

OFFICE OFF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, S.C.B MEDICAL COLLEGE HOSPITAL, CUTTACK
Telephone: 0671 – 2414359, Email – mhi.cuttack@gmail.com

TENDER CALL NOTICE

Sealed tenders are invited from interested outsourcing agencies/firm/company or private individuals to run Tea/Coffee Shop as per the terms & conditions at Mental Health Institute, SCB Medical College Hospital, Cuttack. Space will be provided to the party for which the monthly maintenance charges to be filled by the party per month to be collected for utilizing the facilities provided by Mental Health Institute, Cuttack. Selection would be on the basis of the bidder who would quote to pay the highest monthly maintenance charges, brand reputation and experience of the vendor/agency in related areas. Service taxes/GST as applicable will be borne by the vendor.

General Terms & Conditions

1. Copy of GST, Income Tax Registration, Pan Card and Food License to be submitted.
2. The agency shall sell HOT/Cold Coffee, Tea, Cold drinks, juices and snacks items & Tiffin etc. at reasonable rate.
3. The agency shall not sell any items such as Tobacco, Liquor etc. or any other items, which are legally prohibited in the state.
4. The daily business hour for the Tea/Coffee shop shall between 7.00 A.M. to 7.00 P.M. and may be modified later depending on exigencies.
5. The agency shall prepare the interiors at its cost and bring its own furniture for the shop. The contractor shall not damage any structure while doing the interiors.
6. The agency shall maintain the general cleanliness in and around the Tea/Coffee shop.
7. Rs. 5,000/- (Rupees five thousand only) as EMD in shape of Bank Draft in favour of “The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College, Cuttack”.
8. The successful bidder has to pay the Performance Security Deposit of Rs.5,000/- (Rupees five thousand only) in shape of Bank Draft in favour of “The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College, Cuttack”, which will be returned after deducting the dues if any, after completion of the tenure or termination of contract. The security deposit will not carry any interest.
9. The authorization letters if any to be enclosed in the tender with due attestation.
10. The contract shall be for one year from the date of the order and which may be extended for further period of two years on mutual agreement. The contract is terminable by giving one month's notice by either side.


29.5.20

11. The agency will sell good quality, hygienic and fresh Indian snacks/drinks and tiffin only. Selling of any unhygienic/stale food will lead to termination of the contract.
12. Staff of agency will wear proper uniform & maintain good behavior in the campus.
13. The contractor shall not be allowed to keep his/her employees inside the campus of this Institute between 8.00 P.M. to 6.00 A.M.
14. In case L-1 is more than one bidder, then decision of Director-cum-Medical Superintendent, MHI, Cuttack on recommendation of Committee shall be final.
15. Original documents are to be produced for verification by the members of the committee.
16. If any information/document furnished by the bidder with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
17. The tender should be submitted in sealed envelope duly super scribed as "TENDER FOR ANNUAL CONTRACT FOR TEA/COFFEE SHOP AT MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK"
18. The tenders received beyond the scheduled date & time will not be entertained/ considered a any cost.
19. The purchase committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The Committee is not bound to accept the lowest rates.
20. All pages of the bids are to be signed & stamped by the bidder.
21. The duly filled in Tender's profile as enclosed is submitted along with tender.
22. The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College, Cuttack reserves the rights to terminate the contract at any time without notice.
23. The Quotation completed in all respect should reach the undersigned on or before **25.06.2020 by 5.00 p.m.** and shall be opened on 26.06.2020 at **12.30 p.m.** in presence of the bidders or their authorized representatives.
24. The application form of quotation / tender containing General Bid Information and Terms conditions for Tea/Coffee shop will be available in the office of the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack on payment of **Rs.100/-** from **03.06.2020 to 24.06.2020** or can be download from Website www.scbmch.nic.in In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees One Hundred) only in favour of **"The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack"** towards the cost of the tender paper.



BID DOCUMENTS

(Should be filled up with supporting documents and duly signed by the bidder).


1. Name and address of the agency/firm/company
With Phone No. & Email ID, if any :
2. Relevant Food License to run the Tea/Coffee shop :
(Copy must be enclosed)
3. Registration with GST, Service & Sales Tax etc. :
(Copy must be enclosed)
4. PAN card No. of the Registered Firm :
(Copy must be enclosed)
5. Detail of EMD. :
6. Experience Certificate from Institution served :
Serving by the firm/ agency.
7. Original money receipt/Demand Draft towards cost :
of tender paper.
8. Space will be provided to the party for which the monthly maintenance charges of
Rs..... (Rupees) to be filled
by the party) per month to be collected for utilizing the facilities provided by Mental
Health Institute, Cuttack.

Place :

Signature of the Bidder

Date :

Name & Address


29.05.20
Director-cum-Medical Superintendent
Mental Health Institute,
S.C.B. M.C.H., Cuttack.