



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



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Memo No. MJNMC/Prin/ 384 /2022


Date: 03/03/2022

NOTICE INVITING E-TENDER

The Principal of Maharaja Jitendra Narayan Medical College and Hospital (MJNMCH) invites e-tenders from eligible and qualified bidders for Canteen Services in Girls' Hostel, MJNMCH, Cooch Behar for 2 (Two) years, renewable at the end of each financial year on satisfactory performance by the bidder. The contract period shall commence from the date of execution of agreement with the undersigned.

Date and Time Schedule of Tender:

Sl. No.	Particulars	Date & Time (on working days only excluding Sundays and Holidays)
1	Date of publishing N.I.T. & other Documents online	03/03/2022, 11:00 am
2	Online documents download start date	03/03/2022, 11:00 am
3	Online documents download end date	21/03/2022, 6:00 pm
4	Online Bid submission start date	03/03/2022, 11:00 am
5	Pre-bid meeting to be held at Office of The Principal, MJNMCH	15/03/2022, 2:30 pm
6	Dates for submission of Earnest Money Deposit online	03/03/2022, 11:00 am
7	Online Bid Submission closing date	21/03/2022, 6:00 pm
8	Online Bid opening date for Technical Proposals	24/03/2022, 11:00 am
9	Date of online uploading list for Technically Qualified Bidders	To be notified later
10	Date of online opening of Financial Proposal	To be notified later


Principal
MJN Medical College and Hospital
Cooch Behar

Memo No. MJNMC/Prin/ 384 /2022

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Copy to forwarded for Information & Necessary action please-

1. The Director of Medical Education ,West Bengal, Dpt HFW, Swasthya Bhawan, Salt Lake City, kol 91.
2. The District Magistrate, Cooch Behar
4. The MSVP, MJNMCH, Cooch Behar
5. The CMOH, Cooch Behar.
5. The Sub Divisional Officer, Cooch Behar
6. The Chairman, Cooch Behar Municipality, Cooch Behar
7. The Accounts Officer, MJNMCH
8. IT Cell, Department of Health & 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. Office copy.


Principal
MJN Medical College and Hospital
Cooch Behar

(Through Pre Qualification)
(Submission of Bid through NIC e -Tender Portal)

Principal, MJN Medical College and Hospital, Coochbehar, West Bengal, 736101, invites Bids through E-Tender in Two Bids System (Technical & Financial Bid) for “**Running of Canteen at Girls’ Hostel Building, MJN Medical College and Hospital, Coochbehar, West Bengal, 736101,**” FOR THE YEAR 2022-2024, Under the control of THE PRINCIPAL, MJN Medical College and Hospital, Coochbehar, West Bengal, 736101.

For Details and Downloading the tender documents, parties or agencies interested in participation in E-Tender process may please visit website: <https://wbtenders.gov.in> (organization- Health & Family Welfare Department). For any further assistance, please visit office of the Principal, MJN Medical College and Hospital, Coochbehar, West Bengal, 736101.

1. General Instructions:-

In the event of E- filling, intending Bidder may download the Tender Documents free of Cost from the website: <https://wbtenders.gov.in> with the help of Digital Signature Certificate & necessary Earnest Money to be submitted for participation in the tender through online mode [as per guideline laid down in the Finance Department, Govt. of West Bengal memorandum No 3975F(Y), Date-28.07.2017] issued from any nationalized bank in the form of **ONLINE PAYMENT/NEFT** and also to be documented during and through e-filling.

2. Submission of Bids:-

Both Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed by the company personnel only (**having Authorization from the company**) in the website: <https://wbtenders.gov.in>. All papers must be submitted in English Language with Page Marking.

3. Time & Schedules for the E- Tender:-

The time and schedule for obtaining the Bid Documents, Pre Bid Meetings, Registration with the tendering Authorities, The submission of bids and other documents etc. will be as per the list provided in clause, as given below.

4. Eligibility for Quoting:-

The invitation for bid is open to all person/company/agency residing in west Bengal only for providing the above service having the requisite certificates and credentials as enlisted below.



