



OFFICE OF THE PRINCIPAL
COLLEGE OF MEDICINE & J.N.M HOSPITAL
WEST BENGAL UNIVERSITY OF HEALTH SCIENCES
KALYANI, NADIA, WEST BENGAL. PIN- 741235
Email: principal.comjnmh.kalyani@gmail.com

Memo No.: COMJNMH/PR/25/281

Date: 11/02/2025

NIT No.-e-NIT-1 of 2024-25 (Canteen)

**Notice Inviting e-Tender for providing Canteen Service at
Administrative Building of College of Medicine & JNM Hospital,
WBUHS, Kalyani, Nadia.**

(Through Pre-qualification)

(Submission of Bid through NIC e- tender portal)

The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia having its office at Kalyani, Nadia, Pin.- 741235 is going for e - tender in the NIC Portal for selection of agency for providing Canteen Service. The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia invites Bids through e-Tender in Two Bids System (Technical & Financial Bid) for “**Providing Canteen Service at Administrative Building**”. For Details and Downloading the tender, interested parties/agencies may please visit website: <https://wbtenders.gov.in>. For any further assistance, please visit office of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.

General Information, Credentials, Terms and Conditions for Submitting Tenders:

1. DOCUMENTS DOWNLOADING:

Intending Bidder(s) may download the tender documents free of cost from the website: <https://www.wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC). The tender Documents may also be downloaded from the <https://www.wbuhs.ac.in/> website.

2. EARNEST MONEY DEPOSIT (EMD):

The tender to be submitted under the existing orders of the Government of the West Bengal, must deposit earnest money of ₹ 10,000 (Rupees Ten Thousand Only) Electronically (ONLINE MODE) only as detailed in Government of West Bengal, Finance (Audit) Department **Memo No. 3975-F(Y) Dated: 28th July, 2016**. The earnest money of the Bidder/ Bidders will be liable to forfeiture if the bidder withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, for fails/ refuses to enter into written agreement for any of all the items of his accepted tender with in the time specified when requested to do so or fails to furnish necessary Security Deposit with in the stipulated time, if any.

3. SUBMISSION OF BIDS:

Both Technical and Financial bids are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English Language.

4. TIME SCHEDULE FOR E-TENDER:

Time schedule for obtaining the bid documents, pre-bid meeting, registration with the tendering authority, the submission of bids and other documents etc. will be as mentioned in the NIT Para no. 8.12 below bidder are instructed to wait for uploading any corrigendum arising during pre-bid meeting, before submitting their bid online.

5. ELIGIBILITY:

Reputed Caterers/ Agencies/ Self-Help Group/ Co-operative Societies having experience (at least Three Years of catering experience preferably at a Government/ Private Medical College or Hospital).

6. SUBMISSION OF THE TENDER:

The tender is to be submitted in two Bid System (Technical Bid or Bid A & Financial Bid or Bid B). The scanned document(s) uploaded should be legible, readable & should not be repetitive. Uploading of illegible document(s) will not be accepted and will stand for rejection of bid.

A. Technical Bid or Bid A: Part- I

TECHNICAL PROPOSAL BID: STATUTORY FOLDER CONTAINING THE FOLLOWING DOCUMENTS (Single File, Multiple Pages Scanned in PDF Format):

A	Tender application form in the Annexure-I.
B	Non-Conviction certificate in the form of Affidavit Annexure-V.
C	Proof of submission of EMD
D	Checklist in the prescribed format in Annexure- III.
E	An undertaking should be submitted by Bidder(s) "the cost of electricity consumed shall be paid regularly to the authority on a monthly basis as per electricity payment tariff".
F	Minimum amount of Bank Solvency Certificate of ₹ 5, 00,000/- (Rupees Five Lakh Only) issued any date after publishing of this NIT.

Technical Bid or Bid A: Part- II

Non- Statutory Document/ Other Important Documents (OID).

Company Specific Technical Documents (Single File, Multiple Pages Scanned)

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	PAN Card of the Bidder Company.
			GST Registration Certificate.
			Food Safety License from the Department of the Health.
			Professional Tax registration with latest paid challan.
B	Company Details	Company Details	Certificate of Incorporation/ Registration with Register of Companies/ Deed of Consortium or Partnership Firm with Registration Certificate.

