



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
MAHARAJA JITENDRA NARAYAN MEDICAL COLLEGE & HOSPITAL

(Previously Cooch Behar Govt. Medical College & Hospital)

Vivekananda Street, Pilkhana, Cooch Behar -736101

Tel: 75010 37888

Email: principalmjnmch@gmail.com

Web: www.mjnmch.ac.in

Memo No: MJNMC/Prin/ 2368 /2025

Date: 15/10/2025

QUOTATION FOR CANTEEN SERVICES

Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar invites Bids through quotation in Two bid system (Technical & Financial) for "Canteen Services" at Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar.

GENERAL INSTRUCTIONS:

For Details and Downloading the Quotation, interested intending Bidders may please visit and download the Quotation Documents free of cost from the website www.wbhealth.gov.in (Organization - Health & Family Welfare Department), in www.coochbehar.gov.in & www.mjnmch.ac.in for any further assistance, please visit the Office of the Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar.

1. SUBMISSION OF BIDS:

Both Technical Bid & Financial Bid are to be submitted concurrently duly signed by the company personnel only (having Authorization from the company). All papers must be submitted in English Language with page marking.

2. TIME & SCHEDULES FOR THE QUOTATION:

Sl. No.	Particulars	Date & Time
1.	Date of publishing of Quotation	16.10.2025
2.	Quotation Document download start date	16.10.2025
3.	Bid submission start date	16.10.2025
4.	Bid Submission end date	08.11.2025
5.	Date of opening of Quotation (Technical & Financial Proposal) in presence of the interested bidders / authorized representatives	10.11.2025

3. SUBMISSION OF BIDDER:

The Quotation is to be submitted in two bid system. Envelope -1 + Envelope -2= Envelope -3 (Super scribed Memo no., Date and subject of the Quotation.) and submitted in the Drop Box kept in the Office of the Principal. M.J.N. Medical College & Hospital, Cooch Behar within 08/11/2025, 5pm.

Prasad

4. TECHNICAL PROPOSAL (ENVELOPE-1):

A	EMD: Rs. 10,000/- (Ten Thousand) only as Earnest Money for the whole Quotation or EMD Exemption NSIC Certificate / SSI (MSME) Acknowledgement must be submitted. Deposition of earnest Money: By any Demand Draft in favour of “Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar” or through online transfer in A/C No. – 919010029879092, IFSC Code- UTIB0000396, Axis Bank -Cooch Behar Branch.
B	Checklist in the prescribed format
C	Application in the prescribed format given in Annexure-1

OTHER - STATUTORY CONTAINS THE FOLLOWING DOCUMENTS

(Enclose certified Photocopies)

SL	Category	Category Description
A	Certificates	1. PAN CARD of the Bidder / Authorize Signatory (Digital Signatory Holder) 2. FSSAI LICENSE / Food Safety License from competent authority
B	Company Details	1. Trade License (Current) 2. GST Registration Certificate (Regular) 3. Professional Tax Registration Certificate 4. Trade or License in similar Trade
C	Credential	** The bidder should have at least 1 (one) year of experience in satisfactorily running or serving canteen/catering/food supply experience in a Government/Government undertaking/Private/Public Organizations /Institutes of repute (Preferably in running canteens for Doctors, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution.
D	Financial Info	** Income Tax Returns submitted for the last 3 financial Years i.e. for 2021-22, 2022-23, 2023-2024. ** GST Returns of the last Quarter

FINANCIAL PROPOSAL (ENVELOPE -2):

The folder (specified in separate sheet) as “Financial Bid” shall contain: Fixed user charges to be quoted on and below base price i.e. for Canteen Service specified in separate chart as Annexure-1.

SELECTION CRITERIA

TECHNICAL: As mentioned above.

FINANCIAL: The technically qualified vendor / agency who will bid the lowest rate in the Annexure-1 (from Sl. No.-01 to 53 in total) will be selected i.e. L1 bidder will be selected as a whole for all item (on the base of rate fixed by the authority).