SUBMISSION OF TENDERS:

The tender is to be submitted in two bid system. BID A and BID B

'BID A': Technical Documents

Statutory Cover, containing the following documents: **(SINGLE FILE, MULTIPLE PAGES SCANNED)**

A.	<p>1. Earnest Money Deposit: The Tenderers are instructed to deposit Rs. 15,000/- (Fifteen Thousand only) as earnest Money for the whole Tender. In case of exemption from EMD deposit the Tenderers are instructed to submit the EMD exemption NSIC Certificate / SSI (MSME) Acknowledgement mandatorily.</p> <p>2. Process of deposition of Earnest Money: EMD should be deposited through Net Banking in case of payment through ICICI bank payment gateway in any of the banks listed in the ICICI Bank Gateway. Alternatively RTGS/NEFT can be done in case of offline payment through bank account of any bank.</p> <p>Earnest Money deposit receipt or exemption document should be submitted.</p>
B.	Checklist to be submitted in the prescribed format.
C.	Application should be submitted in the prescribed format given in Annexure

OTHER –STATUTORY CONTAINING THE FOLLOWING DOCUMENTS:-

a) Company Specific Technical Documents:- (SINGLE FILE MULTIPLE PAGE SCANNED)

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1. Certificates	PAN card of the Bidder/Authorized Signatory (Digital Signatory Holder).
Food Safety License from Dept. Of Health & Family Welfare			
GST Registration certificate.			
B.	COMPANY DETAILS	B1.COMPANY DETAILS 1	Trade License. Food License from competent authority. GST Registration no. as applicable.
C.	CREDENTIAL	C1: CREDENTIAL 1	Mandatory experience in supply of food & Tiffin, at least 1 (One) year. Must have been any supplied order in any institute having total value of Rs. 1, 00,000/- (Rupees One Lakh only) in a year. Satisfactory remark must be there in the payment certificate given in past work orders.
D.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	Income tax Returns submitted for the financial year 2018-2019, 2019-2020 & 2020-2021
PAYMENT CERTIFICATE 2		GST Returns (last quarter) for the year 2020-2021 WITH PAYMENT DOCUMENTS	

b) "BID B": Financial Cover:- BOQ

1. Financial bid is allowable only if the bidder is technically eligible.
2. The folder as "Financial Bid" shall contain percentage of less quoted by bidder against Base rate per Accounting Unit inclusive of GST /tax as fixed by authority.
3. The bidder will quote the less in percentage both in numerical and words.
4. The base rate fixed by tender inviting authority is binding and non-negotiable. Less can be quoted in fraction also. The final rate of each unit will be fixed after consideration of percentage of less, quoted by the bidder, to the rate after the bidder secures the award.

Weekly Meal Plan	
Non-Veg 1 serving	Veg item 1 serving (standard portion)
Chicken (100g) 3 Meals per week	Paneer 3 Meals per week
Fish (75g) 5 Meals per week	Rajma 3 Meals per week
Egg (1pc) 6 Meals per week	Chana 3 Meals per week
	Special Sabji 5 Meals per week
Common Items (Every Meal)	
Rice / Roti (night only) as required	
Dal as required	
Curry (Sabji) as required	
Fry (Bhaja) as required	

**** Base Rate: Rs. 45/- per meal**

5. The contract will be awarded to the bidder who will quote the highest percentage of less against the base rate provided by the tender inviting authority for canteen.
6. During computing rate, any fraction of 0.5 or less will be rounded to previous round figure and any fraction of 0.51 or above will be rounded to next round figure.
7. In case of any bidder securing contract by quoting a bid of 20% or more should have to submit an additional security deposit of Rs. 75,000.00 only (Seventy Five Thousand Rupees only) apart from normal security deposit as stated below, to the tender inviting authority which will be forfeited in case his service is found unsatisfactory or unacceptable.
8. The less quoted by the bidder is applicable to all accounting units of that specific canteen, separate less for separate unit is not be acceptable.

TERMS AND CONDITIONS OF THE TENDER:

1) Minimum Eligibility Criteria:

- a. Only those firms/ agencies (having Trade License such type of Business) & who have experience in such type of job of at least 1 (one) year and have satisfactory supply of order in Government Institute having a value of Rs.1, 00, 000/- (Rupees One Lakh only), will be eligible. Agencies/ Supplier must have Food Safety License from Department of Health.
- 2) Bidder will be required to deposit Rs. 15,000/- (Rupees Fifteen thousand) only as EMD (Earnest Money Deposit) as stated above.
 - a. The successful tenderer(s) will have to Deposit Security Money Rs. 1,00,000/- (rupees one lakh only) in the form of Pay Order/ Bank Draft in favour of "MJN Medical College", payable at Coochbehar. The Earnest money will be forfeited if the tenderer(s) fail to deposit the Security Money Deposit within 7 (Seven) days of acceptance of the Offer Letter.
 - b. The unsuccessful Tenderer(s) will receive their earnest money back within 15 (Fifteen) working days. The earnest money will be refunded after the deposit of full amount of security Money of successful Tenderer(s).
 - c. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
 - d. EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.
- 3) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
- 4) Less to be quoted against all item in PERCENTAGE TYPE as mentioned in Financial bid (BOQ) form.
- 5) The Maintenance and general cleaning of the canteen and its premises is the sole responsibility of the agency concerned, and the college authority will review and monitor the cleanliness on regular basis.
- 6) However, if the maintenance of cleanliness is found to be unsatisfactory, the cost for maintenance of canteen premises @ Rs. 5, 000/- (Five Thousand only) only per month will be imposed for individual canteen to the agency. The sum is to be deposited to the "MJN Medical College". Bank & Branch name, Account number and IFSC will be available from the office of the Principal, MJN Medical College.
- 7) The selected bidder will also have to pay the rent of the canteen (As estimated and Calculated by Land Acquisition Department, Coochbehar) and will have to pay electricity bill based of sub-meter. Both the above stated charges will have to be paid by the selected bidders within 5th day of every month in cheque or Bank transfer (NEFT/ RTGS) to the account of "MJN Medical College". Bank & Branch name, Account number and IFSC will be available from the office of the Principal, MJN Medical College.
- 8) Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
- 9) Validity of Tender will normally be 2 (Two) year from the date of acceptance of tender.
- 10) The Tender is valid only for the mentioned canteen under the control of Principal, MJN Medical College & Hospital.
- 11) Financial contract (MOU) will, however be made following the exiting purchase policy of the Govt. of West Bengal and its amendment (S) made from time to time. The Purchase Policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporate under Notification No. 10500-F dated 19.11.04 should be observed in considering the tenders & 5400-F dated 25.06.2012.
- 12) The Earnest Money may be kept in custody of the authority as a part of Security Deposit of the successful bidder(S) and will be released after expiry of the tender period if bidder expresses in written.
- 13) Earnest Money will be refunded to the unsuccessful bidder through online mode or in written request on production photocopy of demand draft. No interest will be payable on the EMD.
- 14) In case it is found that two or more bidders have quoted same percentage, the bidder will be selected as L1 by draw of lottery.
- 15) 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.
- 16) All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
- 17) Timelines for downloading and submission of E- Tender along with other datelines has been noted below.
- 18) E-Tender should be addressed to the Principal, MJN Medical College & Hospital, bidders may download tender enquiry documents from the website www.mjnmch.ac.in / www.coochbehar.nic.in / www.wbhealth.gov.in.
- 19) Any subsequent notice regarding this tender shall be uploaded in above website only.
- 20) Financial Bids are attached herewith (BOQ).
- 21) 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.

ADDITIONAL TERMS AND CONDITIONS FOR CANTEEN SERVICE ON CONTRACT

1. The Canteen at Girls' Hostel Building, MJN Medical College and Hospital, Coochbehar, 736101, shall be meant for serving meals, as settled between the contractor and the College authority.
2. The canteen will run on all days including Sundays & Holidays and shall remain open during – 10 am to 10 pm as decided by the authority.
3. 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.
4. Furniture (Dining Tables & Chairs) will be provided by the authority. All utensils to be used in Kitchen & Canteen shall be provided by the agency.
5. Only mustard oil/ soya bean oil/ rice bran oil/ sun flower oil is permitted for cooking
6. The canteen managing committee will pay regular visit to the canteen to supervise and check the quality & quantity of the food items served in the canteen.
7. The personnel appointed 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
8. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh.
9. 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 its name.
10. 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. 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 in addition to Rs. 5000/- as mentioned above.
12. 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.
13. The contractor shall not be entitled to use the accommodation allotted by the authority for any other purpose or business other than canteen.
14. 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.
15. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable disease and anybody found suffering from such has to be kept out of engagement till he / she fully recovers.
16. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time with appropriate photo ID and address proof.
17. 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.
18. 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 Labor 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.
19. 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 Hostel and will be responsible for any act of omission & commission of such persons.

