

TENDER DOCUMENT

FOR

HOTEL

ACCOMMODATION



Government of West Bengal
Department of Health & Family Welfare
OFFICE OF THE SUPERINTENDENT
M R Bangur Hospital & M R Bangur Super Speciality Hospital
241 & 249 Desh Pran Sashmal Road, Tollygunge, Kolkata - 700033
www.mrbangurhospital.org Email: supdt_mrbh@wbhealth.gov.in,
districthospitalspg@gmail.com

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Memo No. MRBH/1361

Date: 07/06/2021

NOTICE INVITING TENDER (NIT) FOR HOTEL ACCOMMODATION

M R BANGUR HOSPITAL invites sealed tenders under **two-bid** system from reputed and experienced hotels/group of hotels/hospitality company/hotel aggregators for providing accommodation to employees attached to M R Bangur Hospital & M R Bangur Super Speciality Hospital in accordance with the Govt Order No. HFW-27011-NHM-SEC-Dept. of H&FW dt. 21.05.2021 of the Managing Director, NHM.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Hotel Accommodation" and should reach **M R Bangur Hospital on or before 14.06.2021 at 02.00pm**. The technical bids shall be opened on the same day at 03.00pm at M R Bangur Hospital.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from www.mrbangurhospital.org.

Any future clarification and/or corrigendum(s) shall be communicated through tender section of the website.

A green handwritten signature and date stamp '07/05/21' are written over the Superintendent's name and date. A green arrow points from the signature towards the top right of the page.
Superintendent
M R Bangur Hospital, Kolkata

TENDER DOCUMENT

**QUOTATION FOR PROVIDING CATERING SERVICES TO
M R BANGUR HOSPITAL, TOLLYGUNGE, KOLKATA
TECHNICAL BID**

(In separate sealed Cover-I super scribed as Technical Bid)

1. Name & Address of the Tenderer Organization/ Agency with phone number, e-mail etc	
2. Name and designation of contact person with telephone/mobile number etc	
3. Registration Certificate of bidding entity (Company/Partnership/LLP)	
4. Fire License Certificate (Please attach a copy)	
5. Please attach copy of last return of Income Tax	
6. PAN Number (Please attach a copy)	
7. GST Number (Please attach a copy)	
8. Valid Trade License Number (Please attach a copy)	
9. Valid Food License Number (Please attach a copy)	
12. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
11. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
12. Earnest Money Deposit (EMD) for an amount of Rs 25000.00 in the form of Demand Draft from schedule banks drawn in favour of "Superintendent, M R Bangur Hospital". Local SSI (s)/ MSME should furnish certificate of registration/EM II for claiming EMD exemption.	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. Terms & Conditions (each page must be signed and sealed)

2. Financial Bid.

Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

FINANCIAL BID
(In sealed Cover-II super scribed "Financial Bid")

HOTEL ACCOMMODATION

Sl. No.	Item	Rate. per person per day (Incl GST)	Ceiling of the Rate per person per day Incl. GST	Remarks
01.	Accommodation (Room for twin sharing basis including taxes as applicable for the entire scope of work excluding lunch and dinner)		Rs 500.00 (Rupees Five Hundred Only)	
	Total		Rs 500.00	

ANNEX - III

TERMS & CONDITIONS OF CONTRACT

(Annexure to Agreement)

A. Information relating to submission of Bids

1. Tenders are invited for providing Catering services as mentioned in this document at M R BANGUR HOSPITAL located at TOLLYGUNGE, KOLKATA from the agencies that fulfil the criteria given below.
2. The period of contract under the scope of work shall be initially for a period of one year, which can be further extended by mutual agreement for a period of 02 years or less with the same terms and conditions depending on satisfactory performance of the Agency and at discretion of M R Bangur Hospital.
3. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from mrbangurhospital.org.
4. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Catering services" to reach M R Bangur Hospital on or before **14.06.2021 at 02.00pm**. The technical bids shall be opened on the same day at 03.00pm at the office of the Superintendent, M R Bangur Hospital in presence of the bidders or their authorized representatives who choose to remain present.
5. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
6. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
7. The bid shall be valid and open for acceptance of the Competent Authority of M R Bangur Hospital for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
8. To assist in the analysis, evaluation and computation of the bids, the hospital authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

In case two or more agencies are found to have quoted the same rates, the competent authority shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.

13. M R Bangur Hospital reserves the right to accept or reject any or all bids without assigning any reasons. It also reserves the right to reject any bid which in its opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process. Superintendent, M R Bangur Hospital bears all legal and financial liability, if arises during the tender procedure or thereafter.
14. Financial bids of only those agencies will be opened who qualify in the Technical bids.
15. The tender document is not transferable under any circumstances.
16. Lowest Bidder will be taken on the basis of minimum of rates quoted by the bidder in Financial Bids.
17. Any changes regarding this tender will be notified through website (mrbangurhospital.org)
18. All cost incurred in connection with submission of bids like preparation, submission, mailing, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc shall be borne by the bidder. Hospital authority will not be responsible / liable for the same regardless of the outcome of the tendering process.



Superintendent
M R Bangur Hospital, Kolkata

B. Eligibility criteria for Tendering

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in hospitality services, who should have required licenses issued by concerned authorities (attested copy has to be attached).
2. The bidder should have local offices at Kolkata to ensure satisfactory fulfillment of Contractual Obligations.
3. Minimum Number of Rooms required to participate in bidding – 50 (Fifty). The tentative requirement of room will be given to successful bidder only after agreement be signed.
4. All the hotels should have been situated in a cluster of 5kms radius of M R Bangur Hospital, 241 Deshpran Sashmal Road, Tollygunge, Kolkata. The road approaching to hotel building should be wide enough for plying and turning hospital buses and other vehicles.
5. The rooms should have facilities like – Air-conditioning, Geyser, Attached Toilet, TV, Room Service, Housekeeping, Drinking Water etc.
6. The requisite number of rooms may increase/ decrease depending upon the number employees are availing the facility. The hotel will charge on pro-rata and actual basis.
7. Successful bidder shall establish a help desk in each hotel premises. It shall be manned for 24 hours in shifts. The person in charge of help desk shall perform the duty of a liaison officer to look after the needs of the occupants of the hotel.
8. The bidding agency must have their in-house/outsourced packed food service facility. Packed lunch/ dinner will be provided to the guest as and when directed from the hospital authority. Specific menu will be provided during that time.
9. Utmost cleanliness and hygiene will be maintained at all times in entire premises.
10. Should not have been blacklisted by the Depts/Ministries of the Govt. Of India/WB Govt/PSUs.
11. There should be no case pending with the police against the Proprietor/Firm/ Partner or the Company (Agency), pending complaints, if any, shall also be included.

4 Personal Hygiene:

- a) The Agency shall ensure that staff deployed in room services is free from any infection or communicable diseases and arrange their regular Health checkups. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited.


Superintendent
M R Bangur Hospital, Kolkata