

**GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES**

Imphal, the 5th October, 2022

NOTICE INVITING TENDER FOR OUTSOURCING OF CATERING SERVICES
(SERVICE, UTENSILS, WASTE MANAGEMENT AND MANPOWER INCLUDED)
FOR HOSTEL MESS (GIRLS) AT CHURACHANDPUR MEDICAL COLLEGE,
CHURACHANDPUR.

No.79/CMC/CATERING/DHS-2022: DIRECTORATE OF HEALTH SERVICES invites bids from reputed, experienced and financially sound companies/firms/agencies for Catering Services (Service, Utensils and Manpower, Waste management included) for Hostel Mess (Girls) at Churachandpur Medical College, Churachandpur, Manipur. Those who are interested and having experienced may send their bids in sealed envelopes.

Complete Tender Document (qualifications, terms and conditions, instructions to the bidders, etc. may be downloaded from Directorate website www.manipurhealthdirectorat.mn.gov.in and submitted to the Director of Health Services, Manipur, Lamphelpat- 795004 by paying a non-refundable Tender Fee of Rs. 5,000/- (Rupees Five thousand)only in the form of DD payable to Administrative Officer, Medical Directorate, Lamphelpat, Manipur.

The details of the Tender are:-

1. Last date of submission of bid:- **Up to 3.00 p.m. of 12/10/2022**
2. Date of opening of Technical Bid:- **3.00 p.m. of 14/10/2022**

Directorate of Health Services reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any notice or reason. The decision of the Director of Health Services in this regard shall be final.



(Dr. Kh. Sasheekumar Mangang)
Director of Health Services
Government of Manipur

Copy to:-

1. PPS to the Hon'ble Minister (Health & FW), Manipur.
2. P. S. to the Addl. Chief Secretary, (Health & FW), GoM.
3. The Director, Churachandpur Medical College.
4. Editor.....
5. Sr. Administrative Officer, Medical Directorate.
6. Guard file.

**GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES**

Documents to be submitted by the Tenderer:

1. Valid Registration certificate of the firm/agency.
2. GST Certificate of the Firm/Agency.
3. FSSAI certificate.
4. PAN Card Copy.
5. Shops and Establishment Registration Certificate.
6. Annual turnover at least 50 lakh for the last 3 years Cumulative.

1.	Name of the tenderer	
2.	Full address of the tenderer	
3.	Contact details	Phone no.: Mobile no.: email:
4.	Cost of Tender Form details	Amount: Money Receipt/DD no.: Date of Issue: Name of the issuing bank:
5.	EMD details	Amount: DD no.: Date of Issue: Name of the issuing bank:

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TERMS AND CONDITIONS OF SUPPLY

1. Tender documents completed in all respects are to be submitted to the Director of Health Services, Manipur, Lamphelpat- 795004. The cover should be super scribed as "TENDER FOR CATERING SERVICES (SERVICE, UTENSILS, WASTE MANAGEMENT AND MANPOWER INCLUDED) FOR HOSTEL MESS (GIRLS).
2. There should be separate sealed envelopes for '**Technical Bid**' and '**Price bid**'. Only those tenderer who qualify in Technical Bid can be proceeded for opening of Price Bid.
3. Tender documents should be accompanied with the cost of Tender form amounting to Rs. 5,000/- (Rupees five thousand) only in the form of DD, failing which the tenderer will be disqualified.

"Technical bid" must accompany all the necessary documents such as

- a) Money receipt for purchase of Tender form/DD.
 - b) Valid Registration certificate of the firm/agency.
 - c) GST Certificate of the Firm/Agency.
 - d) FSSAI certificate.
 - e) PAN Card Copy.
 - f) Shops and establishment Registration Certificate.
 - g) Annual turnover at least 50 lakh for the last 3 years Cumulative.
 - h) EMD amounting to Rs. 2,00,000/- in the form of DD/Bankers' cheque in favour of the Administrative Officer, Medical Directorate, Lamphelpat, Manipur.
 - i) Details of Manpower available (List to be enclosed)
4. Tenders who do not fulfill given criteria or incomplete any respect are liable to be cancelled.
 5. Tenders must reach to this office not later than the date & time specified in the tender notice. Late tenders including postal/courier delay may not be considered.
 6. Tender shall be opened as specified in the tender notice. Representatives of duly authorized may be present at the time of opening of tender. If the date of opening of tender is declared as holiday, it will be opened on the next working day.
 7. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
 8. After successful the tenderer must deposit a sum of Rs. 3,00,000/- (Rupees three lac) only as Security Deposit, failing which EMD will be forfeited without giving any prior notice. Security Deposit will be refunded after the completion of the terms of contract. No interest shall be borned for the Security Deposit.