C	Credential	Credential 1	Valid Trade License/ Enlistment Certificate.
		Credential 2	FSSAI License from competent authority.
		Credential 3	Having Experience Certificate in Supply of Food and Tiffin at least 3 (Three) Years and have satisfactory supply order in any Institute preferably at Government/ Private Medical College or Hospital with Value of ₹ 5,00,000 (Rupees Five Lakh Only) in a Year (Last Three Years up-to 2023-24).
		Credential 4	Credit facilities Bank Certificate as per the format given in the NIT at the Letter Head of the concern bank in Annexure- II
D	Financial Information	Payment Certificate 1	Income Tax Return Submitted for the Financial Year 2021-22, 2022-23, and 2023-24.
			GST Return for the Financial Year 2021-22, 2022-23, and 2023-24 (Last Quarter with Payment Documents).
		Payment Certificate 2	Profit and Loss (PL) Account and Balance Sheet for the Year 2021-22, 2022-23, and 2023-24 (With Auditor's Signature).
E	Documents	Documents 1	Bidder's Undertaking (Affidavit of Non-Conviction affirmed before a Notary Public/ First Class Judicial Magistrate/ Executive Magistrate, Furnished after date of Publication of Tender in Annexure -V).
		Documents 2	Duly filled in CHECKLIST in Annexure -III. Page number of Documents must be mentioned in the checklist before uploading the same.

B. Financial Bid: BID B: - BOQ

Bill of Quantity (BOQ):-

Directions to bidders for quoting price online. Consider only the following column in BOQ and quote your rate for Canteen Service.

Sl. No.	Item Description	Rate to be quoted
1	<p>The service provider must agree to pay minimum monthly charge (other than electricity & water charges) of ₹ 5000/- (Rupees Five Thousand Only).</p> <p>The agency/firm will be selected on the basis of Highest Percentage quoted against the minimum monthly charge rent in the BOQ subject to agree to serve food as per the rate chart of food as given in the Annexures-VII and maintain quality of food and other all the terms and conditions as laid down in the NIT.</p> <p>(For Example: If your Quoted Rate in figure Excess (+) 40% it means that you will be promised to pay monthly charge of ₹ 5000/- + ₹ 2000/- = ₹ 7000/- Only).</p>	[Quote Figure in Percentage]

7. EVALUATION OF TENDER:

During the tender evaluation process, the "Bid-A" will be opened first. Those Tenderer(s) who has qualified the essential & other requirements will be identified and only their "Bid B" i.e., *financial bid* will be opened. The "Bid B" of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected. Clear photocopy of documents is to be submitted.

The Tenderer who has been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items. The "Bid B" (Financial Bids) of only those bids despoising the essential and other requirement test will be opened subject to verification of copies of the audited balance sheet and Profit & Loss Accounts of the tenderer for the last 3 (three) years. If found suitable in the context of above pre-qualification etc. the bidders quoting the **highest rate of Percentage** of monthly charge to be paid, will be considered as successful and have to accept the rate chart of the foods (as mentioned in the Annexure-VII).

However, the **H1** will be determined on the basis of **minimum monthly charge**. In case it is found that two or more bidders have quoted same price, the highest bidder will be selected by the procedure adopted under **Memo No. 2320-F(Y) Dated: 07.06.2022 of Finance Department (Audit Brach)**.

