

**OFFICE OF THE DIRECTOR**  
**ACHARYA HARIHAR POST GRADUATE INSTITUTE OF CANCER, CUTTACK**

Tender Notice No. 3508 /dated the 12-08-2025  
NTS-14/21-25

Sealed tenders are invited by the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack-753007 for supply of diet (dry, liquid, and cooked diet) to indoor patients of AHPGIC, Cuttack on outsourcing basis for a period of 1 (One) year and the contract may be extended for another one year in subject to satisfactory performance obtained from the competent authority . The bid document and all details can be downloaded from the website of [www.ahpgic.in](http://www.ahpgic.in).

The tender schedule dates are as mentioned below:

1	Pre-bid Meeting	Date: 29.08.2025, Time: 1 PM Address: O/o Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack, PIN – 753007
2	Last date for submission of Proposal	Date: 15.09.2025, Time: 5 PM ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS: Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack, PIN – 753007 <i>NB: Proposals should be submitted through Speed post/Registered post only</i>
3	Date, time and place of opening of Proposal	Technical Proposal (Part A& B) Opening: 16.09.2025 at 1 PM at O/o Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack <i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i>
4	Date of Presentation	To be informed to the qualified bidder.

The authority reserves the right to accept/reject any/all bids without assigning any reasons thereof.

**NB:**

1. If any of the dates above fall on a holiday, then the next working day shall be the last date of submission of bids, date of pre-bid meeting, or date of opening of bids.
2. If any changes/modifications are made in the tender paper, then the corrigendum issued if any shall only be uploaded in the website of AHPGIC and no advertisement in newspapers shall be published in this regard.

Director  
AHPGIC, Cuttack



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**ACHARYA HARIHAR POST GRADUATE INSTITUTE OF CANCER, CUTTACK**

Tender Notice No 3508 /dt. 12-08-2025

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**DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or subsequently provided to bidder(s), whether verbally or in documentary form by or on behalf of the Tender Inviting Authority under Department of Health & Family Welfare, Govt. of Odisha, or any of their employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by the Tender Inviting Authority or its representatives to any other party. The purpose of this RFP document is to provide interested parties with Information to assist the formulation of their proposal and detailed Proposal. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Some bidders may have a better knowledge of the proposed Project than others. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. The Tender Inviting Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP. The Tender Inviting Authority may in its absolute discretion but without being under any obligation to do so can update, amend or supplement the information in this RFP document.



## NOTICE INVITING PROPOSAL

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR SELECTION OF THE MOST SUITABLE AGENCY FOR SUPPLY OF DIET (DRY, LIQUID, COOKED) TO INDOOR PATIENTS

### Schedule of Events:

1	Pre-bid Meeting	Date: 29.08.2025, Time: 1 PM Address: O/o Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack, PIN – 753007
2	Last date for submission of Proposal	Date: 15.09.2025, Time: 5 PM ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS: Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack, PIN – 753007 <i>NB: Proposals should be submitted through Speed post/Registered post only</i>
3	Date, time and place of opening of Proposal	Technical Proposal (Part A & B) Opening: 16.09.2025 at 1 PM at O/o Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack <i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i>
4	Date of Presentation	To be informed to the qualified bidder.

### SECTION 1 - INSTRUCTIONS TO BIDDERS

#### **1.1 Scope of Proposal**

- (a) Interested bidders fulfilling the eligibility criteria may submit their bid to **The Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack**. Detailed description of the objectives, scope of services, deliverables, and other requirements relating to “Provisioning of Diet Services at Govt. Health Institution” is specified in this RFP. The manner in which the Proposal is required to be submitted, evaluated, and accepted is explained in this RFP.
- (b) The selection of the Agency shall be on the basis of an evaluation by the tender committee constituted by The Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack, through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the decision of The Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack is without any right of appeal whatsoever.
- (c) The bidder shall submit its Proposal in the form and manner specified in this RFP. Upon selection, the agency shall be required to enter into an Agreement with The Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack in the **Format T1**



### Eligibility Criteria :-

The bidder should fulfill the following Eligibility Criteria:

<b>I.</b> The bidder must be registered in India as Company/Firm/Society/Trust or SHG/SHG Federation and must have registration certificate under relevant Act/Rule of the State or Central Government with PAN and IT return for last 3 years i.e. <b>2021-22 , 2022-23 and 2023-24</b> ; valid GST registration with up-to-date GST Return Certificate; bank account with bank statement for last 6 months from the date of applying tender; and valid labour registration certificate in the name of Company/Firm/Society/Trust or SHG/SHG Federation.
<b>II.</b> The bidder must have a registered/operating office in Odisha.
<b>III.</b> The bidder must have minimum 3 years' uninterrupted experience in diet preparation, supply & management of diet services in Government or Pvt. Health Institutions/Other Govt. Institutions. The bidder shall furnish the details of the past performance in the required format (Form T5) supported with the work order/contract copies.
<b>IV.</b> In case of SHG/SHG Federation, the tender committee is to take decision in view of their past experiences (to be furnished in the required format(Form T5) supported with the work order/contract copies) for at least minimum 2 years' experiences for preparation Of Diet and supply in any Health/other institutions.
<b>V.</b> The bidder applying for Acharya Harihar Post Graduate Institute of Cancer, Cuttack must have minimum average annual turnover of Rs.3 Crore per year only for Dietary services in Government or Pvt. Health Institutions/Other Govt. Institutions during the last three financial years ( <b>2021-22,2022-23 &amp; 2023-24</b> ). In case of SHG/SHG Federation, the bidder must have minimum average annual turnover of Rs. 30 Lakhs per year for Dietary/Meal services in any Health/Other Institutions during the last three financial years ( <b>2021-22,2022-23 &amp; 2023-24</b> ). The bidder has to furnish the details of their annual turnover certified by a chartered accountant in the required format (Form T4 supported by audited Profit & Loss Statement. The average Annual turnover to be mentioned by the bidder should be exclusively for dietary service only. No other turnover except TY will be entertained.
<b>VI.</b> The bidder must have valid labor registration certificate.
<b>VII.</b> The bidder must have PAN card.
<b>VIII.</b> The bidder must have GST registration certificate.
<b>IX.</b> The bidder should have submit up-to-date certificate from concerned Superintendent or Police for not having any criminal record against the company / Farm /Society/Trust or SHD/SHHG Federation.

**Note: ISO certification/Food License Is not mandatory. However bidders having ISO certification/food license shall be given additional weight age in the evaluation criteria.**

**In case of a selected bidder, they will have to furnish, the up to date food registration/license (if not having) from the authority of the concerned region within 10 days of issue of notification of award and before signing of contract.**

### **1.3. Proposal Submission**

Interested bidders fulfilling the eligibility criteria may submit their bid to the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack.

