



ZILLA SWASTHYA SAMITI, KHORDHA
DISTRICT PROGRAMME MANAGEMENT UNIT
NATIONAL HEALTH MISSION, KHORDHA



TENDER CALL NOTICE

Advt. No- 13676

Date: 22/11/21

Sealed tenders are invited from eligible authorized hotel/firm having valid membership certificate from HRAO, trade License & fire license from fire department for providing accommodation, travel & food services at Bhubaneswar. Details regarding the eligibility criteria, terms & condition and formats of submission of tender may be downloaded from the website www.khordha.nic.in Your tender should reach the office of the undersigned by 7.12.2021 (till 3 PM) . The Tender (Technical Bid) will be opened at 11.30 AM on 8.12.2021. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-
CDM&PHO-Cum-DMD,
Khordha

**REQUEST FOR PROPOSAL FOR ACCOMMODATION, TRAVELLING OF FIELD
VISIT& FOOD FOR TRAINEES OF CPCH TRAINING AT BHUBANESWAR.**

- 1 Sealed request for proposal (RFP) are invited from eligible hotels/firms having adequate experience in providing accommodation, travel& food services at Bhubaneswar.
- 2 Interested bidders may obtain detail terms and conditions for taking up this assignment by downloading the RFP document from the website **www.Khordha.nic.in**.

3 Instruction for Submission of Bid :

The tender should be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **Technical** and **Financial bid separately in two separate envelopes** and both the envelopes should be put into **another cover envelop** superscribed as **"RFP for providing accommodation, travel & food services at Bhubaneswar in reference to adv. no _____"**. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes and the name of the bidder at the left bottom side of the envelopes. All the envelopes (Inner & Cover envelopes) should be addressed to:

**The CDM & PHO-Cum-DMD,
National Health Mission,
Kordha-752 055, Odisha.**

- 4 The RFP must be accompanied by **tender document cost of Rs.3,000/-** (inclusive of GST) – Non refundable and **EMD of Rs.50,000/-** in the shape of a demand draft from any Nationalized / Schedule Bank payable at Bhubaneswar and in favour of **ZSS NON NHM KHORDHA**. The **tender document cost and EMD should be put in the Technical Bid (Cover A) envelop**. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid.
- 5 Bidders who meets the eligibility criteria and qualifies in technical bid evaluation (as per evaluation criteria mentioned below), their financial proposal shall only be opened.
- 6 Last Date of submission of tender is **7.12.2021., 3 PM**
Date of tender opening (Technical Bid):**8.12.2021, 11.30 AM**. The financial bid (Cover-B) shall be opened of those bidders which will be qualified in technical bid evaluation.



Eligibility Criteria:

The Hotel/firm

1. Must be situated in Bhubaneswar Municipality Area.
2. Should be in the business for at least 5 years in providing accommodation, travel & food services at Bhubaneswar.
3. Must have **average annual turnover of Rupees Fifty Lakhs** or more in the last three financial years from similar activity. The bidder is required to furnish a turnover certificate duly attested by a Chartered Accountant to this effect with year wise break-up. In addition, they have to furnish the **audited** balance sheet P&L Account statement (of the last three financial years 17-18, 18-19, 19-20) duly signed by a Chartered accountant in support of the turnover statement furnished.
4. Should have successfully executed at least **two contracts** of providing accommodation, travel & food services to at least 50 persons at once for any **Government/Semi-Government agencies/body** during last three financial years. The bidder is required to furnish the copy of the **Work Orders of similar assignments**. These information are to be furnished in the required format as mentioned in the Tender Form Cover A – **Tender Form T2**)
5. Must have membership certificate from HRAO, trade License & fire license from fire department.
6. Must have at least 30-35 rooms for accommodation purposes. (A detail of information must be submitted number of twin share well furnished room available with the Hotel/firm in the Tender Form Cover A – **Tender Form T3**)
7. Must have GST registration and last three months GST return filling copy shall be submitted i.e. July-2021 to September-2021.
8. Must have PAN.
9. Must have **ISO 9001** certification.
10. Should have valid food license.
11. Should have facility of transportation at least carrying 60 (Sixty) persons from hotel to Training centre & return back of all training participants. (A detail of information must be submitted by the Hotel/firm, which type of vehicle shall be used carrying training personnel from hotel to Training centre & return back will be available with them Tender Form Cover A – **Tender Form T4**)