8. GENERAL TERMS AND CONDITIONS:

- 8.1. MINIMUM ELIGIBILITY CRITERIA:** Only those firms/ agencies having Trade License for such type of Business & who have experience in such type of job of having Experience Certificate in Supply of Food and Tiffin at least 3 (Three) Years and have satisfactory supply order in any Institute preferably at Government/ Private Medical College or Hospital with Value of ₹ 5,00,000 (Rupees Five Lakh Only) in a Year, will be eligible. Agencies/ Supplier must have Food Safety License from Department of Health.
- 8.2.** Bidder will be required to deposit **₹10,000/-** (Rupees Ten Thousand Only) as **EMD (Earnest Money Deposit)**.
- 8.2.1.** The unsuccessful Tenderer(s) will receive their earnest money back in time through **Online Mode**. The earnest money will be refunded after the deposit of full amount of security Money of successful Tenderer. No interest will be paid on the EMD
- 8.2.2.** The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
- 8.2.3.** EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.
- 8.2.4.** The Earnest Money may be kept in custody of the authority as a part of Security Deposit of the successful bidder and will be released after expiry of the tender period if bidder expresses in written.
- 8.2.5.** Any Co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.
- 8.3.** Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
- 8.4.** The service provider must agree to pay minimum monthly charge (other than electricity & water charges) of ₹5000/- (Rupees Five Thousand Only) or above to the institutional account which have to be mentioned by the bidder in the BOQ. The agency/firm will be selected on the basis of highest bid of the monthly rent in the BOQ subject to agree to serve food as per the rate chart of food as given in the **Annexure-VII** and maintain quality of food and other all the terms and conditions as laid down in the NIT. The Service provider must agree to pay the electricity charges separately as per the actual consumption.
- 8.5.** The selected bidder must agree to pay minimum monthly charges for canteen per month from the date of signing of the agreement, will have to pay electricity bill based on sub-meter and water charge of ₹500/- (Rupees Five Hundred Only) per month. These charges will have to pay by the selected bidder within 10th day of every month in **Bank Draft** in favour of **“PRINCIPAL AND MEDICAL SUPERINTENDENT COLLEGE OF MEDICINE JNM HOSPITAL WBUHS”**.
- 8.6.** Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
- 8.7. Validity of Contract will normally be 1 (One) year** from the date of acceptance of tender. The period of one year can be **extended for a further period** as per satisfactory service, but not more

than another one year with the existing terms and conditions with an annual **enhancement of 10%** of previous year's rent.

8.8. The Tender is valid for the above-mentioned canteen only under the control of Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.

8.9. Timelines for downloading and submission of e- tender along with other deadlines has been noted below.

8.10. E-Tender should be addressed to the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia. Bidders may download tender **documents from the website www.wbtenders.gov.in and www.wbuhs.ac.in.**

8.11. Any subsequent notice regarding this tender shall be uploaded in above websites only.

8.12. DATES & TIME SCHEDULE OF E-TENDER FLOW:

S. N.	Items	Publishing Date(s)
01.	Date of Publish of Tender (Online)	11.02.2025 at 17.00 Hrs
02.	Document Download Start Date (Online)	13.02.2025 at 12.00 Hrs
03.	Date of Pre-Bid Meeting at the office of the Principal, College of Medicine & JNM Hospital, Kalyani, Nadia.	17.02.2025 13.00 Hrs onwards.
04.	Bid submission start Date (Online)	17.02.2025 at 15.00 Hrs
05.	Bid Submission End Date (Online)	27.02.2025 upto 16.00 Hrs
06.	Date of Opening for Technical Bid (Online)	03.03.2025 12.00 Hrs onwards
07.	Date of Opening of Financial Bid (Online)	To be notified later.

THE PRINCIPAL, COLLEGE OF MEDICINE & JNM HOSPITAL, WBUHS, KALYANI, NADIA RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE ABOVE MENTIONED WEBSITE AND OFFICE NOTICE BOARD.

8.13. Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia will not take any responsibility for the delay in submission of bid caused due to non-availability of Internet Connection, Traffic Jam etc. for the Online Bid(s).

8.14. The pre-qualification documents (Technical Bid) will be opened by the Tender Inviting Committee in presence of the Bidders available and present at as per time scheduled.

8.15. Financial Bids will be opened only after the formalities of opening of Technical Bids are completed and will be notified latter.

8.16. The successful Bidder, will have to execute an "**Agreement**" on non-judicial stamp paper worth ₹ 100 (Rupees One Hundred Only) within 7 (Seven) working days from and after receiving the "Letter of Acceptance" in **Annexure- VI** and will purchase two additional sets of Tender Documents @ ₹ 1,000 (Rupees One Thousand Only) per set from the Accounts Section of these Office, duly signed and submit to this institute which will be treated as part of "**Agreement**". Payment for documents shall be made through **ONLINE MODE** only.