20. 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 Labor Act, and any other documents in support of carrying out the activities under reference from Competent Authority.
21. Raw materials, cooking medium, fruits, biscuits, and other eatables should be as desired.
22. The Girls' Hostel canteen is a "NO SMOKING ZONE", hence sale and use of tobacco products is strictly prohibited.
23. This canteen should abide by the rules and regulation of Fire Safety norms.
24. Cooked items, transport i.e. serving the cooked food must be hygienic. Maintaining proper cleanliness of the Utensils, it should get top priority. At the time of serving the food, one should use hand gloves and apron. Propel service should be maintained by the Canteen Vender to the Customer.
25. 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).
26. The qualified vendors should maintain cleanliness and beautification of the specified canteen observation area.
27. No sound system will be allowed inside the canteen.
28. Proper display of rate chart (food) should mandatory at reception or cash counter area.
29. The rate of meals of canteen must be equal in all respect unless requested
30. Sell or supply of any kind of narcotic or intoxicating substances in the canteen will be punishable as per rule.
31. The Food handlers are liable to periodic health examination from the side of the competent Authority.
32. The requisite immunization to the food handlers must be done on the expense of the bidder.
33. The rate chart in details to be displayed by the bidder
34. In no circumstances, the canteen operator can deny service to any person based on social, racial or religious discrimination
35. No meeting / demonstration are allowed in canteen.
36. The canteen operator is solely liable for any kind of irregularity of the persons employed by him; the college authority will not be responsible in any means.
37. The selected agency/contractor can prepare and sell any other special food item as per request of students in a reasonable price which will corroborate as per with that of general market price.
38. 150 gm of cooked good quality rice or four roti / chapatti (good quality Atta) of standard size is the minimal amount to be supplied with each standard meal. Extra servings are not payable.
39. The utensils & other furniture should be good condition.
40. The Food should be hygienic & fresh as per specification.
41. Timely supply of cooked food to be ensured.
42. Agency cannot choose to supply the order or quantity.
43. Exact rates of meals i.e lunch and dinner should be mentioned including all charges.
44. In case of refusal of supply, poor quality of food, misbehavior of supplier, etc. the contract will be cancelled for further supply.
45. Reciprocal deduction to the security deposit amount will be done if damage to property is found to be done by the contractor or any of his/her employees.
46. In Girls' Hostel canteen all working staffs must be **Male**. Females (Relatives / Friends of students or canteen staffs) are allowed up to 5pm.
47. The drinking water to be supplied with meals should be RO filtered or Packaged drinking water (20 ltrs jar).
48. On a monthly basis all students have to pay for at least 40 meals except during vacation officially declared by College Authority. No meals are chargeable only if cancelled at least 24 hrs prior.



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
MJN Medical College & Hospital
Coochbehar, PIN-736101

Sub:- E-Tender for "Running of Canteen at Girls' Hostel Building, MJN Medical College and Hospital, Coochbehar, 736101" FOR THE YEAR 2021-24, Under the control of THE PRINCIPAL, MJN MEDICAL COLLEGE & HOSPITAL.

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.....duty 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 for thought the tender period.

3. We are offering rate for the following item/items with manufacturing capacity and assured supply to the Principal, MJN Medical College & Hospital, Coochbehar.

4. In the event of being selected, I 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.

Date:

Signature of applicant

(Including title and Capacity in which application in made)

Contact No :-

Tele:

Mobile :-

E mail :-



Office Seal:-

CHECK LIST (All points are to be filled up no places are to be kept vacant. For statutory clearances/registration not applicable mention NOT APPLICABLE instead of keeping blank.)

1.Name of the work	Running of Canteen at Girls' Hostel Building, MJN Medical College and Hospital, Coochbehar,736101.
2.E-Tender Notice No	No. – Dated:-
3. On line document download ended	
4..Name of the institution tendered for	
5. DD No .for Earnest Money with Date and Drawn at.	
6. Are you exempted from EMD(Y/N) (if yes name of the supporting documents) -	
7. Name of the bidder in block letter	
8. Full address	
E. Mail:	
Telephone No/ Mobile No:	
Fax:-	
Local address, if any	
9. Legal entity of the bidder(whether Firm/Society/Company/other entity)	
10 Registration No. and name of the Authority with whom registered.	
11. License No.....	
12. Name & address of the banker of the bidders.	
13. a) PAN No. / TAN No.	
14. GST Registration No	



15. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	Yes	No
16. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If	Yes	No
17. Any litigation against the	Yes	No
18. Whether there is any proprietor or chairpersons of the firm? If yes, provide details		
19. Any other relevant information require to be furnished		
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 & Conditions, including the penal provision, as given in the tender documents as per tender 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 later on, I the under signatory will be personally responsible for the same.

Date:

Full Signature of the bidder/ Authorized person & Seal