TERMS & CONDITIONS

1. The agreement for the selected hotel/firm shall be for a period of **one year**. The contract with the selected hotel/firm shall be renewed for another **one year** depending on satisfactory performance of the hotel/firm. The agreement shall commence from the date of signing of the contract and shall continue till **one year** from the date of signing of the contract unless it is curtailed or terminated by the authority owing to deficiency of service, poor performance, breach of contract etc.
2. One flat discount rate on or above the price mentioned at **Annexure A** of the tender for providing accommodation, travel & food services should be mentioned in the price bid Tender Form Cover B– **Tender Form F1**.
3. The service agreement may be extended further by the mutual consent of the selected Hotel/firm and CDM&PHO-DMD, Khordha.
4. The agreement may be extended, on the same terms and conditions or with some additions/deletions/modification, for another one year mutually agreed upon by the selected Hotel/firm and CDM&PHO-DMD, Khordha.
5. The selected Hotel/firm shall not be allowed to sub-contract the assignment under this agreement to any third party.
6. The Hotel/Firm will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving **15 days** notice to the Hotel/firm if the service is found to be unsatisfactory.
8. The vehicle shall be used for training participants should be 60 seated vehicle so that the participants can complete their field training during their training period. The vehicle should have all valid document (i.e. R.C Book, Insurance, Fitness & Contract Carriage Permit etc.) with all respect.
9. The successful Hotel/Firm will have to deposit a **performance security** amount of **Rs.50,000/-**(Rupees Fifty Thousand only) in the form of Demand Draft in favour of **ZSS NON NHM KHORDHA** covering the period of contract or the extension there of if any. The EMD of successful bidder may be adjusted against the performance security or shall be returned after submission of performance security.

10. Payment will be released through E-Payment only after satisfaction of the services. The Payment will be released after successful completion of the training programme after submission of bill in triplicate including all the supportive documents claiming in respect to the bill. The bill should be in favour of CDM&PHO-DMD, Khordha.
11. No price escalation will be entertained.
12. The Tax deduction at Source(T.D.S.) shall be done as per the provision so Income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
13. The GST deduction at source shall be done as per the provisions of GST Act.
14. That the organization agrees to abide by all terms & conditions of tender.
15. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit to the Hotel/Firm shall be liable to be forfeited besides annulment of the Agreement.
16. The selected Hotel/Firm shall not charge any cost towards damages/ broken or loss to property during the stay of participants.
17. The District Officials will visit the facility for field assessment (Checking of Accommodation facility, Travel facility, Dining space, Kitchen room etc) of the bidder for satisfying all the criteria mentioned in the RFP, after that the work order will be provided for execution of work.
18. The blacklisted agencies either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting.
19. The bidder shall submit all the supportive documents with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
20. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem countered at a later stage.
21. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

22. All legal disputes arising under this contract between the parties will be subjected to resolve under jurisdiction of Khordha Court only.
23. The successful bidder will enter into an agreement with CDM&PHO-DMD, Khordha. for providing accommodation, travel & food services at Bhubaneswar as per requirement of this office as per the above terms and conditions.

(Pl. arrange the documents **serially** in the order as mentioned in the format below)

1	Name of the Hotel/Firm	
2	Address of the Hotel/firm Telephone No Email ID	
3	Name of authorized signatory (in block letters)	
4	Specimen signature of authorized signatory	
5	Telephone number of authorized signatory Hotel/Firm	
6	Draft number, Name of Bank & date of Tender Document Cost of Rs.3,000/-submitted by the hotel/firm (yes/No)	
7	Draft number, Name of Bank & date of the EMD of Rs.50,000/-submitted by the hotel/firm (yes/No)	
8	Membership certificate from HRAO of the hotel/firm	Year of Certification : (Furnish Photocopy of Hotel/firm membership certificate from HRAO)
10	PAN no	(Furnish Photocopy of PAN)
11	GST Registration No	(Furnish Photocopy of GST Registration)
12	Trade License	(Furnish Photocopy of Trade License)
13	ISO 9001 certification of the organization	(Furnish Photocopy of the ISO 9001 organization)
14	Food License	(Furnish Photocopy of valid Food License)

15	Average Annual Turnover certificate duly attested by a Chartered Accountant (In the letterhead of the Chartered Accountant) to this effect with year wise break-up Audited Profit & Loss Account Indicating turnover duly signed by chartered accountant with membership no., to be submitted for last three financial years.	2017-18: 2018-19: 2019-20: (Attach turnover certificate duly attested by a Chartered Accountant with membership no. to this effect with year wise break-up. Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that)
16	The organization have to submit the Affidavit (<i>On original Stamp Paper Rs.10/- of relevant value certified by Notary</i>) with the following clauses: 01. Our organization has not been blacklisted by any Government Organization 02. Our organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law. 03. The CDM&PHO-Cum-DMD, Khordha shall not be charged any cost towards damages/ broken or loss to property during the stay of participants in the hotel. 04. Our organization agrees to abide by all terms & conditions of tender. 05. The price quoted by our organization is inclusive of GST	Submit the Affidavit in Original Stamp Paper certified by Notary
17	Details of contracts & work orders executed in last three years	Furnish information in Tender Form T2 along with copies of contract / work order
18	Details of twin share room available for accommodation of training participants	Furnish information in Tender Form T3 along with copies of photographs
19	Details of transportation facility available with the Hotel/firm	Furnish information in Tender Form T4
20	Whether all documents submitted signed by the authorized signatory of the firm/agency (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, my/our Hotel/Firm will be **blacklisted** by your office and will not have any dealing with your office in future.