8.17. Successful Bidder shall have to deposit ₹ 50,000/- (**Rupees Fifty Thousand Only**) in the form of BANK DRAFT in favour of “PRINCIPAL AND MEDICAL SUPERINTENDENT COLLEGE OF MEDICINE JNM HOSPITAL WBUHS” and will be released by the Tender Inviting Authority after completion of agreement period/termination. Any **Damage caused by the caterer during contract period shall be recovered** from the performance Security Deposit/ Security Deposit. If total damage amount exceeds ₹ 50,000/- (Rupees Fifty Thousand Only) above, additional recoverable amount must be paid by the contractor/caterer on demand draft issued in favour of the Authority and the damage amount as calculated by the canteen authority in consultation with caterer will be the final. No interest shall be claimed by the caterer on performance Security Deposit/ Security Deposit.

8.18. Here “**Damage**” means **damage of fixed assets of the Institute like building, stairs, furniture’s/fittings etc as used by the caterer/agency while providing services and as reported / detected by the Authority/College Canteen Committee.**

8.19. All terms and conditions as mentioned will have to be accepted by the bidder(s).

8.20. The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.

8.21. Sub-letting is not entertained.

8.22. **LEGAL JURISDICTION:** The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of the Hon’ble Kalyani Sub-Divisional Court, Kalyani, Nadia.

8.23. **FINE/PENALTY:-** For non-submission of minimum monthly charge and Electricity Charges as per the Sub-Meter within due date i.e. 10th of each month, **a daily fine @ ₹ 10/- (Rupees Ten Only)** for each of the charges of each day shall be imposed for non-payment and caterer is liable to pay the charges including total fine amount as calculated on the date of actual payment.

9. SCOPE OF WORK:

9.1. It is advisable for all **intending** bidders to visit the campus to acquaint themselves with the actual location of Cook house, Dining unit, facilities and infrastructure etc. available before submitting the bid. **The successful bidder shall have to provide Veg/ Non-Veg Meals, Snacks, Tea & Coffee on demand.** Day wise rotation of menu shall be decided in consultation with College Canteen Committee/ College Higher Authority.

9.2. Timings:

Particulars	Timing
Tea/ Coffee/ Biscuits	08:00 AM – 11:00 AM
Breakfast	
Lunch	11:00 AM – 04: 00 PM
Snacks/ Tea or Coffee (in Evening)	04.00 PM to 05:30 PM or as desired by the Authority.

10. SPECIAL TERMS AND CONDITIONS:

- 10.1.** Supply of cooked food with cooking service facility. The bidder should have at least 3(Three) years of catering experience of serving preferably at a Government/ Private Medical College or Hospital. Suitable documentary evidence has to be submitted along with the Expression of Interest application.
- 10.2.** Canteen shall be meant for serving refreshments, snacks, tea, meals, etc. and such other items and at such prices, as may be settled between the contractor and the College authority through negotiation.
- 10.3.** The services of the canteen will be at the disposal of the staff of this college including doctors, other officers, nurses, Students etc., and bona fide visitors. **The users of the canteen shall be paying for the services directly to the Interest Parties.** Selected bidder should provide Online Payment facility.
- 10.4. Proper display of rate chart (food) is mandatory at the reception and cash counter area.**
- 10.5.** The canteen will run on all days excluding Sundays & Holidays and shall remain open during such hours & such days (including Sundays & Holidays, if desired by the Authority) as may be decided by the authority.
- 10.6.** 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. Proper cleaning of kitchen and dining hall must be done every day and every time before serving of any food with surface cleanser liquid and microfiber absorbent cleaning sponge of good quality. Utensils used for cooking purpose should be properly cleaned.
- 10.7.** Furnitures (Dining Tables, Chairs, tube Lights, other electrical fittings & Chimneys) which are available at the Dining Hall/Canteen will be primarily supplied by the authority. All utensils to be used in Kitchen & Canteen shall be purchased by the agency. Refrigerator, Micro Oven etc. is to be arranged by the caterer. In case of damage of any such furniture/fittings as provided by the college authority will be purchased for replacement by the successful caterer with such specification.
- 10.8. QUALITY OF RAW MATERIALS TO BE USED:**
- 10.8.1.** Only those Branded Items carrying AGMARK/ FPO/ BIS/ FSSAI Certification should be used, where such certification is available in class of branded items.
- 10.8.2.** Vegetables/ Fruits should be tendered fresh from market on day to day basis preferably from reputed suppliers.
- 10.8.3.** Contractor shall not be entitled to serve pre-cooked items purchased from outside vendor except items like Mineral Water, Sweets, Ice-Creams, Cold- Drinks (Bottled and Tetra Packets) in the canteen premises, unless specific prior permission is obtained from the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani.
- 10.8.4.** Contractor has to disclose/ display the rates of packaged item(s) before start of selling and any change of price. Ice Cream, cold drinks or any other packet items which are not included in the list may be procured as per market price.
- 10.8.5.** Cooking is to be done by the expert cooks having experience of homely low-spicy but tasteful cooking methods.