9. The successful tenderer shall execute an agreement on non-judicial stamp paper of value Rs. 100/- (Stamp duty to be paid by the tenderer) within 15 days from the date of the intimation.
10. During the term of contract if the supplier fails to provide/supply of Catering services in time, Security Deposit shall be forfeited.
- 11. Scope of Work :**
- a) To provide catering services including the required utensils, manpower and solid waste management for running an 40 (forty) student capacity Girls Hostel, Churachandpur Medical College.
 - b) To provide meals viz Breakfast, Lunch, Evening tea & snacks, Dinner with 3 days non veg Lunch/Dinner in a week.
 - c) Dining Hall and Kitchen space to be provided by Churachandpur Medical College and the responsibility of services in the Dining hall and cleaning etc will be responsibility of the firm.
12. Rates quoted shall be neatly written or typed with words. No correction or tempered may not be entertained and may lead to rejection. The price quoted shall be inclusive of all taxes for the items/services mentioned in the scope of work.
13. The validity for the quoted rate/price should remain valid for at least 12 months from the date of opening of the tender. Another period may be extended depending upon the satisfaction of quality and quantity of goods supplied by the firm.
14. Payments will be made only after the full satisfaction of the receipt of services.
15. All bills should be submitted through the Director, Churachandpur Medical College and forwarded to the Director of Health Services, Government of Manipur in triplicate.
16. Tenderers must not been blacklisted by any Central/State Govt. Department or public Sector undertaking.
17. The successful bidder must deposit a sum of Rs. 3,00,000/- (Rupees three lac) only as Security Deposit, payable to the Administrative Officer, Medical Directorate, Lamphelpat, Manipur. It shall remain until the completion of the Tender without any interest.
18. The Director of Health Services reserves the right to cancel/ reject full or any part of the tender.
19. Any questions, disputes or differences arises Directorate of Health Services authority reserves the sole right for a final decision.
20. Legal jurisdiction for any legal dispute shall be at Imphal.
21. Tenderers should carefully read the terms and conditions and a copy of similar terms and conditions should be returned to the undersigned duly signed with stamp.



(Dr. Kh. Sasheekumar Mangang)
Director of Health Services
Government of Manipur

Signature of the Tenderer

Seal of the firm/agency

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DIRECTORATE OF HEALTH SERVICES**

DECLARATION

From

(Full name of the tenderer.)

(Full Address of the tenderer)

To

The Director of Health Services,
Government of Manipur

Subject:- Submission of Rate quotation of per month
..... Vide tender Notice no.

Sir,

1. I/we hereby submit the Tender for Catering Services (Service, Utensils, Waste Management and Manpower included) for Hostel Mess (Girls) at Churachandpur Medical College, Churachandpur, Manipur.
2. The rates quoted include all taxes (GST) for local firms in Manipur.
3. I have thoroughly examined and understood all the terms and conditions as contained in the tender document and agree to abide by them. The quotation is submitted herewith under sealed cover.
4. The Tender documents are duly signed.
5. I hereby declared that my Agency/firm/company has not been blacklisted by any Public Sector Undertaking or any Government, for any failure to comply with the terms and conditions of any contract, or for violation of any statute, Rule or Administrative Instructions.
6. I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.
7. I hereby declare that I/We shall be bound by the decision of the Director of Health Services, Manipur in this regard.

I/we certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the Institute shall have the right to disqualify me/us without giving any notice or reason.

Yours faithfully,

Enclosure: As stated above.

Signature of the Tenderer(s)
and Address in full.