TERMS & CONDITION OF QUOTATION:-

1) Minimum Eligibility Criteria-

- a) The bidder should have at least 1 (one) year of experience in satisfactorily running or serving canteen/catering/food supply experience in a Government / Government undertaking / Private / Public Organizations / Institutes of repute (Preferably in running Canteens for Doctors, Staff and Students in Government Medical Colleges / Pvt. Medical Colleges / Government Educational Institution.
- b) Vendor /Agency /Supplier (s) insist have **FSSAI LICENSE** and/or Food Safety License from competent authority. **EMD: Rs. 10,000/- (Ten Thousand)** only as Earnest Money for the whole Quotation or EMD Exemption NSIC Certificate / SSI [MSME] Acknowledgement must be submitted. Deposition of earnest Money: By any Demand Draft in favour of **“Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar”** or through online transfer in A/C No. – 919010029879092, IFSC Code- UTIB0000396, Axis Bank -Cooch Behar Branch.
- c) The unsuccessful Bidder/Tenderer (s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of security Money of successful Tenderer (s).on receipt of written request.
- d) The Earnest money will be forfeited if the bidder/tenderer (s) withdraw (s) the tender after opening of bids.
- e) EMD exemption is allowed for those having MSME/NSIC certificate.
- f) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
- g) The selected bidder will have to pay

a) **Electricity bill based on sub-meter,**

b) **Rent of Rs. 12486.00 (Must be Paid)**

c) **User charges of Rs. 1000.00 (Water bill, etc.)**

All the monthly payable charges (rent, electricity bill and/or user charges) will have to pay by the selected bidders within 10th day of every month by cheque / draft/account transfer in favour of “Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar”.

h) Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.

i) Validity of the Quotation will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and in case of failure in this aspect, the authority deserves the right to terminate the contract. The period of one year can be extended for a further period of 2 (Two) year at the discretion or the College authority, but not more than three years with the existing terms and conditions.

j) The Tender is valid only for the above mentioned one no. Canteen only under the control of Principal, MJN Medical College & Hospital, Cooch Behar

k) Earnest Money will be refunded to the unsuccessful bidders on receipt of written request.

l) In case if it is found that two or more bidders have quoted the same rates, the successful bidder will be decided by draw of lottery.

m) Any Co-operative without having proper permission (from Competent Authority for such business) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.

n) All terms and conditions as mentioned above will have to be accepted by the Bidder/Tenderer (s).

o) Quotation should be addressing to the Principal, MJN Medical College & Hospital, Cooch Behar and they may download tender enquiry documents from the website a) www.wbhealth.gov.in b) www.coochbehar.gov.in c) www.mjnmch.ac.in

p) Any subsequent notice regarding the said Quotation shall be uploaded in the above two websites only.

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

Other Terms & Conditions for Food Supply -

- 1) The utensils and other items should of good condition.
- 2) The Food should be hygienic as per specifications.
- 3) Timely supply of cooked food should be ensured.
- 4) Quality should be maintained otherwise supplier will be rejected.
- 5) Rates which will be finalized at the time of agreement will be inclusive of all charges (Tax, servicing or packaging charges).
- 6) In case of refusal of supply and poor quality or food, misbehavior of supplier etc. the contract will be terminated.
- 7) Any other packaged items which are not included in the food item list maybe provided as per market price.

Additional Terms & Conditions:

Rules and regulations:

1. Monthly Payables: Rent for Government premises, to be paid monthly as per Government norms.
2. Canteen owner should pay electric bill on monthly basis.
3. User charges as quoted in the bid – on monthly basis.
4. Canteen owner should take care of day-to-day maintenances activity including cleaning of total canteen area wash basins and toilet.
5. Hygiene to be maintained during Cooking and serving or food in the following ways-
 - a) Proper use of gown and gloves
 - b) Proper use of clean utensils
 - c) Cooked food should be kept in covered container
6. Food items will not be same for lunch and dinner. Items for lunch and dinner should be freshly prepared and without repetition of items.
7. Time Slot:

A) Breakfast	- 06 AM	- 11 AM
B) Lunch	- 12 Noon	- 03 PM
C) Dinner	- 08 PM	- 11 PM


Principal
M.J.N. Medical College & Hospital
Cooch Behar
Date: 15/10/2025

Memo No: MJNMC/Prin/2368/2025

Copy to forward for information & necessary action please-

1. The DME, Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata- 91
2. The DHS, Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata- 91
3. The District Magistrate, Cooch Behar
4. The MSVP, MJNMCH, Cooch Behar
5. The CMOH, Cooch Behar.
6. The Chairman, Cooch Behar Municipality, Cooch Behar
7. The SDO, Cooch Behar Sadar
8. The Accounts Officer, MJNMCH, Cooch Behar

9. IT Cell, Department of H & F.W. Swasthya Bhawan- with a request to upload this notice in the Health Departmental website.
10. The DIO, NIC, Cooch Behar - with a request to upload this notice in the District website.
11. The IT Cell, MJNMCH - with a request to upload this notice in the college website.
12. Office copy.