10.8.6. There shall be no compromise on the quality of food supplied by the Interest Parties and if any such incidence or food adulteration is found, action deemed fit, including black-listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.

11. TERMINATION:

11.1. Sale or storage of any alcoholic beverages and other addictive substances at the Institute Canteen is strictly prohibited. This may cause termination of agreement.

11.2. The contractor should keep the canteen complex clean. If, at any point the Canteen & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority, which may result in to Termination of Contract.

11.3. Any Furniture required other than what is available in the institute canteen is to be procured by the caterer itself. Equipment so purchased would remain as the property of the caterer and should be earmarked in presence of the Store Keeper of this institute and has to be taken away at the time of termination of this contract.

11.4. Dining Hall gate should be closed strictly at the closing time of each working day and nobody will be allowed after that. Non-compliance of the clause may lead to termination of contract.

11.5. In case submission of any false and misleading information/fabricated/misconduct/repeated unsatisfactory execution of contract, the authority of College of Medicine and JNM Hospital, Kalyani, Nadia shall reserve the right to impose penalty or terminate the contract after giving 7 (seven) days' notice.

11.6. The Administration will reserve the right to terminate the existing contract at any point of time if adequate quality of food are not maintained and above mentioned terms and condition are not complied with.

11.7. The canteen committee will pay regular visit to the canteen to supervise and check the quality & quantity of the food items served in the canteen.

11.8. PERSONNEL ENGAGED AT CANTEEN:

11.8.1. The **personnel engaged** by the Interest Parties must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling and must have to **wear proper Mask, Aprons, Hair Caps & Hand Gloves while on service** and should maintain standard etiquette and gentle gesture.

11.8.2. The persons associated with preparation and distribution of food will be required to undergo periodical medical check-ups to rule out the possibilities of communicable disease / infectious diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.

11.8.3. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.

11.8.4. The contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.

- 11.8.5.** The contractor will be responsible for such conduct of the persons engaged by him in the canteen, which will be conducive for maintaining the harmonious atmosphere in the campus and will be responsible for any act commission & omission of such persons.
- 11.9.** *In case of emergency, the caterer shall have to supply food in a relatively short notice.*
- 11.10.** *Escalation of rate if any, claim by the Agency (Caterer), will not be entertained if not approved by the Authority during contract period.*
- 11.11.** The Fuel to be used for cooking will only be LPG and shall be arranged by the contractor. The contractor should have valid commercial connection in its name. Cooking by Electric Heater is strictly prohibited.
- 11.12.** Two chimneys are installed inside the kitchen, those have to be cleaned deep by the successful bidder at its own cost before opening the canteen and after received of Work Order issued by the College Authority.
- 11.13.** Adequate Water purifier is needed to be installed by the selected agency/firm.
- 11.14.** The contractor shall bear all the expenses for running the canteen and the authority shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen during discharging their duty.
- 11.15.** The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him. Labour Act, Child Labour Act should be strictly followed.
- 11.16.** The agency will be responsible for complying with payment of minimum wages (State Govt.) and other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule as per Labour Laws in force from time to time to its employees deployed in the canteen, all laws related to Social Security(P.F., etc, in case the contractor engages manpower more than the specified number), wherever applicable, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule / provision.
- 11.17.** The agency while submitting their e-tender shall enclosed certified Photostat copies of experience, Trade license, Fire License, GST registration certificate essential for carrying out the activities under reference, license under contract Labour Act, and any other documents in support of carrying out the activities under reference from Competent Authority.
- 11.18.** This Institution Campus is a "**NO SMOKING ZONE**", hence sale and use of tobacco is strictly prohibited.
- 11.19.** No "**SOUND SYSTEM**" will be allowed inside the canteen.
- 11.20. FIRE SAFETY ARRANGEMENT:**
- 11.20.1.** The canteen in the college premises should abide by the rules and regulation of Fire Safety norms.
- 11.20.2.** Adequate fire safety equipment like fire extinguisher to be installed in the kitchen and dining area, the cost of the same would be borne by the selected agency/firm/caterer.