The proposal shall be submitted in two parts:

**(1) Part A - Tender Document Cost and EMD as per format set out in RFP.**

**(2) Part B - Technical Proposal as per the format set out in RFP.**

- (i) The Proposal shall be typed or written legibly in indelible ink and shall be signed by the authorized representative of the bidder.
- iii) Any interlineations, erasures, or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initial prior to submitting the same.

**Note: There is no Financial Proposal to be submitted in the bid as this is a fixed cost based tender. Details of the fixed cost (Diet Rate) to be paid per patient per day for different types of diet with menu are mentioned at Section 2 - Terms of Reference.**

### **1.4 Bid Document Cost:**

The bidders shall have to furnish a bid document cost of Rs. 5,000/- (non-refundable) in the shape of a Demand Draft from any Nationalized Bank in favour of the **Director, Acharya Harihar Regional Cancer Centre, Cuttack.** In the absence of the bid document cost, **the technical proposal of the bidder shall be rejected. There is no exemption in submission of bid document cost.**

### **1.5 Earnest Money Deposit (EMD):**

The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to Rs. 4,00,000 /- (refundable) in the shape of a Demand Draft from any Nationalized Bank in favour of the **Director, Acharya Harihar Regional Cancer Centre, Cuttack.**

In the absence of the EMD, the technical proposal of the bidder shall be rejected. However, as per the Finance Department Govt. of Odisha office memorandum no. 21926 dated 12.08.2015, the local MSEs (Micro & Small entrepreneurs) registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered In Odisha only**. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC/NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be returned to unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period, or in case of the successful bidder, if the successful bidder does not execute the agreement.

#### **1.6 Packing, Sealing and Marking of Proposal**

- (a) The Tender document cost & EMD (Cover A) and Technical Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

**> Cover-A - Tender Document Cost & EMD for "Supply of Diet (Dry, Liquid, cooked) to Indoor Patients, Acharya Harihar Post Graduate Institute of Cancer, Cuttack."**

**> Cover-B - Technical Proposal for "Supply of Diet (Dry, Liquid, Cooked) to Indoor Patients, Acharya Harihar Post Graduate Institute of Cancer, Cuttack."**

- (b) The two envelopes, i.e., envelope for Part-A and Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

- Proposal for **Supply of Diet (Dry Liquid, Cooked) to Indoor Patients, Acharya Harihar Post Graduate Institute of Cancer, Cuttack.**
- **RFP no. , Acharya Harihar Post Graduate Institute of Cancer, Cuttack.** ( The bidder should clearly mention the RFP NO. & Institution name for which the proposal is submitted.
- The bidder's Name & address shall be mentioned in the left hand corner of the outer envelope.



- (c) The inner and outer envelopes shall be addressed to the **Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack** at the detailed address mentioned at the Section - 1 : Schedule of Proposal Submission.

If the outer envelope is not sealed and marked as mentioned above, then the O/o the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack will assume no responsibility for the tender's misplacement or premature opening, Telex, cable or facsimile tenders will be rejected.

**(d) Content of proposal**

**I. Cover A (Tender Document Cost & EMD)**

1. EMD of **Rs. 4,00,000/-** in the shape of a Demand Draft in favour of the **Director, Acharya Harihar Regional Cancer Centre, Cuttack**.
2. Bid document cost of Rs. 5,000 /- in the shape of a Demand Draft in favour of the **Director, Acharya Harihar Regional Cancer Centre, Cuttack**.

**II. Cover B (Technical Proposal)**

The bidders are requested to submit a detailed technical proposal with respect to outsourcing of Diet Services at Acharya Harihar Post Graduate Institute of Cancer, Cuttack during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.

1. Form T1 (Checklist).
2. Form T2 (Technical Tender Submission Form).
3. Photocopy of the Registration Certificate of the Agency
4. Photocopy of PAN.
5. Photocopy of GST with up-to-date GST registration certificate.
6. Form T3 (Details of the Bidder)
7. Form T4 (Turnover certificate from the Chartered Accountant)
8. Income Tax return for last 03 financial years 2021-22, 2022-23, 2023-24)
9. Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate (**2021-22 , 2022-23 and 2023-24**).
10. Form T5 - Relevant Experience Details In managing Diet Services in Government or Pvt. Health Institutions/Other Govt. Institutions during the last three years.
11. Photocopies of work orders/contracts executed in support of the information furnished in Form T5.
12. Form T6 - Affidavit certifying that the bidder is not blacklisted.
13. Any other details the bidder would like to include in the proposal.

**1.7. Validity of Proposals:**

The Proposal shall remain valid for a period of 180 days after the date of bid opening. Any Proposal, which is valid for a shorter period, shall be rejected as non-responsive.

**1.8. Cost of Proposal:**

The bidder shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process. The Tender Inviting Authority will neither be responsible nor in any way liable for such costs regardless of the conduct or outcome of the Selection Process.

**1.9. Acknowledgement by the bidder:**

(a) It shall be deemed that by submitting the Proposal, the bidder has:

- (i) Made a complete and careful examination of the RFP.
- (ii) Received all relevant information requested from the concerned Institution.
- (iii) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf from the concerned Institution relating any of the matters stated in the RFP Document.
- (iv) Satisfied itself about all matters, things and information necessary and required for submitting an informed Proposal and performance of all of its obligations there under.
- (v) Acknowledged that it does not have a conflict of interest.
- (vi) Agreed to be bound by the undertaking provided by it under and in terms thereof.

(b) Acharya Harihar Post Graduate Institute of Cancer, Cuttack shall not be liable for any omission, mistake or error on the part of 'the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process including any error or mistake therein or in any information or data given by Acharya Harihar Post Graduate Institute of Cancer, Cuttack.

**1.10. Language:**

The Proposal with all accompanying documents and all communications in relation to or concerning the Selection Process shall be in English language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for, and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passage in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

**1.11. Proposal Submission Due Date:**

RFP filled in all respect must reach O/o the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack at the address, time, and date specified in the Section-1, Schedule of Proposal Submission, through **Speed Post/Regd. Post** only. If the specified date for submission of RFP is declared as a holiday, the RFPs will be received up to the stipulated time on the next working day.

**1.12 RFP Opening:**

- (a) All Proposals shall be opened in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section 1 Schedule of Proposal Submission.
- (b) The bidder/their authorized representatives who will be present shall sign a register evidencing their attendance.
- (c) In the event of the specified RFP opening date being declared a holiday, RFPs shall be opened at the stipulated time and location on the next working day.

**SECTION 2 - TERMS OF REFERENCE**

**2.1 Modalities of Diet Service:**

- 1. The successful bidder [also referred here as the agency or outsourced agency] would establish it's kitchen setup with all required infrastructure & kitchen equipment and operate from the campus of Acharya Harihar Post Graduate Institute of Cancer, Cuttack. The space and water supply required to setup the kitchen shall be provided by the authority to facilitate the smooth operation of the agency.
- 2. The agency shall abide by the cost and quality norms/standards as mentioned in the bid, diet guidelines, and communicated to them from time to time by the health institution.
- 3. The agency would recruit required number of staff for cooking and serving so that diet can be supplied to the indoor patients in time.
- 4. The agency would take up free health checkup of the cooking and serving staff from time to time.
- 5. The maintenance of kitchen and equipments would be the responsibility of the agency and the agency should ensure that proper care is taken in this regard.
- 6. The agency would prepare and supply diet adhering to the quality norms specified by the health institution. The agency should also prepare different types of diet as per the indent placed by the health Institution keeping in mind the diet requirement of different category of patients.



