



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/1934/2022

Date: 30/12/2022

Expression of Interest for Canteen Services

Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar invites Bids through EOI 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 EOI, interested intending Bidders may please visit and download the EOI 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 EOI:

| Sl. No. | Particulars | Date & Time |
|---------|--|--------------------|
| 1. | Date of publishing of EOI | 30.12.2022 |
| 2. | EOI Document download start date | 31.12.2022 |
| 3. | Bid submission start date | 31.12.2022 |
| 4. | Bid Submission end date | 17.01.2023 at 5pm |
| 5. | Date of opening of EOI (Technical & Financial Proposal) in presence of the interested bidders / authorized representatives | 18.01.2023 at 11am |

3. SUBMISSION OF BIDDER:

The EOI is to be submitted in two bid system. Envelope -1 + Envelope -2= Envelope -3 (Superscripted Memo no., Date and subject of the EOI.) and submitted in the Drop Box kept in the Office of the Principal. M.J.N. Medical College & Hospital, Cooch Behar within 17.01.2023 at 5pm.

4. TECHNICAL PROPOSAL (ENVELOPE-1):

| | |
|---|--|
| A | EMD: Rs. 10,000/- (Ten Thousand) only as Earnest Money for the whole EOI or EMD Exemption NSIC Certificate / SSI (MSME) Acknowledgement must be submitted. Deposition of earnest Money: By any Demand Draft in favour of "Maharaja Jitendra Narayan Medical College & Hospital" 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-I |

OTHER - STATUTORY CONTAINS THE FOLLOWING DOCUMENTS

(Enclose certified Photocopies)

| SL | Category | Category Description |
|----|-----------------|--|
| A | Certificates | PANCARD of the Bidder / Authorize Signatory (Digital Signatory Holder) FSSAI LICENSE / Food Safety License from competent authority |
| B | Company Details | Trade License (Up to date) GST Registration Certificate Professional Tax Registration Certificate of 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 2019-20, 2020-21, 2021-22 |
| | | 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-II.

SELECTION CRITERIA

TECHNICAL: As mentioned above.

FINANCIAL: The technically qualified vendor / agency who will bid the lowest rate as specified in the Annexure-II (from Sl. No.- 01 to 100 in total) will be selected i.e. L1 bidder will be selected as a whole for all items (on the base of rate fixed by the authority).

110. 

TERMS & CONDITION OF EOI:-

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) must have FSSAI LICENSE and/or Food Safety License from competent authority.

EMD: Rs. 10,000/- (Ten Thousand) only as Earnest Money for the whole EOI. EMD will be Exempted for those who will have NSIC Certificate or SSI [MSME] Certificate, copy must be submitted. Deposition of earnest Money: By Demand Draft in favour of "Maharaja Jitendra Narayan Medical College & Hospital" or through online transfer in A/C No. - 919010029879092, IFSC Code- UTIB0000396, Axis Bank -Cooch Behar Branch.

- 3) The unsuccessful Bidder/Tenderer (s) will receive their earnest money back on receipt of written request. For successful bidder earnest money will be refunded after the deposit of full amount of security Money.
- 4) The Earnest money will be forfeited if the bidder/tenderer (s) withdraw (s) the tender after opening of bids.
- 5) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
- 6) The selected bidder will have to pay

- a) Electricity bill based on sub-meter,
- b) Rent as decided by the competent Government Authority from time to time
- c) User charges (Water & other charges 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 "Maharaja Jitendra Narayan Medical College & Hospital" or through online transfer in A/C No. - 919010029879092, IFSC Code- UTIB0000396, Axis Bank -Cooch Behar Branch.

- 7) Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.
- 8) Validity of the EOI will be initially for 1 (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 1 (one) year can be extended for a further period of 2 (two) year at the discretion of the college authority, but not more than three years with the existing terms and conditions.
- 9) The Tender is valid only for the above mentioned one Canteen under the control of Principal, MJN Medical College & Hospital, Cooch Behar.
- 10) 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.
- 11) 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.
- 12) All terms and conditions as mentioned above will have to be accepted by the Bidder/Tenderer(s).



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

14) Any subsequent notice regarding the said EOI shall be uploaded in the above three websites only.

15) The authority deserve 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, misbehavior of supplier etc., the contract will be terminated.
- 7) Contract is liable to be terminated, if food and cooking quality is found unsatisfactory based on feedback from faculties, doctors, staffs and students.
- 8) For sale food items, Digital Meter is necessary for Money Receipt.
- 9) 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:

- a. Rent for Government premises, to be paid monthly as per Government norms.
 - b. Canteen owner should pay electric bill on monthly basis.
 - c. User charges (Water & other charges etc.) as quoted in the bid – on monthly basis.
2. Canteen owner should take care of day-to-day maintenances activity including cleaning of total canteen area, wash basins and toilet.
3. Proper hygiene to be maintained during washing, food preparation and serving of food in the following ways-
- a) Proper hand washing
 - b) Proper use of gown and gloves.
 - c) Proper use of clean utensils.
 - d) Cooked food should be kept in covered container.
4. Food items should be freshly prepared in Breakfast, Lunch and Dinner.
5. Time Slot:
- | | |
|----------------|----------------|
| A) Breakfast : | 07 AM - 11 AM |
| B) Lunch : | 12 Noon- 03 PM |
| C) Dinner : | 08 PM- 11 PM |



Principal

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

M.J.N. Medical College & Hospital
Cooch Behar- 736101 (W.B.)