- 11.21.** The selection of vender will be taken upon as per e-tender specification and additional revenue promised for payment to Government as well as authority (not applicable for Government agency).
- 11.22.** If any circumstances, the selected agency/firm is unwilling to continue the canteen service, in such situation 3 months prior notice need to submit to the competent authority, otherwise it may be forfeited both of Security deposit and EMD.
- 11.23.** No construction/modification of work can be done by the agency/firm without taking prior permission of the authority in any circumstances, if any necessary prior permission is to be taken from the authority and as only authorized person may be allowed to do any changes as decided by the authority.
- 11.24.** The all Special terms and condition as mentioned above (Para-10) have to be accepted by the Bidder(s).
- 11.25.** During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allow participating in the tender and that application will be out rightly rejected without any prejudice.
- 11.26.** The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.



Jani
11.02.25
Principal

College of Medicine & JNM Hospital

WBUHS, Kalyani, Nadia
Principal

College of Medicine & JNM Hospital
WBUHS, Kalyani, Nadia

Annexure-I
APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To
Principal
College of Medicine & JNM Hospital, WBUHS,
Kalyani, Nadia.

Sub: - E-Tender for "Providing of service of Canteens at Administrative Building" under the control of the Principal, College of Medicine & JNM Hospital, Kalyani, Nadia.

Ref:-

Having examined the Pre-qualification & other documents published in the N.I.T. I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf ofin the capacity..... duly authorized to submit for offer. The Authorization letter from the Company is attached in Annexure II.

2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it through out contract period.

3. We are offering rate for the BOQ item/items to the best of our knowledge and assured to supply to the Principal, College of Medicine & JNM Hospital, Kalyani, Nadia.

4. In the event of being selected, I/we will make the supply within the stipulated period excepting the condition which is beyond our control.

5. We understand that:

(a) Tender Selection Committee can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

6. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.

Date:

Signature of applicant including title and
Capacity in which application in made.

Contact No.

Tele

Mobile:-

Annexure- II

(Format for Evidence of access to or availability of Credit Facilities Bank Certificate)

This is to certify that M/s _____ is a reputed company with a good financial standing. If the contract for the work, namely, _____ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. _____ (Rupees _____ only) to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager _____

Name of the Senior Bank Manager _____

Address of the Bank _____

Stamp of the Bank _____

Note: Certificate should be on the letter head of the bank.

Annexure- III

Format for checklist (Must be uploaded)

Note: - For Non applicability for some documents please mention "NA" in the check list.

Sl. No.	Items	PL Mark		Page No.
		Yes	No	
1	A Proof of submission of applicable EMD	Yes	No	
2	Application in the prescribed format given in Annexure-I	Yes	No	
3	Affidavit of non-conviction affirmed before a Notary Public/First Class Judicial Magistrate/ Executive Magistrate given in Annexure- V (Furnished after Date of Publication of Tender)	Yes	No	
4	Copy of PAN Card of the authorized signatory	Yes	No	
5	G.S.T. Registration Certificate	Yes	No	
6	Trade License in the name of participating bidder	Yes	No	
7	Valid FSSAI License	Yes	No	
8	Credentials of 3 (three) years' experience for supplying of food and tiffin.	Yes	No	
9	Last 3 financial years returns of Income Tax	Yes	No	
10	Audited P/L & Balance sheet of last three financial years	Yes	No	
11	Format for declaration in Annexure-IV	Yes	No	
12	Credit facility bank certificate in Annexure-II	Yes	No	

Certified that the above information's are correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Full Signature of the bidder/ Authorized person & Seal