Principal 15/07/2015
M.J.N. Medical College & Hospital
Cooch Behar
Principal
M.J.N. Medical College & Hospital
Cooch Behar- 736101 (WB)

Annexure-1

Item chart

SL No	Item Name	Quantity	Rate
1.	Black Tea	60 ml	5.00
2.	Milk Tea	60 ml	5.00
3.	Black Tea	90 ml	10.00
4.	Milk Tea	90 ml	10.00
5.	Coffee	100 ml	15.00
6.	Mineral Water	1 Ltr.	15.00
7.	Mineral Water	500 ml	10.00
8.	Puri & Dal	2 piece puri (Standard Size)	15.00
9.	Dal Puri, Veg Sabji with mixed pickle	1 piece	10.00
10.	Egg Toast	1 pc Egg & 2 pc Bread (35 gram)	20.00
11.	Boiled Egg & Bread	2 pc Egg & 4 pc Bread (70 gram)	35.00
12.	Bread & Jam	2 piece (35 gram)	15.00
13.	Boiled Egg	1 piece	10.00
14.	Cooked Rice (Katari)	150 gram	20.00
15.	Extra Cooked Rice (Katari)	Per plate	5.00
16.	Cooked Rice (Fine quality Basmati)	150 gram	25.00
17.	Cooked Rice (Fine quality Basmati)	Per plate	7.00
18.	Masur Daal	150 ml	5.00
19.	Veg Daal	150 ml	7.00
20.	Mixed vegetable curry	150 gram	10.00
21.	Seasonal vegetable curry	150 gram	15.00
22.	Alu Paneer	1 plate	40.00
23.	Butter / Sahi Paneer	1 plate	50.00
24.	Alu Bhaja	1 plate	7.00
25.	Katla Fish	1 piece (70 gram)	40.00
26.	Rui Fish	1 piece (70 gram)	30.00
27.	Japani Puti Fish	1 piece	40.00
28.	Chara Pona Fish	1 piece	40.00
29.	Choto Machher Jhal	1 plate	25.00
30.	Broiler Chicken	4 piece (100 gram)	40.00
31.	Desi Chicken	4 piece (100 gram)	80.00
32.	Mutton	3 piece (100 gram)	90.00
33.	Mango Juice	200 ml	60.00
34.	Apple Juice	200 ml	50.00
35.	Mosambi Juice	200 ml	40.00
36.	Orange Juice	200 ml	50.00
37.	Boiled milk	200 ml	20.00
38.	Veg Chow mein	Full plate	30.00
39.	Egg Chow mein	Full plate	40.00
40.	Chicken Chow mein	Full plate	50.00
41.	Mixed Chow mein	Full plate	60.00
42.	Veg. Pasta	Full plate	40.00

43.	Chicken Pasta	Full plate	60.00
44.	Veg. Pokora	8 pc	25.00
45.	Chicken Pokora	8 pc	40.00
46.	Paneer Pokora	8 pc	35.00
47.	Egg Roll (Single Egg)	Per piece	25.00
48.	Chicken Roll	Per piece	40.00
49.	Bread Pokora	Per piece	10.00
50.	Combo Meal (Fried Rice, Chicken Kosa / Chili Chicken, Chutney, Chips)	Fried rice: 200 gram Chicken: 150 gram	110.00
51.	Combo Meal (Pulao, Chicken Kosa / Chili Chicken, Chutney, Chips)	Pulao: 200 gram Chicken: 150 gram	110.00
52.	Combo Meal (Fried Rice, Mutton Curry, Chutney, Chips)	Fried Rice: 200 gram Mutton: 120 gram	140.00
53.	Combo Meal (Pulao, Mutton Curry, Chutney, Chips)	Pulao: 200 gram Mutton: 120 gram	140.00
54.	Veg Biryani	1 Plate	60.00
55.	Chicken Biryani	1 Plate	90.00
56.	Mutton Biryani	1 Plate	120.00
57.	Milk Corn flex	1 Bowl	25.00
58.	Dosa with Sambar & Chutney	1 pc	40.00
59.	Masala Dosa with Sambar & Chutney	1 pc	50.00
60.	Idli with Sambar & Chutney	3 pcs	35.00
61.	Veg Sandwich	1 pc	15.00
62.	Egg Sandwich	1 pc	20.00
63.	Chicken Sandwich	1 pc	25.00
64.	Samosa	1 pc	6.00
65.	Sweet	1 pc	10.00
66.	Egg Omlate / Poach	1 pc	15.00
67.	Tawa Roti & Sabji	3 pc	20.00
68.	Combo Meal (Steam Rice, Dal, Vaja, Veg Curry, Chutney)	1 Veg Thali	40.00
69.	Combo Meal (Steam Rice, Dal, Vaja, Egg Curry (1 pc), Chutney)	1 Egg Thali	45.00
70.	Combo Meal (Steam Rice, Dal, Vaja, Fish Curry (1 pc), Chutney)	1 Fish Thali	70.00
71.	Combo Meal (Steam Rice, Dal, Vaja, Chicken Curry (4 pc), Chutney)	1 Chicken Thali	80.00
72.	Combo Meal (Steam Rice, Dal, Vaja, Mutton Curry (4 pc), Chutney)	1 Mutton Thali	120.00
73.	Papad	1 plate	5.00
74.	Veg Momo	8 pc	25.00
75.	Chicken Momo	8 pc	35.00
76.	Fried Veg Momo	8 pc	30.00
77.	Fried Chicken Momo	8 pc	40.00
78.	Dhoka Dalna	1 plate	25.00
79.	Plain Tarka	1 plate	25.00
80.	Egg Tarka	1 plate	30.00

81.	Chili Chicken	4 pcs	40.00
82.	Chili Paneer	4 pcs	35.00
83.	Chicken Manchurian	4 pcs	40.00
84.	Veg Manchurian	4 pcs	30.00
85.	Chicken kosa	4 pcs	70.00
86.	Country Chicken Kosa	4 pcs	80.00
87.	Mutton Kosa	4 pcs	100.00
88.	Veg Soup	1 Bowl	30.00
89.	Chicken Hot & Sour Soup	1 Bowl	40.00
90.	Chana Masala	1 plate	20.00
91.	Alu Dam	1 plate	10.00
92.	Chola Bhatora	2 pc	30.00
93.	Cold Drinks	1	On MRP
94.	Curd	1	On MRP
95.	Ice Cream	1	On MRP
96.	Veg Burger	1 pc	25.00
97.	Chicken Burger	1 pc	35.00
98.	Paratha with Sabji	1 pc	10.00
99.	Butter Toast	2 pc	15.00
100.	Bread & Ghugni	1 plate	20.00


 Principal
 M.J.N. Medical College & Hospital
 Cooch Behar
 M.J.N. Medical College & Hospital
 Cooch Behar

To be furnished in the official pad of bidder/vendor(s) with proper address & contact no.
Otherwise it will be treated as cancelled.

To
The Principal,
MJN Medical College & Hospital,
Cooch Behar

Sub.: Authorization for canteen Services in the premises of MJN Medical College & Hospital, Cooch Behar.

Ref: Quotation Notice No.

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

1. That the application is made by me/us on behalf of.....in the capacity.....duly authorized and submitted for the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the Quotation mentioned above and declare that we shall abide by it throughout the contract / agreement period.
3. We are offering the rate (user charges) for the following Canteen Services with manufacturing capacity and assured supply to the Principal, M.J.N. Medical College & Hospital, Cooch Behar.
4. In the event of being selected, will make the supply within the stipulated period the condition which is beyond our control,
5. We understand that:
 - a) Quotation Selection Committee can amend the scope value of the contact bid under this project.
 - b) Quotation Selection Committee reserves the right to reject any application without assigning any reason.

Date:

**Full Signature of the Bidder/ Vendor
(Authorized person) with Seal**

a) Contact:

b) Mobile:

c) Email:



All points are to be filled up and no places are to be kept vacant

1. Name of Work	
2. Demand Draft No./Online Transfer Certificate for EMD	
3. Are you claiming exemption of EMD (Y/N)	
4. Name of the bidder in block letters	
5. Full Address of the bidder	
6. Legal entity of the bidder whether Firm/Society/Company/other entity	
7. Name & Address of banker of the bidder	
8. Trade License No. of the bidder with validity	
9. Pan Card No.	
10. FSSAI Registration No. with date of validity	
11. GST Registration No.(Regular)	
12. Professional Tax Registration Certificate of Trade or License in similar trade.	
13.1 (one) year of experience in satisfactorily running or serving canteen/catering/food supply experience in a Government/Government undertaking /Private /Public Organizations /institution of repute (Preferably in running canteens for Doctors, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution of repute)	Yes No
14. Black Listed by any Government Authority /Govt. undertaking at any time, if yes, provide details	Yes No
15. Has the firm or principal has any case pending in any court or any vigilance matter	Yes No
16. Any litigation against the Firm Or its proprietors or its principals? If yes, provide details	Yes No
17. Any other relevant information	
18. Income Tax returns for the last 3 financial year i.e. 2019-20, 2020-21, 2021-22	
19. GST Returns of the Last Quarter	

I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled. I have read the General & Special Terms & Condition, including the penal provision, as given in the Quotation documents as per Quotation notice quoted above. I have accepted them and agree to abide them. I have also read the memorandum of agreement and do agree to abide by it if declared successful in my bid.

Certified that the above information is 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 latter on, I the under signatory will be personally responsible for the same.

Date:

**Full Signature of the Firm / Vendor
(Authorized person) with Seal**