7. The agency would be responsible for procurement of different items required for preparing diet and storing it properly. The health institution would not be responsible for any loss of procured items.
8. Perishable items would be supplied/procured on daily basis and for that supplier/suppliers would be identified jointly by the designated person of the health institution and the outsourced agency.
9. The Health institution would have the right to monitor the quality of items purchased and used in the diet preparation process.
10. The agency would manage kitchen waste in a scientific manner with due consultation with the hospital administration.
11. At any point of time, i.e., during procurement of raw materials, processing, preparation of diet, serving the diet to the patients, and cleaning the utensils/instruments, the dietician and/or any person from the health institution can visit and interact with concerned agency. The agency should not have any restriction to this. Rather, the agency would facilitate such process to improve the service quality.
12. The agency would prepare and update the accounts details and maintain other related documents that are required for reimbursement of the expenses on monthly basis. In case of incomplete documents, the Hospital Administration would not reimburse the incurred cost. The documents to be prepared should be supplied by the health institution beforehand and maintained by the agency on a daily basis. The financial and non-financial documents would be subject to audit.
13. The behaviour of the staff of the agency towards the patients/attendants should be conducive and disciplinary action would be taken by the Hospital Administration against the staffs of the said agency violating the behavioural norm in consultation with the concerned agency.
14. The agency would be responsible to make alternative arrangements in cases of situations such as staff strike, local strike [Bandh/Hartal], etc., ensuring that the patients get diet in the appropriate time.
15. The agency would abide by different Government notifications, circulars, written instructions, etc., published from time to time with regard to the subject. In case of requirement, the hospital administration would provide required clarity to the agency on the related notification, circular, etc.
16. For any grievance, the agency would approach the hospital authority in person and appraise them in written about the problem. It is the responsibility of the health institution to comply with the grievance and solve it within a maximum of one month's time, and decision should be communicated to the agency in the written form.

17. Any dispute arising in the process of managing the diet preparation and supply, both the parties, i.e., the outsourced agency and the hospital administration should discuss and take appropriate decision that is mutually agreeable.
18. The outsourced agency would provide uniform embedded with its logo to all the staff recruited by the agency. The agency would ensure that the recruited staff attend their duty with clean uniform and keep themselves neat and clean while on duty.
19. All the bidders will submit the authentic data like name of organization, email id, contact number & complete address of the hospitals where the agency served earlier & showing as Experience for the said tender.
20. **Breakup of the daily diet is fixed for calculation of bills as per actual consumption by the selected bidder during submission of bill ( In case of emergency & late hour admission)**

Diet Type	General Diet	Pediatric Diet	High Protein Diet	Dry Diet	Liquid Diet
Breakfast	₹20	₹ 20	₹ 25	₹ 20	₹ 20
Lunch	₹ 60	₹ 50	₹ 60	₹ 45	₹ 60
Dinner	₹ 30	₹ 25	₹ 35	₹ 30	₹ 30
<b>Total ( In Rs.)</b>	<b>₹ 110</b>	<b>₹ 95</b>	<b>₹ 120</b>	<b>₹ 95</b>	<b>₹110</b>

The break up of the daily Diet may be changed with decision of the committee with keeping the total amount fixed.

21. The bidders should submit the list of modernized equipment, instruments & utensils they will provide if they are selected in the tender. Dishwasher must be utilized for cleaning of the utensils used by patients for better infection control practices by the selected bidder.
22. The patients will be served by uniform trays, which will be provided by the selected agency. Necessary cleaning & collecting back the same is the responsibility of the bidder. All sanitation measures by staffs while cooking are to be followed.

## 2.2 Category of Diet & its Price:

As per Government Resolution No. [HFW-SCH-NRHM-0015-2018-18461/H,03.08.2023] the following category of Diet shall be provided to the indoor patients of all Government Health Institutions:

Sl.	Category	Proposal Diet Rate * per Patient (Breakfast, Lunch & Dinner) per day (In Rs.)
1.	Dry Diet	95/-
2.	Liquid Diet	110/-
3.	High protein Diet for Cancer patients	120/-
4.	General Diet	110/-
5.	Pediatrics Diet	95/-

### **Note:**

*The Diet Rate patient per day (Breakfast, Lunch & Dinner) to be paid to the outsourcing agency shall includes all costs relating to food stuffs, raw vegetable, spices, Edible oils for cooking, fuel (LPG), Stove burners, cooking distribution & cleaning, kitchen equipment, utensils, stainless steel diet trays for patients, food trolleys, manpower cost of cooking / distribution / cleaning and service charges.*

## 2.3 Category of Diet & It's Food Stuff

### a. DRY DIET FOR CANCER PATIENTS :

FOOD STUFF	AMOUNT
BREAD	400gm
BANANA	2 nos.
EGG	3 nos.
MILK	500 ml ( packed )
BISCUITS	1 pkt ( 85 gm – 110 gm )
Nutritional Boost Powder	1 pkt ( 22gm)
<b>Total Cost</b>	<b>Rs. 95/- patient per day</b>



**b. FULL LIQUID DIET FOR CANCER PATIENTS :**

The full liquid diet can be provided to the patients in the pre or postoperative stage for one or two days or based on the advice of the doctor and dietician. Only clear liquids such as milk, clear soup, fruit juice, etc., should be given. This diet is to be used for a very short period of time. Full liquid diet may also be given to all patients with acute conditions including ICU patients as per the advice of the treating physician.

Food Stuffs	Amount
Milk	1000 ml
Fruit Juice	500ml
Sugar	50gm
Rice, Dal, Vegetable Soup (Rice)	50gm
Dal	20gm
Vegetable	100gms

**c. High Protein Diet for Cancer Patients:**

Food Stuff	Vegetarian (in gms)	Calorie	Protein	Non- Vegetarian
Cereals	375gm	1294	26.25	375 gm
Pulses	75gm	259	16.5	75gm
Green Leafy Vegetables	100gm	45	4	100gm
Other Vegetables	200gm	64	3.8	200gm
Roots and Tubers	200gm	146	2.6	200gm
Fruits	100gm	60	0.8	100gm
Milk & milk products	500ml	325	16	500ml
Curd	100gm	65	3.2	
Egg / Paneer / Cheese	500gm	246	26.6	Egg (4 No.) 200gm
Sugar	20gm	80		20gm
Oil	25ml	225		25ml
Condiment and Spices				
Calories		2563		2671
Proteins		73.15		83.25
<b>Total Cost</b>	<b>Rs. 120/- per patient/day</b>			

## 2.4 Diet Menu:

### HIGH PROTEIN DIET FOR CANCER PATIENTS ( A )

#### A) DIET MENU FOR CANCER PATIENTS @ Rs.120/-:

SUNDAY		
BREAKFAST (7.30AM-8.00 AM)	LUNCH (1.00 PM – 2 PM)	DINNER ( 7.30 PM TO 9.00 PM )
1. IDLI – 4PC 2. SAMBAR – ½ BOWL 3. 1 FRUIT – 50 gm 4. SPROUTS SALAD – 50 gm 5. EGG – 3PC/PANEER – 50 gm / CHEENA – 50 gm	1. RICE – 1 ½ BOWL 2. DAL – ½ BOWL 3. EGG CURRY – 1 PC / PANEER CURRY - 1/2 BOWL 4. CURD – 100GM 5. MIX VEG CURRY – ½ BOWL	1. RICE – 1 BOWL 2. ROTI – 4 NOS. 3. DALMA – ½ BOWL 4. CHOLE SOYABEAN CURRY – ½ BOWL 5. ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
MONDAY		
SUJI UPMA – 1 BOWL MATAR CURRY – ½ BOWL 1 FRUIT – 50 gm SPROUTS SALAD – 50gm EGG – 3PC/PANEER – 50 gm/CHEENNA – 50GM	1.RICE – 1 ½ BOWL 2.DALMA – ½ BOWL 3.LEAFY VEG / CABBAGE FRY – ½ BOWL 4.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DALMA – ½ BOWL 4. SOYABEAN CURRY – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
TUESDAY		
CHUDA UPMA – 1 BOWL MATAR CURRY – ½ BOWL 1 FRUIT – 50 gm SPROUTS SALAD – 50GM EGG – 3 PC / PANEER – 50 gm / CHHENA – 50 gm	1.RICE – 1 ½ BOWL 2.DALMA – ½ BOWL 3.LEAFY VEG / CABBAGE FRY – ½ BOWL 4.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. MIX VEG CURRY WITH CHOLE MATAR – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
WEDNESDAY		
SIMAI UPMA – 1 bowl SAMBAR / MATAR CURRY – ½ BOWL 1 FRUIT – 50 gm SPROUTS SALAD – 50 gm EGG – 3 PC / PANEER – 50 gm / CHHENA – 50 gm	1.RICE – 1 ½ BOWL 2.DAL – ½ BOWL 3.EGG CURRY – 1 PC / PANEER CURRY -1/2 BOWL 4.CURD – 100GM 5.MIX VEG CURRY – ½ BOWL	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. DAL TADKA/MIX VEG CURRY – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
THURSDAY		
1. SUJI UPMA – 1 BOWL 2. MATAR CURRY – ½ BOWL 3. 1 FRUIT – 50 gm 4. SPROUTS SALAD – 50gm 5. EGG – 3PC/PANEER – 50 gm/CHEENNA – 50GM	1.RICE – 1 ½ BOWL / ROTI – 4 NOS. 2.DALMA – ½ BOWL 3.LEAFY VEG / CABBAGE FRY – ½ BOWL 4.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DALMA – ½ BOWL 4. SOYABEAN CURRY – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
FRIDAY		
1. IDLI – 4PC 2. SAMBAR – ½ BOWL 3. 1 FRUIT – 50 gm 4. SPROUTS SALAD – 50 gm 5. EGG – 3PC/PANEER – 50 gm / CHEENA – 50 gm	1.RICE – 1 ½ BOWL 2.DAL – ½ BOWL 3.EGG CURRY – 1 PC / PANEER CURRY -1/2 BOWL 4.CURD – 100GM 5.MIX VEG CURRY – ½ BOWL	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. MIX VEG CURRY WITH CHOLE MATAR – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
SATURDAY		
1. CHUDA UPMA – 1 BOWL 2. MATAR CURRY – ½ BOWL 3. 1 FRUIT – 50 gm 4. SPROUTS SALAD – 50GM EGG – 3 PC / PANEER – 50 gm / CHHENA – 50 gm	1.RICE – 1 ½ BOWL 2.DAL – ½ BOWL 3.MIX VEG CURRY – ½ BOWL 4. LEAFY VEG CURRY – ½ BOWL 5.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. DAL TADKA/MIX VEG CURRY – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA

NOTE : The diet menu is suggestive and may change as per the availability of the proposed item. The concerned dietician / Medical Officer would be the final authority to take appropriate decision on the menu without compromising the quality.

Rice – Parboiled , Dal – rhar & Mung

Oil – refined & mustard wheat flour ( whole wheat )

Salt ( Iodized) should be used in the preparation , Lemon-1/2 piece may be given in Lunch

N.B-After preparation with the amount given , measurement will be finalized for distribution.

## HIGH PROTEIN DIET FOR CANCER DIABETIC PATIENTS ( B )

SUNDAY		
BREAKFAST	LUNCH	DINNER
1.IDLI – 4PC 2.SAMBAR – ½ BOWL 3.FRUIT – 50 gm 4.SPROUTS SALAD – 50 gm 5.EGG – 3PC/PANEER – 50 gm / CHEENA – 50 gm	1.RICE – 1 ½ BOWL 2.DAL – ½ BOWL 3.EGG CURRY – 1 PC / PANEER CURRY - 1/2 BOWL 4.CURD – 100GM 5.MIX VEG CURRY – ½ BOWL ( WITHOUT ROOTS & TUBER ETC )	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DALMA – ½ BOWL( WITHOUT ROOTS & TUBER ETC ) 4.CHOLE SOYABEAN CURRY – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
MONDAY		
1.SUJI UPMA – 1 BOWL 2.MATAR CURRY – ½ BOWL 3.1 FRUIT – 50 gm 4.SPROUTS SALAD – 50gm 5.EGG – 3PC/PANEER – 50 gm/CHEENNA – 50GM	1.RICE – 1 ½ BOWL 2.DALMA – ½ BOWL BOWL ( WITHOUT ROOTS & TUBER ETC ) 3.LEAFY VEG / CABBAGE FRY – ½ BOWL 4.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DALMA – ½ BOWL( WITHOUT ROOTS & TUBER ETC ) 4. SOYABEAN CURRY – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
TUESDAY		
1.CHUDA UPMA – 1 BOWL 2.MATAR CURRY – ½ BOWL 3.1 FRUIT – 50 gm 4.SPROUTS SALAD – 50GM 5.EGG – 3 PC / PANEER – 50 gm / CHHENA – 50 gm	1.RICE – 1 ½ BOWL 2.DALMA – ½ BOWL BOWL ( WITHOUT ROOTS & TUBER ETC ) 3.LEAFY VEG / CABBAGE FRY – ½ BOWL 4.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. MIX VEG CURRY WITH CHOLE MATAR – ½ BOWL ( WITHOUT ROOTS & TUBER ETC ) 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
WEDNESDAY		
1.S:MAI UPMA – 1 bowl 2.SAMBAR / MATAR CURRY – ½ BOWL 3.1 FRUIT – 50 gm 4.SPROUTS SALAD – 50 gm 5.EGG – 3 PC / PANEER – 50 gm / CHHENA – 50 gm	1.RICE – 1 ½ BOWL 2.DAL – ½ BOWL 3.EGG CURRY – 1 PC / PANEER CURRY - 1/2 BOWL 4.CURD – 100GM 5.MIX VEG CURRY – ½ BOWL BOWL ( WITHOUT ROOTS & TUBER ETC )	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. DAL TADKA/MIX VEG CURRY ( WITHOUT ROOTS & TUBER ETC ) – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
THURSDAY		
1.SUJI UPMA – 1 BOWL 2.MATAR CURRY – ½ BOWL 3.1 FRUIT – 50 gm 4.SPROUTS SALAD – 50gm 5.EGG – 3PC/PANEER – 50 gm/CHEENNA – 50GM	1.RICE – 1 ½ BOWL / ROTI – 4 NOS. 2.DALMA – ½ BOWL BOWL ( WITHOUT ROOTS & TUBER ETC ) 3.LEAFY VEG / CABBAGE FRY – ½ BOWL 4.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DALMA – ½ BOWL ( WITHOUT ROOTS & TUBER ETC ) 4. SOYABEAN CURRY – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
FRIDAY		
1.IDLI – 4PC 2.SAMBAR – ½ BOWL 3.1 FRUIT – 50 gm 4.SPROUTS SALAD – 50 gm 5.EGG – 3PC/PANEER – 50 gm /	1.RICE – 1 ½ BOWL 2.DAL – ½ BOWL 3.EGG CURRY – 1 PC / PANEER CURRY - 1/2 BOWL	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. MIX VEG CURRY WITH CHOLE MATAR – ½ BOWL ( WITHOUT ROOTS & TUBER ETC )