Annexure-IV

Format for Declaration

I, Sri _____ S/D/W/o Sri _____,
aged _____ years, Residing at _____ Proprietor/Partner/Director
of _____, do hereby solemnly affirm and declare in connection with
_____ as follows:-

1. That, I, the undersigned, do certify that all the information furnished and statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of employees of the College of Medicine & JNM Hospital nor any retired gazetted officers are in our Employment.
3. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and so as requested by the authority to verify this statement.
4. The undersigned understand and agrees that the bid shall remain open for Acceptance 120 days from the date of opening of financial bid.
5. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned
6. Any departure whatsoever in any form will be considered as breach of contract. In such situation the College at his liberty may forfeit our security deposit till we rectify the defects or fulfil our contractual obligations. In this connection, College authority decisions will be final and binding.
7. The undersigned also certifies that neither we have abandoned any service awarded to us, nor any penal action was taken against us by any department/Medical College/service provider. The undersigned also declares that we do not have any running litigation with any department.

Note- Affidavit on non-judicial paper worth Rs.100/- sworn before the Notary Public/ Judicial magistrate /Executive Magistrate on or after the date of or after the date of publication of the Tender Notice in Annexure-IV.

(Tender No. and Date should be mentioned in Annexure-IV)

Annexure- V

Affidavit Proforma for Non-Conviction Certificate
(On Non Judicial Paper worth Rs.50.00)

(Sworn before the Notary Public/Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt. _____ The Managing Director/Proprietor (etc) of the Firm
_____ (Name of the firm) at (address) _____

PO _____ P.S. _____

Dist. _____ PIN _____ do hereby solemnly affirm and

declare as follows:

- 1) That I, including my partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealing such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion or habitual default in payment of taxes etc.
- 2) The firm does not employ a government servant, who has been dismissed or removed on account of corruption.
- 3) The firm has not been debarred, blacklisted by any government ministry/Medical College/ Local government/PSU/ Pvt Institution etc. in the last two years from scheduled date of opening of this e-tender in the state of West Bengal or other state or states of India.
- 4) That no case is pending against me or against my firm in any criminal court of law to supply of cooked food.
- 5) That, I also declare that the rate offered of the item(s) quoted is in conformity with the GOI norms wherever applicable relating to MRP. I also declare that the quoted rate of the item(s) is less than rate available in the market.
- 6) That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
- 7) That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine and correct.

Signature of the Deponent(s)

Name in Block Letter:

Designation:

Annexure-VI

Agreement

No.

Date:-

This agreement, made on the _____ day of _____ (Month) _____ (Year)

between Principal, College of Medicine and JNM Hospital, WBUHS, Kalyani, Nadia (hereinafter called "the Employer") of the one part, and _____ (Name of H1 Bidder/ Caterer) Vill/ Ward No _____, PO _____ P.S.- _____ Dist.- _____ Pin- _____, West Bengal. (Hereinafter called "the vendor/ Caterer" of the other part).

Whereas the Employer is desirous that the Caterer agrees to execute to "Provide Services for Canteen at Administrative Building of College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia" (Hereinafter called "the Works") and the Employer has accepted the Bid by the Caterer for execution and implementation of such Works obeying terms and conditions of Bid.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the **General Information, Credentials, Terms and Conditions for Submitting Tenders** and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by **the users of the canteen shall be paying for the services directly to the Interest Parties** under clause no. 3 of the terms "**Special Terms and Conditions for Canteen Service on Contract**".
3. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - i) Work order
 - ii) BOQ
 - iii) NIT Notification with Terms & Conditions
 - iv) Letter of Acceptance (provided to selected H1 bidder)

In witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of _____ was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said in the presence of:

Binding Signature of Employer _____

Binding Signature of Caterer/ Vendor _____

Annexure-VII
Canteen Items and Price List

Sl. No.	Particulars of Food Items/ Per Unit price rate	Quantity	Rate (in Rupees)
Breakfast and Snacks Items			
1	Butter Toast	Quarter Size	20.00
2	Egg Toast	Quarter Size	20.00
3	French Toast		35.00
4	Plain Bread Quarter Size	Quarter Size	10.00
5	Plain Bread Half Pound	Half Pound	15.00
6	Egg Boiled	Per piece	10.00
7	Egg Omelet	Per piece	15.00
8	Egg Poach	Per piece	12.00
9	Luchi	4 Pcs with Sabji	25.00
10	Luchi	Per Pcs	5.00
11	Porata	2 Pcs with Sabji	30.00
12	Porata	Per Pcs	15.00
13	Plain Roti	3 Pcs with Sabji	20.00
14	Plain Rooti	Per Pcs	5.00
15	Rasogolla	Per piece	10.00
16	Curd	Sweet, 100 gm	20.00
17	Curd Sour	Sweet, 100 gm	18.00
18	Sandwich	Veg	20.00
19	Sandwich	Non Veg	30.00
20	Maggi	With Egg	30.00
21	Veg Tarka	Full Plate	50.00
22	Veg Tarka	Half Plate	30.00
23	Egg Tarka	Full Plate	60.00
24	Egg Tarka	Half Plate	35.00
25	Chicken Tarka	Full Plate	80.00
26	Chicken Tarka	Half Plate	40.00
27	Egg Roll	Per piece	35.00
28	Veg Roll	Per piece	25.00
29	Chicken Roll	Per piece	70.00
30	Liquor Tea	60 ml	5.00
31	Milk Tea	60 ml	5.00
32	Liquor Tea	90 ml	10.00
33	Milk Tea	90 ml	10.00
34	Coffee	100 ml	15.00
35	Drinking Water	200 ml	As Per MRP

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Jami Principal
College of Medicine & JNM Hospital
WBUHS, Kalyani, Nadia

36	Drinking Water	500 ml	As Per MRP
37	Drinking Water	1 ltr	As Per MRP
Lunch Items			
38	Veg Meal (Salad, Rice-200Gm/4 Roti, Dal-100 Gm, Sabji, Bhaja, Chatni/Achar, Papad)	1 Veg Thali	40.00
39	Egg Meal (Salad, Rice-200Gm/4 Roti, Dal-100 Gm, Sabji, Bhaja, Chatni/Achar, Papad & Egg curry)	1 Egg Thali	50.00
40	Fish Meal (Salad, Rice-200Gm/4 Roti, Dal-100 Gm, Sabji, Bhaja, Chatni/Achar, Papad & Fish)	1 Fish Thali (Rohu, standard size)	60.00
41	Chicken Meal (Salad, Rice-200Gm/4 Roti, Dal-100 Gm, Sabji, Bhaja, Chatni/Achar, Papad & Chicken)	1 Chicken Thali (3 pcs standard size)	70.00
42	Mutton Meal (Salad, Rice-200Gm/4 Roti, Dal-100 Gm, Sabji, Bhaja, Chatni/Achar, Papad & Mutton)	1 Mutton Thali (3 pcs standard size)	100.00
43	Extra Rice	Full Plate	10.00
44	Panner Sabji	Full Plate	50.00
45	Fish Curry	Full Plate-1 pcs	40.00
46	Chicken Curry	Full Plate- 4 pcs	70.00
47	Chicken Curry	Half Plate-2 pcs	40.00
48	Mutton Curry	Full Plate- 4 pcs	100.00
49	Mutton Curry	Half-2 pcs	50.00
50	Egg Curry	Full Plate- 2 pcs	30.00
51	Egg Curry	Half Plate	18.00
52	Alu Biryani	1 plate	60.00
53	Chicken Biryani + Egg (1pc)	1 Plate	100.00
54	Mutton Biryani + Egg (1Pc)	1l Plate	150.00
55	Veg Chowmin	Full Plate	40.00
56	Veg Chowmin	Half Plate	30.00
57	Egg Chowmin	Full Plate	50.00
58	Egg Chowmin	Half Plate	35.00
59	Mixed Chowmin	Full Plate	70.00
60	Mixed Chowmin	Half Plate	50.00
61	Polao	Full Plate	130.00
62	Polao	Half Plate	70.00
63	Veg-Freid Rice	Full Plate	100.00
64	Egg- Fried Rice	Full Place	130.00
65	Chilli Chicken	Full Plate- 8pcs	160.00
66	Chilli Chicken	Half Plate-6 pcs	100.00

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Principals
 College of Medicine & JNM Hospital
 WBUHS, Kalyani, Nadia