(Signature of the authorized signatory)

Seal

Place

Date

TENDER FORM – T2
To be submitted in COVER A (Technical Bid)

Details of **contracts** executed by the Hotel/firms for providing accommodation, travel & food services during the last three years in the following format:

(Attach **separate sheets** if space provided is not sufficient)

Sl. No	*Name of the Client, Address	Date of Work order	No. of Persons/ Guest/Participants served	Value of work executed

*Enclose **photocopies of the contract /work order** **serially** in the order, as mentioned in the format above for the ease of scrutiny)

(Signature of the authorized signatory)

Seal

Place

Date

TENDER FORM – T3
To be submitted in COVER A (Technical Bid)

Details of accommodation facility available with the Hotel/firms for providing accommodation to training participants in the following format:

Sl. No	*Number of Twin Share Bed	Facilities available in the Room
		1. 2. 3. 4. 5.

(Signature of the authorized signatory)

Seal

Place

Date

TENDER FORM – T4
To be submitted in COVER A (Technical Bid)

Details of information regarding type of vehicle shall be used for carrying 60 (Sixty) training personnel from hotel to Training centre & return back & Field Visit of same Training personnel to different health institution in the following format:

Sl. No	*Type of Vehicle	Vehicle No:

(Signature of the authorized signatory)

Seal

Place

Date

TENDER FORM – F1
To be submitted in COVER B (Financial Bid)

DISCOUNT RATES QUOTED FOR ACCOMMODATION, TRAVEL & FOOD SERVICES

(For accommodation, travel & food services as mentioned Annexure A of the Tender)

Sl.	Item	*% of Discount offered	
		(In Figures)	(In Words)
1	For accommodation, travel & food services as mentioned Annexure A of the Tender		

*Only one **flat discount rate** has to be offered by the bidder for accommodation, travel & food services as mentioned Annexure A of the Tender, which shall be taken into account for evaluation. The technical responsive bidder (fulfilling all the eligibility criteria) offering the **maximum discount rate** shall be selected. In case discounts offered by two or more bidders are same, then the bidder having higher turnover (Annual average turnover of the last three audited financial Years) shall be taken into account for deciding the lowest responsive bidder.

(Signature of the authorized signatory)

Place:

Date:

Seal

Accommodation, Travel & Food Services

Sl No	Item	Inclusive of facility	Maximum Rate as per ZSS norms
1	Accommodation	2 Nos. of one liter mineral water bottles in each room daily with transportation from hotel to training centre and return back.	Rs.400 per student including GST
2	Travel Facility of Field visit	Travel capacity of 60 student (Hiring charges with DOL cost inclusive of all taxes & toll)	Maximum rate per day of Rs.5000/-
3	Food Facility	i. Breakfast ii. Lunch iii. Evening Snacks iv. Dinner Details of food menu is at Annexure - B	Maximum Amount Rs.250/- excluding GST

Food Menu								Annexure B							
Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY								
Morning 7.00 AM	Tea	Tea	Tea	Tea	Tea	Tea	Tea								
Breakfast 8.30 AM	Suji & Upma, Mattar Sabji, Tea	Idli Sambar, Chutney Tea	Chakuli, Chutney, Mutter Sabji, Tea	Idli Sambar, Chutney Tea	Puri, Sabji Tea	Veg upama, Chutney, Mutter Sabzi,, Tea	Puri, Ghuguni, Tea								
Mid Morning 11.30 AM	Juice/Soup/Tea	Juice/Soup/Tea	Juice/Soup/Tea	Juice/Soup/Tea	Juice/Soup/Tea	Juice/Soup/Tea	Juice/Soup/Tea								
Lunch 01.00 PM	Rice, Tomato Khata	Jeera Rice, Dal	Veg Biryani	Rice, Dal	Rice, Dal	Rice, Dal	Pulao, Dal fry								
	Alu Brinjal Bharta, Salad	Chicken Butter Masala	Chicken Kasa	Brinjal Aloo Badi Besara	Paneer Sabji	Salad	Paneer Masala								
	Mix Bhaja	Mix Bhaja	Mix bhaja	Cabbage Aloo Bhaja	Fish Fry/ Chicken	Mix Bhaja	Fish Fry/ Chicken								
	Dalma	Salad	Raita	Curd/Salad	Soya 65	Mix veg curry	Dalma								
Snacks 4.30 PM	Dry Snacks, Chhole Chaat, Tea	Dry Snacks, Veg Chowmin, Tea	Tea, Dry Snacks, Aluchap	Dry Snacks, Veg Soup, Biscuits, Tea	Dry Snacks, Biscuit, Tea	Dry Snacks, Cotlet, Tea	Dry Snacks, Voda, Tea								
Dinner	Rice, Roti, Dal	Rice, Roti, Dal	Rice, Roti, Dal	Rice, Roti, Dal	Rice, Roti, Dal	Rice, Roti, Dal	Rice, Roti, Dal								
	Aloo Parwal Kasa	Aloo Beans Bhaja	Veg Do Piyazza	Mix Bhaja	Gobi Manchurian	Cabbage Aloo Mutter	Chilly Gobi								
	Aloo Soya Sabji	Papaya Butta Aloo Curry	Chole Masala	Ghanta Sabji	Veg Tadka	Rajma Masala	Chhole Paneer								