and no other type of meat/non-veg item will be allowed in the canteen.
27. No Sound System will be allowed inside the canteen.
28. Only mustard oil/soya bean oil/rice bran oil/sun flower oil is permitted for cooking.

  
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