



MB 50-1

Govt. of West Bengal  
Office of the AMO  
ESI (MB) Scheme  
Diary No. 7767  
Date 10/01/18

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Govt. of West Bengal  
Office of the AMO  
ESI (MB) Scheme  
RECEIVED - Contents Not Verified  
10 JAN 2018  
Signature

Government of West Bengal  
Office of the Superintendent, ESI Hospital  
Serampore, Hooghly

Memo No. ESI/SER/.....//

Dated: .....

## NOTICE INVITING QUOTATION

Sealed quotations are invited from the resourceful Self Help Groups (SHGs) or registered Co-operatives for the following works:

- A. The hospital authority desires to operate a Cycle/ Motor cycle stand within the hospital premises in the ESI-Hospital, Serampore, Hooghly by an external agency to be selected through quotation.
- B. A part of the stand constructed for the purpose to be utilized for running a canteen for the staffs and patient parties of the hospital.

### Terms and conditions:

1. The selected agency (hereinafter 'agency') will have to run the canteen and the stand with its own manpower. No child laborers can be employed for the purpose. The canteen and the stand should be kept open on all working days from 8 a.m. to 8 p.m.
2. The agency will employ humble and well manner labourers only. The persons engaged by the agency will be the employees of the agency and the hospital authority will not take any responsibility and liability about them.
3. The agency will be responsible for the security and safety of the Cycles/Motor Cycles taken under their custody in the stand. Any loss or major damage of the Cycles/ Motor cycles under their custody has to be compensated by the agency.
4. The agency will be authorized to charge Rs.4/-per cycle and Rs.8/- per motor cycle per day.
5. The canteen run by the agency should be in hygienic condition and no stale food should be served in the canteen. Regular cleaning of canteen and the vat should be ensured. In



this regard the agency has to comply the directives of the hospital administration and the municipality as the case may be.

6. The agency will provide tea /coffee, snacks, tiffin item (veg & non veg), lunch (veg & non veg) afternoon snacks and fruits etc. The agency should ensure that no material causing addiction of any kind should be sold in the canteen. The rate charged by the canteen should be as per the market price of the locality.
7. The Hospital authority will provide the agency required space, water supply and minimum power connection for light and fan only.
8. Commercial LPG should only be used by the agency for cooking purpose. Under no circumstance coal, wooden logs, electric heater and thermal induction cooker can be used.
9. The agency will have to make their own arrangements for table/ chair and used their own crockery and utensils at their own cost.
10. The agency for using the above premises of the hospital and for the electric/ water supply will have to pay an annual rent to hospital authority. Other conditions remain constant, the offer will be given to the agency offering the highest amount to the hospital authority. Minimum reserve price towards the rent has been fixed at Rs. 10,000/- (Rupees Ten Thousands Only) by the hospital authority. The tender will be cancelled if none of the bidder quotes Rs.10,000/- (Rupees Ten Thousands) or above. Besides the above, if any tax becomes applicable for the purpose the agency will have to comply the directive of the government.
11. The annual rent quoted should be paid in advance before taking up the job. The offer given to selected agency will remain valid for a period of two years. However, the hospital authority will reserve right to extend the tenure beyond the period as per the same/revised amount provided the authority is fully satisfied with the services rendered by the agency.
12. Interested agencies are advised to inspect the premises and submit their offer in sealed envelope super scribing 'quotation for the stand/canteen' and addressing to the Superintendent, ESI- Hospital Serampore, Hooghly within 30<sup>th</sup> January 2018 by 12.00 noon in plain paper. The tender will be open on the same date at 3.00 p.m.



13. If the agency is a Self Help Groups they should enclose (a) a photocopy of group formation resolution, (b) a photocopy of the resolution for participation in the quotation (c) a photocopy SHGs bank account, and their application should be duly authenticated by local councilor /GP member. In case the agency is a cooperative they can furnish relevant documents along with (a) a photocopy of the registration certificate (b) a photo copy of bank account, and (c) photocopy of last audited report.
14. The agency selected for the purpose will have to sign an agreement with the hospital authority on a non-judicial stamp paper for Rs. 50/- (fifty) or more.
15. If the services rendered by the selected agency are not up to the satisfaction of the hospital authority, the offer given to them will be withdrawn with one month notice. Similarly, the agency will also have the option to discontinue the job with one month's notice.
16. In case of any dispute the Superintendent of the hospital will act as arbitrator and decision taken by him will be final and binding.

**Superintendent**

**ESI Hospital, Serampore, Hooghly**

**Memo No. ESI/SER/.....2062/1(9) /**

**Dated: 05.01.18.**

**Copy forwarded for information and necessary action to the:-**

1. Director, ESI (MB) Scheme, P-223,CIT Scheme, VII-M, Bagmari Road, Kol-54
2. AMO, ESI (MB) Scheme, P-223,CIT Scheme, VII-M, Bagmari Road, Kol-54
3. General notice of this hospital
4. Asst. Superintendent of this hospital
5. Head Post Master of Serampore head post office
6. S.D.O. Serampore
7. Superintendent Walse Hospital, Serampor,
8. Superintendent all other ESI Hospital.
9. Head Clerk of this hospital

**Superintendent**

**ESI Hospital, Serampore, Hooghly**