CHHENA – 50 gm	4.CURD – 100GM 5.MIX VEG CURRY – ½ BOWL BOWL ( WITHOUT ROOTS & TUBER ETC )	5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA
SATURDAY		
1.CHUDA UPMA – 1 BOWL 2.MATAR CURRY – ½ BOWL 3.1 FRUIT – 50 gm 4.SPROUTS SALAD – 50GM 5.EGG – 3 PC / PANEER – 50 gm / CHHENA – 50 gm	1.RICE – 1 ½ BOWL 2.DAL – ½ BOWL 3.MIX VEG CURRY – ½ BOWL ( WITHOUT ROOTS & TUBER ETC ) 4. LEAFY VEG CURRY – ½ BOWL 5.CURD – 100GM	1.RICE – 1 BOWL 2.ROTI – 4 NOS. 3.DAL – ½ BOWL 4. DAL TADKA/MIX VEG CURRY( WITHOUT ROOTS & TUBER ETC ) – ½ BOWL 5.ANY NUTRITIONAL BOOST POWDER – 1 PACKET / HORLICS / BURNVITA / COMPLAN / HONEYVITA

1 – Bowl – volume 250ml wayer, Roti – 1 no. medium size = 30gm atta (raw unit), Rice: 01 bowl = 300gm cooked weight (100gm raw unit) Da/ Pulses / Legumes 01 bowl = 125 gm cooked weight (25 gm raw unit), Mixed vegetable : 01 bowl = 200gm cooked weight, Seasonal fruit :01 no = 100 gm, Upma and Poha : 01 bowl = 300gm.

**B) Dry Food (Milk, Bread, Egg, Fruits) @Rs. 95/-**

Food Stuff	Breakfast	Lunch	Dinner
Milk	500ml		500 ml
Bread	200 gm		200gm
Banana		2 nos	
Egg		2 nos	

**C) Full Liquid Diet @ Rs. 110/-**

Clear Liquid Diet would be provided to the patients in the pre or post operative stage for one or two days or based on the advice of the doctor and dietician. This diet should be completely free of any solids even those found in the milk. Only clear liquids such as tea or coffee without cream or milk, clear soup etc. should be given. This diet is to be used for a very short period of time. Full liquid diet should be given for all acute conditions before diagnosis.

FOOD STUFFS	AMOUNT	TIME
BARLEY WATER / SAGOO WATER / RAGI WATER	200 ml	8 AM
MILK WITH ANY NUTRITIONAL BOOST POWDER	200 ml	10 AM
Fruit Juice / Coconut water	200 ml	12 noon
BUTTER MILK / DAL WATER	200 ml	2 PM
VEG SOUP	200 ml	4 PM
FRUIT JUICE	200 ml	6 PM
MILK WITH HORLICKS OR NAY NUTRITIONAL BOOST POWDER	200 ml	8 PM
<b>Total Cost</b>	<b>Rs. 110/- per patient per day</b>	

**Note:**

The diet menu is suggestive and may change as per the availability of the proposed items. The hospital authority would be the final authority to take appropriate decision on the menu without compromising the quality.

Rice- parboiled

Dal- arhar & moong

Oil- Refined& mustard

Wheat flour-(whole wheat)

Salt (iodized) should be used in the preparation.

Lemon - 1/2 piece may be given in lunch

**N.B-After preparation with the amount given, measurement will be finalized for distribution.**

## **2.5 Timing of Diet Supply**

The timing of diet supply to the patients is mentioned below for adherence. In no case, there should be deviation in time, not exceeding 20 minutes for each category of diet timing. The diet preparing and distributing contractor would be advised accordingly.

Breakfast:	Between 7.30 am to 8.00 am
Lunch:	Between 1.00 pm to 2.00 pm
Dinner:	Between 8.00 pm to 9.00 pm

Note: Timing of diet and times of diet provision may vary based on the diagnosis and as per the recommendation/prescription of the dietician/doctor. The hospital authority/person designated for the management of dietary services would adhere to the timing as prescribed by the doctor/dietician. Timing for patients prescribed for liquid diets under therapeutic diet may vary based on the advice of the dietician/doctor.

**Packed Milk should be opened in front of patient & distributed on the spot as per quantity specified.**

## **2.6 Storage of Commodities /Raw Materials:**

1. Storage of commodities/raw materials would be the responsibility of the outsourced agency. However, it is to be monitored from time to time by the health institution or any other persons assigned for the purpose. The perishable and nonperishable items should be stored as per the storage specification norms.

2. Care should be taken to avoid quality degradation of the food commodities due to humidity, rodents, insects, etc.

### **2.7. Fuel for Cooking**

1. The kitchen should have LPG Connection to be provided by the agency for diet preparation with provision of additional cylinder.
2. Coal and Wood must not be used for cooking excluding emergency cases

### **2.8. Diet Certification**

Diet prepared (cooked/dry diet) on day to day basis should be certified before its distribution. The diet certification would be with regard to quality, taste, and its adherence to the specified menu.

### **2.9 Constituting Diet Vigilance Committee [DVC]**

For monitoring and supervision of diet preparation, distribution, ensuring diet quality, and overall management of diet, Diet Vigilance Committees [DVC] will be constituted. The committee members shall meet once in a month to discuss matters related to present dietary services and propose changes if necessary.

### **2.10. Role of DVC ( Diet Vigilance Committee) in Monitoring & Supervision:**

Diet Vigilance Committee will overall supervise the diet preparation and distribution process. The Diet Vigilance Committee would do regular surprise checks to see the aspects like quantity and quality check of the diet, timeliness in supply of diet, hygiene and other related aspects and report to the Director, AHPGIC, Cuttack. The committee members will interact with the indoor patients on quality and quantity of diet and discuss accordingly with the outsourced agency.

### **2.11 Role & Function of Dietetics Section in the Health Institution:**

The dietetics section would be expected to perform important functions in dietary services and management. The basic responsibilities of dietetics section would be:

- a. Menu Planning.
- b. Requisition of needed supplies.
- c. Establishment and maintenance of safe food storage practices.
- d. Selection, training, assignment of duties, and supervision of personnel.
- e. Supervision of department sanitation.
- f. Establishment of adequate records and supervision of record keeping, budget planning, etc.



### **2.12 Role of Dietician/ Nutritionist:**

- a) Periodic check of the quality of food materials.
- b) Diet related counseling Services to the patients during admission and discharge.
- c) Prescribing diet for patients based on the diagnosis.
- d) Monitoring the food preparation process and kitchen cleanliness.
- e) Pre-distribution quality check of diet following self testing procedure.
- f) Monitoring food handling.
- g) Interacting with patients and getting feedback on diet quality, diet menu, etc.

Apart from this, the dietician would be responsible for the management of therapeutic diets including modifications of the general menus to meet the needs of the patient and maintaining diet records.

The dietician/in-charge or members of his/her team would prepare the diet distribution chart based on the placed indent by the ward boy/sister. The dietetics section would maintain records on day basis for the audit purpose. The dietetics section would also be responsible to deal with empanelled contractors and ensure qualitative diet supply to the patients as per the norm.

### **2.13 Sanitary Measures:**

Required sanitary measures would be taken up by the agency in and outside the kitchen to prevent any contamination of food during its preparation or distribution. The Hospital Sanitation Committee should take up the following measures to ensure cleanliness:

- a) Periodic sanitary inspection of cooking & serving equipment at least once in a day.
- b) Daily inspection of food conveyors, kitchen equipment and service equipment.
- c) Supervise handling and disposing of garbage and waste.
- d) Supervising cleanliness in the kitchen & taking appropriate measures.
- e) It is the responsibility of the supplier to maintain all sanitary measures and extra cost in this regard has to be borne by the supplier .

### **2.14 Storage & Stock**

- a) The agency outsourced for diet preparation would be responsible for maintaining the store and stock. The agency should assign the responsibility of store keeping to person/s recruited by him/her.
- b.) In case of dry diet, the health institution would maintain the store and stock. In such cases, one person would be assigned with the responsibility of the store and stock who would perform the role.



### 2.15. Cleanliness:

- a) **Kitchen Staff:** The Kitchen staff should wear clean uniform while on duty and keep themselves clean, i.e., keep hands clean properly including fingernails before cooking, limited conversation among them while cooking and serving, keeping utensils clean and maintaining kitchen cleanliness.
- b) **Dishes/Utensils:** Cleaning of the dishes properly before and after the use would be the responsibility of the outsourced agency. However, it would be monitored by the Hospital Sanitation Committee from time to time. The dishes are to be cleaned and sterilized before and after use so that possible contamination can be avoided. Before service, it should be ensured that the dishes are properly cleaned, sterilized and dried. After the use, all the soiled dishes will be collected and placed in one place for washing. The soiled dishes should be cleaned with hot and soapy water. After wash, the dishes should be cleaned to leave no water stain on the dishes. Again before serving, dishes should be inspected and used. To avoid contamination, which is expected between the cleaning and serving, the dishes should be cleaned once again with boiled water before serving.

### 2.16. Food Handling

The persons of the outsourced agency who are handling food should follow the following:

- a) Keeping their hands clean and use gloves for serving. They should not touch food with bare hands.
- b) They should wash their hands properly after visiting the toilet and before handling food.
- c) Cover cuts, burns and other raw surfaces with waterproof dressings while handling food.
- d) Ensure that food is supplied as per the consumption specification of foods [hot/warm/cold] and as per the direction of the dietician.
- e) Cover the main food container and protect from flies and other pests before and after serving.
- f) Person/s suffering from a discharging wound, sores on hands or arms, discharging nose or who is suffering from attacks of diarrhea or vomiting should not handle food items either during preparation or serving. Persons with such problems should be brought to the notice of the catering manager for taking remedial measures.
- g) However, all the persons associated in diet preparation and its distribution should undergo regular free health checkups in the concerned medical health institution periodically at least once in every month and more particularly during sickness.

### 2.17 General Service Requirements of the Agency:

- a) Operation and maintenance of kitchen equipment including cooking & distribution of the cooked food as per menu/diet chart to each hospital bed and collection of dirty dishes from each bed to the kitchen

for cleaning and proper disposal of the hospital kitchen wastes on daily basis at the respective health institution.

- b) Providing good quality hygienic and qualitative food to patients from the kitchen should be conducted under conditions which are controlled, thereby contributing to a reduction in the incidence of contamination in the hospital.
- c) Collection of dirty plates from each bed (Patients) from different indoor departments to kitchen for washing & cleaning. If required, testing & inspection as quality checking and delivery to the each bed and maintaining record with log book/challan on daily basis.
- d) Co-ordination with the hospital authority in arranging food/meal on day to day basis for patient and hospital needs.
- e) Setting up a comprehensive kitchen facility within the space allocated in the concerned health institution to fulfill the requirements of kitchen suitable for providing hygienic & qualitative meals to patients and to avoid any spread of unforeseen contamination.
- f) Keeping up in-house kitchen & store for the concerned health institution functional to serve the breakfast, lunch & dinner at stipulated time as per requirement of the health institution.
- g) Ensuring of comprehensive Patient Dietary Services with utmost care for all equipment and resultant services during the outsourced period.
- h) Providing of necessary preventive & breakdown maintenance of kitchen room and all kitchen equipment.
- h) Operation and maintenance of kitchen with trained engineers/mechanics.

### **SECTION 3- TERMS & CONDITIONS**

#### **3.1. Period of Engagement**

- a) The engagement shall be for a period of one year from the date of actual operation (beginning of service) or signing of contract whichever is later.
- b) The contract shall be signed initially for a period of one year, which shall be extended for another year if performance of the agency is found satisfactory as per due assessment.

#### **3.2 Award of Contract**

On evaluation of technical evaluation of the RFP and decision thereon by the Tender Inviting Authority, the selected bidder shall have to execute a contract with the Tender Inviting Authority within 15 days from the date of acceptance of their bid after communication to the bidder. This Request for Proposal along with documents and information provided by the bidder shall be deemed to be integral part of the agreement.

### 3.3 Performance Security

The selected agency has to furnish a performance security deposit at the time of signing of contract amounting to Rs. 7,00,000/- **in favour of the Director, Acharya Harihar Regional Cancer Centre, Cuttack** in the shape of Bank Guarantee from a Nationalized Bank in India.

The Authority/Institution in the following circumstances can forfeit it:

- 1) When any term or the condition of the contract is infringed.
- 2) When the service provider fails to provide the required services satisfactorily.

### 3.4. Commencement of Service

The selected agency is required to set up the kitchen facility at Acharya Harihar Post Graduate Institute of Cancer, Cuttack (in the space provided by the authority) with all infrastructures and start the service within 15 days of signing of the contract. If the service provider fails to commence the service as specified herein, the Tender Inviting Authority may, unless it consents to the extension of time thereof, forfeit the Performance Security.

### 3.5 Payment & Price Validity

- (a) The payment shall be made in Indian Rupees.
- (b) The **mode of payment** is as specified below:

The agency would be paid once a month based on the case load and number of meals supplied. The number of diets prepared during lunch would be considered as the benchmark for calculation of number of patients/days. The payment shall be made within 21 days of submission of bills/vouchers in the prescribed format. The hospital administration would verify the bills, vouchers and other supporting and do the needful for payment of the dues.

### 3.6. Penalty

- (a) A penalty of Rs.20,000/- shall be deducted for bad quality of food for each occurrence noticed during the inspection of hospital officials.
- (b) For not wearing Uniform/Hand gloves/Cap/Shoes or not possessing identity cards, a penalty of Rs. 1000/- per person/day shall be deducted from the bill as penalty.
- (c) A penalty of Rs. 10,000/- in a month shall be deducted for not using the required quantity of meal/food by the agency.
- (d) Rs. 5000/- per meal per person for shortfall of meal against the target output due to non-availability of manpower, raw materials, etc.
- (e) The amount of penalty shall be deducted from the bill of the agency.



### **3.7. Termination/Suspension of Contract**

- (a) The Tender Inviting Authority may by a notice in writing suspend the agreement if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension:
  - (I) Shall specify the nature of failure and
  - (ii) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.
- (b) The Tender Inviting Authority after giving 30 days clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the events (a) to (b), may terminate the agreement after giving reasonable opportunity of being heard to the service provider.
  - (i) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the Tender Inviting Authority have subsequently approve in writing.
  - (ii) If the service provider becomes insolvent or bankrupt.
  - (iii) If, as a result of force majeure, the service provider is unable to perform a material portion of the services for a period: of not less than 60 days or
  - (iv) If, in the judgment of the Tender Inviting Authority, the service provider is engaged in corrupt or fraudulent practices in competing for or in Implementation of the project.

### **3.8 Modifications**

Modifications in terms of reference including scope of the services can only be made by written consent of both parties. However, basic conditions of the agreement shall not be modified.

### **3.9. Force Majeure**

For the purposes of this contract, Force Majeure means an event which is beyond the reasonable control of the Party, is not foreseeable, is unavoidable, and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the nonperformance or delay in performance and which makes the Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

In such circumstances of emergencies and Force Majeure Event, if the Performance Standards are not complied with because of any damage caused to the services or any of the Project Facilities or non availability of staff, or inability to Provide services in accordance with the Performance Standards as a direct consequence



of such Force Majeure Events or circumstances, then no penalties shall be applicable for the relevant default in Performance Standards and would be applied to such particular defaults. Further, unless the Force Majeure event is of such nature that it completely prevents the operation of services, a suspension or failure to provide Services on the occurrence of a Force Majeure event will be an Event of Default and the Authority may terminate this Agreement without any termination payment being made in respect thereof.

The failure of a party to fulfill any of its obligations under the agreement shall not be considered to be a default in so far as such ability arises from an event & force majeure provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the agreement and has informed the other party as soon as possible about the occurrence of such an event.

### **3.10 Settlement of Dispute**

If dispute or difference of any kind shall arise between the Tender Inviting Authority and the service provider in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then such dispute or difference shall be referred to the sole arbitration of Secretary to Health, Govt. of Odisha whose decision shall be final.

### **3.11. Right to Accept and Reject any Proposal**

The Tender Inviting Authority reserves the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.

### **3.12. Jurisdiction of Court**

Legal proceedings if any shall be subject to the concerned District Jurisdiction only.

Bidder Name : M/s .....

#### **SECTION 4- CRITERIA FOR EVALUATION**

##### **4.1 Evaluation of Technical Proposals based on eligibility criteria**

Evaluation of proposals shall be made at Acharya Harihar Post Graduate Institute of Cancer, Cuttack by the concerned authority.

In the, first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only the bidders whose Technical Proposals become responsive based on the eligibility criteria shall qualify for further detailed technical evaluation for awards of marks based on the following criteria:

##### **4.2 Evaluation Technical Proposal for Award of Marks**

The technical proposal of the bidders shall be evaluated and awarded marks based on the following criteria.

Sl.	Criteria	Total Marks (100 marks)	Marking as per criteria	Mark Obtained
1.	Work experience	20	03 year experience (2 years for SHG) in preparation and supply of Diet in Government or Pvt. Health Institutions/Other Govt. Institutions having bed strength/persons of 30 to 100 = 5 marks	
			03 years experience (2 years for SHG) in preparation and supply of Diet in Government or Pvt. Health Institutions/Other Govt. Institutions having bed strength/persons of > 100 to 200 = 10 marks	
			03 or more years experience (2 years for SHG) in preparation and supply of Diet in Government or Pvt. Health Institutions/Other Govt. Institutions having bed strength/persons of > 200 to 300 = 15 marks	
			03 or more years experience (2 years for SHG) in preparation and supply of Diet in Government or Pvt. Health Institutions/Other Govt. Institutions having bed strength/person of more than 300 = 20 marks	

2	Annual Average Turnover (Rs.)	20	<u>For bidders other than SHG</u> <ul style="list-style-type: none"> <li>➤ Below Rs. 3 cr = 0 marks</li> <li>➤ &gt; Rs. 3 cr and &lt;=Rs. 6 crs : 10marks</li> <li>➤ &gt; Rs. 6 Crs = 20 marks</li> </ul>	
			<u>For SHG / SHG Federation</u> For women Self Help Groups [SHG / SHG Federation] <ul style="list-style-type: none"> <li>➤ Below Rs. 30 lakhs = 0</li> <li>➤ &gt; Rs. 30 lakhs to Rs. 50 lakhs = 10 marks</li> <li>More than Rs. 50 lakhs = 20 marks</li> </ul>	
3.	No. of Diet Services (Preparation, Supply & Management executed in different Institutions (not less than 30 beds/persons (executed during the last three years))	40	2 Institutions : 10 Marks 3-4 Institutions : 20 Marks 5-6 Institutions : 30 Marks > 6 Institutions : 40 Marks	
4.	Quality Certification	10	ISO 9001 Certification : 5 Marks Food License/Registration : 5 Marks	
5.	Presentation	10	Power Point Presentation on Approach & Methodology regarding how the bidder proposes to implement the diet service based on the TOR of the RFP (for max. 15 minutes)	

#### Award of Contract

- 1) The bidder who will secure **highest total marks** in the technical bid evaluation shall be awarded the contract.
- 2) In case the total marks secured by two or more bidders become equal, then the bidder having **more marks** in Sl. No. 3 of the above Table (No. of Diet Services in different institutions) shall be awarded the contract.
- 3) In case the total marks as well as the marks in Sl. No. 3 of the above table by two or more bidders become equal, then the bidder having **higher average annual turnover** shall be awarded the contract.

- 4.3 In case of selected bidder, they will have to furnish the up to date food registration/license (If not having) from the competent authority of the concerned region within 10 days of issue of notification of award and before signing of contract.

*Note: There is no Financial Proposal to be submitted in the bid, as this is a fixed cost based tender. Details of the **fixed cost** (Diet Rate) to be paid **per patient/day** for different types of diet with menu are mentioned at Section 3 – Terms of Reference.*

Director  
AHPGIC, Cuttack



# **TECHNICAL PROPOSAL**

M/s.....

### FORMAT – T1

(to be furnished in the technical proposal envelope)

#### Check List (Technical Proposal)

Sl. No	Item	Whether included Yes/No	Page No.
1	Format – T1 (Check List)		
2	Bid Document Cost as DD of Rs. 5,000/-		
3	Earnest Money Deposit Receipt of Rs. 4,00,000 /-		
4	Format - T2 (Technical Proposal Submission Form)		
5	Format – T3 (Details of Bidder)		
6	Format – T4 (Annual Turnover Statement by Chartered Accountant)		
7	Copies of the annual audited statement/Annual Report for 2021-22, 2022-23 and 2023-24 (Provisional statement of account shall not be considered)		
8	Format – T5 (Performance Statement during the last three Years)		
9	Copies of work orders & end user certificates in support of the information furnished in Format T-5		
10	Copy of Quality Certificates: ISO 9001, Food License/Registration certificate		
11	Format – T6 (Format of Affidavit regarding the firm is not blacklisted)		
12	Copy of the Registration certificate (Certificate of Incorporation)		
13	Copy of the GST registration certificate		
14	Copy of PAN		

**FORMAT – T2**

*(to be furnished in the technical proposal envelope)*

**TECHNICAL TENDER SUBMISSION FORM**

**(On the letterhead of the firm)**

To

\_\_\_\_\_

Re. : RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

We, the undersigned, offer to provide the services for the work: **Selection of the agency for Supply of Diet (Dry, Liquid, Cooked) to Indoor patients.**

We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

We undertake that our Proposal shall remain valid for 180 days after the date of bid opening for the purpose of bid evaluation/finalization of contract.

I hereby declare that my company has not been debarred/blacklisted by any Government/Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Organization Seal)

**FORMAT – T3***(to be furnished in the technical proposal envelope)**(On the letterhead of the Organization)***DETAILS OF THE BIDDER****GENERAL INFORMATION ABOUT THE BIDDER**

1	Name of the Bidder			
	Registered address of the firm			
	State		District	
	Telephone No.		Fax	
	Email		Website	

**Contact Person Details**

2	Name		Designation	
	Telephone No.		Mobile No.	

**Communication Address**

3	Address			
	State		District	
	Telephone No.		Fax	
	Email		Website	

**Type of the Firm (Please ☐ relevant box)**

4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					

**Nature of Business (Please ☐ relevant box)**

5	Manufacturer		Authorized Service Provider	
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**Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)**

6	In case of Directors, DIN Nos. are required			
	Name		Designation	
	Name		Designation	

7	Whether any criminal case was registered against the company or any of its promoters in the past?	Yes / No
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8	Details of the Branch office in Odisha ( If registered office is not on Odisha )	
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9	<b>Up-to-date GST Registration certificate ( Furnish the copy of the GST Registration certificate )</b>			
10	<b>PAN: Furnish the copy of the PAN</b>			
11	<b>Registration certificate / Certificate of Incorporation of the Firm)</b>			
12	<b>Copy of the certification : ISO 9001,Food License / Registration ( Furnish the copy )</b>			
13	<b>Bank details of the Bidder:The bidders have to furnish the Bank details as mentioned below for return of EMD / payment for supply of any ( If selected )</b>  <b>a. Name of the Bank :</b> <b>b. Name of the Account &amp; Full address of the Branch :</b> <b>c. Account number of the bidder:</b> <b>d. IFSC code the Bank</b>			
Date		Office seal		Signature of the bidder / authorized signatory

**FORM-T4**

*(to be furnished in the technical proposal envelope)*

**ANNUAL AVERAGE TURNOVER STATEMENT**

(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of Dietary/ Meals Service (Dry, Liquid & Cooked) served at Health care facilities of Odisha of M/s\_\_\_\_\_ for the financial years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Rs.
1	2021-22	
2	2022-23	
3	2023-24	

Membership No.:

Registration No. of Firm:

**Note:**

- To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the **Membership no.**
- This turnover statement should also be supported by **copies of audited annual statement** of the last three years and the turnover figure should be **highlighted** there.

**FORM-T5***(to be furnished in the technical proposal envelope)***PAST EXPERIENCE IN EXECUTING DIET PREPARATION AND ITS SUPPLY/SERVICES IN GOVERNMENT OR PVT. HEALTH INSTITUTIONS/OTHER INSTITUTIONS***(Attach separate sheets if the space provided is not sufficient)*

Name / address of the Organization *	Work order Contact No. and date	Brief Description of the Scope of Work	Details of the Kitchen Setup established if any	No. of human resource deployed for the diet service	No. of Beds / people for which diet service provided	Date of completion of assignment	Value of the assignment	Role of your firm

\* Note : please furnish the **Work order / Contract copies** of the works executed serially in support of the information mentioned above.

Authorized Signatory/Signature [In full and initials] : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_ (Organization Seal)

**FORMAT-T6**

*(to be furnished in the technical proposal envelope)*

**Format for Affidavit certifying that the firm is not blacklisted**

**(On a Stamp Paper of Rs.20/-)**

**Affidavit**

I, M/s. .... (the name of the firm with address of the registered office) hereby certify and confirm that we are not debarred by Department of Health & FW, Govt. of Odisha/ or any other entity of GoO or blacklisted by any state Government or Central Government / Department / Organization in India from participating in Tenders / Projects.

We further confirm that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this ..... Day of ....., 2024

Authorized Signatory/Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)