

**NIDAN HOSPITAL LTD.
PULCHOWK, LALITPUR**

Notice Inviting Tender

Tenderers are invited by Nidan Hospital Ltd, Pulchowk, Lalitpur-3, for running a Hospital Canteen for Staff, Visitors and Patients at Nidan Hospital Ltd from established and reputed Catering Contractors, for the year 2019.

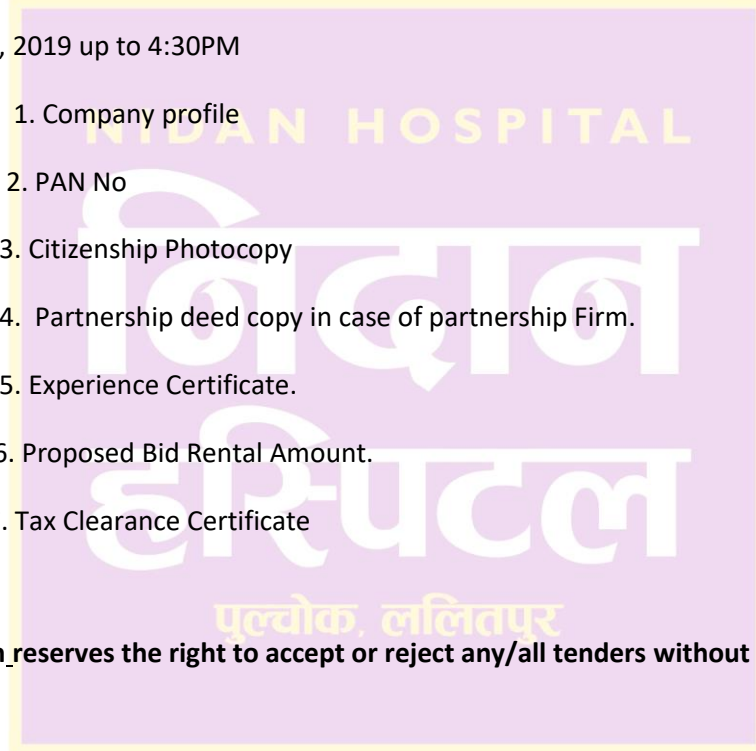
Name of the Works: Operation of Canteen at Nidan Hospital Ltd, Pulchowk Lalitpur.

Cost of the Tender Application Form: Rs.500/- (Rupees Five Hundred only) by cash (non refundable) at Accounts Dept.

Last Date of Tender: 7th June, 2019 up to 4:30PM

- Document to be attached:**
1. Company profile
 2. PAN No
 3. Citizenship Photocopy
 4. Partnership deed copy in case of partnership Firm.
 5. Experience Certificate.
 6. Proposed Bid Rental Amount.
 7. Tax Clearance Certificate

The Hospital Administration reserves the right to accept or reject any/all tenders without assigning any reason whatsoever.



1. Scope of work / location:

- a) Running and operation of Canteen/Cafeteria throughout the year to all the staff of this hospital including doctors, other officers, nurses, patients etc. and visitors.
- b) The bidder/Service Provider should provide food articles throughout the year according to Hospital Dietician Chart enlisted below:

MENU				
Item code	Menu/Name of items	Composition/Description/Quantity	Unit	Rates quoted (Rs.)
1	Tea	Standard cup (100 ml)	Per cup	
2	Coffee	Standard cup (100 ml)	Per cup	
3	Milk	Standard cup (200 ml)	Per cup	
5	Samosa(CYCLIC MENU)	Vegetable (100 gms)	Per Piece	
6	Pakoda(CYCLIC MENU)	75 gms	Per Plate	
7	Bread with Egg(CYCLIC MENU)	Boiled Egg & Four Breads	Per portion	
8	Puri & Sabji(CYCLIC MENU)	Two Puri (50 gms each) with Chole/ Sabji	Per portion	
9	Plain Paratha & Sabji(CYCLIC MENU)	Two Paratha(50 gms each) & Chole/ Dal/Sabji	Per portion	
10	Plain Roti(Multi Grain) (CYCLIC MENU)	One Roti (40 gms)	Per piece	
11.	Poha(CYCLIC MENU)	White Beaten Rice and Egg	Per Plate	
12.	Halwa(CYCLIC MENU)	150GM-200GM	Per Plate	
13.	Khaja Set(CYCLIC MENU)	Newari Set,Roti Set etc	Per Plate	
14.	Multi Satu	300GM(2TBSP)	Per Bowl	
15.	Jaulo	Mixed with vegetable & Lentils	Per Plate	
17	Meals (Thali)	Vegetarian Thali consisting of Plain Rice (300 gm) Chapathi (2 Nos) (50gm Each) Fry curry (1 Cup-100gm) Gravy Curry (2 Cups-200gm) Dal (150ml) Curd (100ml) Chutney (1 TBSP) Papad (1)	Per Meal	
18	Meals (Thali)	Non Vegetarian Thali consisting of Plain Rice (300 gm) Chapathi (2 Nos) (50gm Each) Fry curry (1 Cup-100gm) Gravy Curry (2 Cups-200gm) Dal (150ml) Curd (100ml) Chutney (1 TBSP) Papad (1) Chicken/Mutton/Fish	Per Meal	