Memo No: MJNMC/Prin/1934/2022

Date: 30/12/2022

Copy to forward for Information & Necessary action please-

1. The DME ,Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata- 91
2. The District Magistrate, Cooch Behar
3. The MSVP, MJNMCH, Cooch Behar
4. The CMOH, Cooch Behar.
5. The Chairman, Cooch Behar Municipality, Cooch Behar
6. The SDO, Cooch Behar Sadar
7. The Accounts Officer, MJNMCH, Cooch Behar
8. IT Cell, Department of H & F.W. Swasthya Bhawan- **with a request to upload this notice in the Health Departmental website.**
9. The DIO, NIC, Cooch Behar - **with a request to upload this notice in the District website.**
10. The IT Cell, MJNMCH - **with a request to upload this notice in the college website.**
11. Office copy.



Principal

M.J.N. Medical College & Hospital

Cooch Behar

M.J.N. Medical College & Hospital
Cooch Behar- 736101 (W.B.)

Annexure-I

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: EOI Notice No.

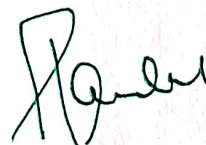
Having examined the Pre-qualification & other documents published in the EOI, I/we hereby submit all the necessary information and relevant documents for evaluation.

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 enclosed.
2. We accept the terms and conditions as laid down in the EOI mentioned above and declare that we shall abide by it throughout the contract / agreement period.
3. We are offering the rate as per Annexure-II for the CANTEEN SERVICES and assured supply of all the mentioned items.
4. In the event of being selected, I will make the supply within the stipulated period.
5. We understand that:
 - a) EOI Selection Committee can amend the scope value of the contact bid under this project.
 - b) EOI Selection Committee deserves 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. / Food Safety License No. with date of validity | |
| 11. GST Registration No. | |
| 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 proprietor has any case pending in any court or any vigilance matter | Yes No |
| 16. Any litigation against the Firm Or its proprietors? 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 and accepted the General & Special Terms & Condition, including the penal provision, as given in the EOI document as per EOI notice quoted above.

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 any information found incorrect later on, I, the under signatory, will be personally responsible for the same.

Date:

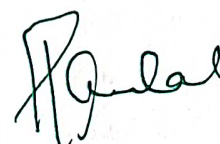
**Full Signature of the Firm/ Vendor
(Authorized person) with Seal**



Annexure-II

Item chart

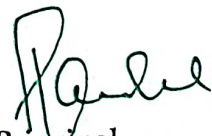
| SL No | Item Name | Quantity | Rate |
|-------|---------------------------------------|---------------------------------|-------|
| 1. | Black Tea | 60 ml | 5.00 |
| 2. | Milk Tea | 60 ml | 5.00 |
| 3. | Black Tea | 90 ml | 10.00 |
| 4. | Milk Tea | 90 ml | 10.00 |
| 5. | Coffee | 100 ml | 15.00 |
| 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) | 200 gram | 20.00 |
| 15. | Extra Cooked Rice (Katari) | Per plate | 5.00 |
| 16. | Cooked Rice (Fine quality Basmati) | 200 gram | 25.00 |
| 17. | Cooked Rice (Fine quality Basmati) | Per plate | 7.00 |
| 18. | Masur Daal | 1 bowl | 10.00 |
| 19. | Veg Daal | 1 bowl | 12.00 |
| 20. | Mixed vegetable curry | 1 plate | 10.00 |
| 21. | Seasonal vegetable curry | 1 plate | 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 (Broiler), Chutney, Chips) | Fried rice: 200 gram Chicken: 4 piece (100 gram) | 110.00 |
| 51. | Combo Meal (Pulao, Chicken Kosa / Chili Chicken (Broiler), Chutney, Chips) | Pulao: 200 gram Chicken: 4 piece (100 gram) | 110.00 |
| 52. | Combo Meal (Fried Rice, Mutton Curry, Chutney, Chips) | Fried Rice: 200 gram Mutton: 3 piece (100 gram) | 140.00 |
| 53. | Combo Meal (Pulao, Mutton Curry, Chutney, Chips) | Pulao: 200 gram Mutton: 3 piece (100 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 | 10.00 |
| 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

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