19	fried rice	250gms+Pappad(Veg,Non Veg)	Per Plate	
20	Curry	One Pc. Egg	Per Plate	
21	Omelette	One Pc. Egg	Per plate	
22	Boiled Egg	One Pc. Egg	Per portion	
23	Curd	200 gms	Per cup	
24	Half Boiled (omelette)	One egg	Per plate	
25	Vegetable Salad	150 gms	Per cup	
26	Lemon Tea	Standard cup (100 ml)	Per cup	
27	Lassi	250ml	Per cup	
28	Fruit Juices	200ml	Per cup	
29	Mineral Water	1 Ltre	Per Bottle	
30	Mineral Water	500 ml	Per Bottle	
31	Extra rice	300gms	Per cup	
32	Bread Toast With Butter	6 pieces bread + Butter 20 gms	Per portion	
33	Veg Sandwich	4 nos + tomato sauce + mint chutney(2 tablespoons)	Per portion	
34	Noodles	200gms	Per Plate	
35	Oats Porridge	200 ml(NO Monosodium glutamate)	Per cup	
36	Soup	200 ml(Veg/Non-Veg)	Per cup	
37	Aloo Paratha	2nos Each 100g with mixed veg curry/ curd (100 ml)	Per Plate	
38	Bread Omlette	4 Slices (2 Eggs)	Per Plate	
39	Veg Cutlet	(100g)- 1 plate	Per Plate	
40	Momo	8 pcs (Veg,Non Veg)	Per plate	
41	Chowmein	Veg, Non Veg	Per plate	
42.	Festival Special Food (Ashad 15,Dashain,Tihar etc)	Veg & Non Veg	Per plate	
43.	Buffet Set for Staff	Veg & Non Veg	Per plate	

Note: The Service Provider has to quote the prices for all the items mentioned above (S1 No 1 to 43).

- c) The tenderer's are advised to visit the canteen before participating. The tenderer should assess the volume of business themselves. Nidan Hospital will not guarantee any minimum / maximum business.

2. The Canteen Space is available as per details below:

- a) Covered Area of the Canteen 1125 Sq.Ft
- b) Canteen Hall and Kitchen has to be renovated and construct.

TERMS & CONDITIONS

1. Tenure & Eligibility

- a) The contract will be up to Ashad 31, 2079 & to start with from the date of signing the agreement.
- b) The Contract can be renewed for further period of duration of which would be determined by mutual agreement and terms and conditions which may be agreed upon by the Nidan Hospital and Contractor.
- c) The bidder should have minimum Two years' experience of running the canteen in Hospitals, Medical Institutions, and reputed institutions. The relevant paper in regard of experience should be attached along with tender.
- d) Water will be supplied free of cost for the usage of (drinking and washing of the utensils) Canteen only when available. The Service provider is instructed to use the water economically. In case of water shortage contractor shall procure the water at his own cost.
- e) Electricity will be supplied free of cost for general illumination, refrigeration and aeration of the canteen / store, but no electricity will be permitted for cooking. The Service provider is forbidden from using any additional electrical equipment or appliances without the written permission of the Hospital Administration or competent authority. Maintenance of lights/fuses/chokes/motors/electrical sockets etc. that are used to supply electricity to canteen shall be the liability of Service provider till the period of contract.
- f) The services of the staff canteen will be at the disposal of the staff of this hospital including doctors, other officers, nurses, etc. and bona fide visitors. The users of the canteen shall be paying for the services directly to the Tenderer.
- g) The Canteen Service provider may be considered for entrusting catering for various conferences, meetings and functions that may be held in this Hospital, depending upon quality of items supplied.

2. Service

- a) The contractor will be required to provide service in the canteen premises and also in various departments such as the Wards, Admin Block, ER, OPD Block, ICU etc. The service would be free of any service charge and on approved rates for item listed above. Subsidies Rate should be provided for Hospital Staff.
- b) The contractor should change menu for lunch every week. The items and their size and weight including quality should be approved by the canteen committee
- c) Materials used for coking purpose tea, coffee, spices, and food stuffs; vegetable etc. should be of good quality and before expiry date. In case of violation, strict legal action will be taken.
- d) The contractor will take all necessary precautions against fire hazards.
- e) The rate list and menu as approved by the hospital should be displayed clearly.

Any change in the rate list or item should be duly approved by the canteen committee.

- f) A menu card & Coupon system should be provided to the staff during the time of order.
- g) Buffet set should be provided on daily basis.
- h) The canteen committee of the hospital has the right to visit periodically, or have surprise visits to check the quality of food, services, cleanliness of the canteen and report to the Canteen Committee. If required a feedback from the users could be obtained anytime.
- i) The contractor shall quote the rates and the same are to be approved by canteen committee. Rate list is to be displayed on notice board at canteen.
- j) The contractor shall not sub contract the running of canteen to any other party. No other commercial activity shall be undertaken in the hospital canteen premises.

3. Timings

- a. The canteen will function on all seven days of the week.
- b. The contractor must provide 24x7 canteen service.

4. Hygiene and cleanliness:

- a) The canteen committee will inspect the canteen at any time so as to verify the hygienic conditions.
- b) The contractor 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.
- c) The Service provider shall provide liquid hand wash at hand wash area and hand drier for the visitors of the canteen and shall undertake other hygienic precautions as per instructions of Hospital Administration.
- d) The Service provider shall keep canteen, wash area, utensils, serving vessels and plates clean and disinfected. It is the responsibility of the Service provider to keep the tables and chairs ready for service to clear the plates kept by users of canteen on the table/counters. The Service provider also shall make arrangements for disposal of garbage and left-over food .
- e) The contractor has to ensure the cleanliness of the dress worn by the employee during the time of the serving in the canteen as well as in different departments.

- f) Cleaning of plates & utensils shall be done with hot water, soapy water, duly cleaned and dried & steam sterilization.

5. Canteen Employees:

- a) The Service provider must employ adult and skilled labour only. **Employment of child labour will lead to the termination of the contract.** The Contractor shall be fully responsible for the conduct of his staff.
- b) The contractor shall be under the discipline of the hospital and follow the instructions issued from time to time. The employees would remain decent and courteous. Any of his employees indulging in any act of indiscipline, misbehavior or violent act(s) or abets others in doing so, and if it is prima facie proved, then contractor shall remove the employee from the premises immediately on receipt of verbal or written communication from the authorities of the hospital
- c) Only a few requisite staff of canteen contractor will be allowed to stay in the canteen after working hours (under special circumstances) with authorization of the Nidan Hospital and no unauthorized person shall be allowed to stay in the canteen
- d) Proper Police verification of person deputed by Contractor shall be got done.
- e) The Service Provider shall ensure that the engaged staff shall always be neatly turned out with hair, nails, beards trimmed and in proper uniform & footwear (uniform-dress code, caps, name badges and gloves while serving).
- f) All manpower required for cooking, serving and cleaning work shall be under own arrangements of the Service provider. Service provider shall provide identity cards and uniforms to all personnel at their own cost

6. Utilization of canteen premises

- a) The possession of the premises will always be that of Nidan Hospital even when the premises would be in use of the contractor.
- b) The contractor shall have no right to sublet, assign the license in any manner to any third party or authorize any other person to run the canteen once it has been formally awarded to him.
- c) The contractor is responsible to maintain the infrastructure facilities
- d) No visitors will be allowed to smoke or consume alcohol/banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or any hard drinks, other health hazard articles.

7. Termination of the contract:

- a) The quality of food/services provided will be checked from time to time and if found unsatisfactory the contact may be cancelled at any time by the hospital without furnishing any notice. The hospital reserves the right to impose a fine if deemed necessary.
- b) In case of Termination of contract, contractor shall handover possession of canteen premises immediately. And no claim of any type of contractor shall be entertained.
- c) The hospital reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The committee shall consist of at least Dietician Doctor, Admin, and Hygiene in Charge appointed by the hospital. The decision of the hospital in this regard shall be final.
- d) The contract can be terminated either by the hospital or the contractor by giving three months of notice.
- e) In case the contractor violates the terms & conditions of the contract his/her contract would be cancelled without any notice.

8. After opening the tenders the committee may visit the sites and may check the preparation of cooked items as specified by the tenderer in support of working experience.

9. Successful tender shall execute the agreement on legal paper of Rs. 100 /- for running & operation of canteen of Nidan Hospital and accepted tender along with terms & conditions shall form part of the agreement.

Tender for Running Canteen in Nidan Hospital Premises

Sir,

I am submitting the tender for providing catering services for Nidan Hospital canteen on contract basis as per details given below: -

1. Name of the Applicant _____
2. Father's Name _____
3. Date of Birth _____
4. Address _____

5. Permanent Address _____

6. Contact Number and landline number _____ Mobile _____
7. Citizenship Number _____
8. Previous work experiences _____

9. Any criminal proceeding pending in court or if convicted _____

10. Canteen to be run individually or with any other partner/ partners if yes name and address of the partner with identity proof attached (Driving License, Citizenship Card.) _____

11. My bid for canteen is Rs. _____

Paste yours
recent
passport
size
Photograph

(All documents should be self attested by the tenderer with seal of the firm)

It is to certify that the above mentioned particulars are up to the best of my knowledge and no fact has been concealed and that all the information furnished above is true to the best of my knowledge. I have no objection to Nidan Hospital, Pulchowk, Lalitpur to verify any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that I have understood all the terms and conditions indicated in the Tender document and in agreeing for the same, I am signing this document as an authorized signatory in the capacity of _____.

Date:

Address:

Seal of company/Agency

Signature:

Name:

