

পশ্চিমবঙ্গ সরকার
স্বাস্থ্য ও পরিবার কল্যাণ দপ্তর

অধ্যক্ষেরকরণ

ডায়মন্ড হারবার গভর্নমেন্ট মেডিক্যাল কলেজ ও হাসপাতাল
হরিণডাঙ্গা, নিউ টাউন, ডায়মন্ড হারবার
দক্ষিণ ২৪ পরগণা, পশ্চিমবঙ্গ- ৭৪৩৩৩১
দূরভাষ- (০৩১৭৪)-২৫৫-৬৩৩
ইমেল- diaharmc@gmail.com



Government of West Bengal
Department of Health & Family Welfare

Office of the Principal

Diamond Harbour Govt. Medical College & Hospital
Harindanga, New Town, Diamond Harbour
South 24 Parganas, West Bengal- 743331
Telephone: (03174)-255-633
Email: diaharmc@gmail.com

Memo No.: DHGMC/2025/E-tender-Canteen/2228

Date: 18/08/2025

Notice inviting e-tender (1st Call, NIT No. 01 of 2025-26) for “Providing Canteen Service” at Academic Building of Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour.

Principal, Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour invites Bid through E-tender in Two Bid System (Technical & Financial bid) from the bonafide agencies for “Providing Canteen service” at Academic Building of the Diamond Harbour Govt. Medical College & Hospital for 3 (three) years on satisfactory performance of the bidder. The 3 (three) years contract period shall commence from the date of notification of the award of contract for this tender. Bid Document can be downloaded from www.wbtenders.gov.in, www.wbhealth.gov.in & www.dhgmcc.edu.in Necessary **Earnest Money** is to be submitted for participation in the tender through the process as may be followed as per memorandum of the finance department audit branch bearing memo no. 3975-F(Y), dated 28-07-2016:-

NAME OF WORK	EARNEST MONEY (EMD)	VALIDITY OF THE TENDER
“Providing Canteen Service” at Academic Building of Diamond Harbour Govt. Medical College & Hospital	Rs. 1,00,000/- (Rupees One Lakh Only)	120 DAYS

BID UPLOADING	LAST DATE OF SUBMISSION	TECHNICAL BID OPENING DATE	FINANCIAL BID OPENING DATE
19.08.2025	06.09.2025	09.09.2025	TO BE NOTIFIED LATER

১৮/৮/২০২৫

Principal
Diamond Harbour Govt. Medical College & Hospital
Diamond Harbour, South 24 Parganas

TABLE OF CONTENTS

SECTION DESCRIPTION

SECTION 1- LIST OF IMPORTANT DATES, NOTICE INVITING E-TENDER (NIT)

SECTION 2- INSTRUCTION TO BIDDERS (ITB)

SECTION 3- TERMS AND CONDITIONS OF THE CONTRACT

SECTION 4- DIFFERENT FORMS INCLUDING FORM OF BID

SECTION 1

LIST OF IMPORTANT DATES OF BIDS

- 1) Name of work: "Providing Canteen Service" at Academic Building of Diamond Harbour Govt. Medical College & Hospital.
- 2) Time of completion: Within 15 days from the date of issue of work order.
- 3) Date of issue of Notice Inviting tenders : 19.08.2025
- 4) The total Bid Document can be downloaded from the e-procurement portal www.wbtenders.gov.in from 19.08.2025, after publication.
- 5) Time and date of pre-bid meeting/enquiry: 25.08.2025 at 12.00 Noon.
- 6) Contact details: Academic building, O/o Principal, Diamond Harbour Govt. Medical College, New Town, Diamond Harbour, 24 PGS (s), 743331
- 7) Bid uploading start date: 19.08.2025
- 8) Last date of submission of Bid(s): 06.09.2025
- 9) Time and date for opening Technical Bid/Bids: 09.09.2025 at 12.00 Noon., at Academic building, Diamond Harbour Govt. Medical College, New Town, Diamond Harbour, 24 PGS (s), 743331
- 10) Time , date and place of opening Financial bids: To be notified later.
- 11) Validity of the bid: 120 days

NOTICE INVITING E-TENDER

Sealed e-tenders are invited on behalf of department of Health & Family Welfare, Govt. Of West Bengal For the following work:

1	Name of work	"Providing Canteen Service" at Academic Building of Diamond Harbour Govt. Medical College & Hospital
2	Location to supply	Academic Building of Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour
3	Time of work	Within 15 working days
4	Contract validity	3 (three) Years The Institution reserves the right to terminate the contract by giving one month notice at any time at any stage for non-compliance of the general terms and conditions.
5	Earnest Money	Rs. 1,00,000/- Earnest Money may be submitted either by Net banking (any listed bank) through ICICI Bank Payment Gateway. Exemption is allowed (proof of exemption to be uploaded) The scanned copy of the earnest money details must be uploaded at the time of submission of bid through e-tender. Corresponding bid stands cancelled if the EMD is not provided except exemption cases. If applicable bidders should upload proof of document for claiming EMD exemption.
6	Availability of Bid documents	Bid documents will be available w.e.f. 19.08.2025 from the e-procurement portal www.wbtenders.gov.in after floating the tender.
7	Site visit	Bidders are advised to visit the site before submission of bid
8	Validity of the Bid	120 (One Hundred Twenty) days from the date of submission of e-tender.
9	Date of publishing NIT & Other documents	19.08.2025 at 10.00 a.m.
10	Online document downloads start date	19.08.2025 at 10.00 a.m.
11	Online document downloads end date	06.09.2025 at 05:00 p.m.
12	Online bid submission start date	19.08.2025 at 10.00 a.m.
13	Pre bid meeting to be held at O/o Principal Academic Building 1 st floor College council Room	25.08.2025 at 12:00 Noon
14	Dates for Submission of EMD	19.08.2025 to 06.09.2025
15	Online bid submission closing date	06.09.2025 at 05:00 p.m.
16	Online Bid opening date for Technical proposals	09.09.2025 at 12:00 Noon
17	Date of online uploading list for Technically Qualified Bidders	To be notified later
18	Date of Online Financial Proposal	To be notified later

NOTE: Other details can be seen in the bidding document. This office reserves to itself the right to reject any or all the tenders received without assigning any reason thereof.

SECTION 2

INSTRUCTION TO BIDDERS

- 1) **GENERAL INSTRUCTION:-** The present tender is being invited for providing Canteen Service at Academic Building of DHGMCH. Bidders may quote their rate in the financial bid. The rate is to be examined among all participated, technically qualified reputed food suppliers for finding lowest quoted bidder (L1).
- 2) **ELIGIBLE BIDDERS:-** Reputed Food Suppliers who have experiences for providing canteen services at least three years. The bidder should have the experience of completion of works in any of the Departments/Autonomous Institutions/Hospitals/Public sector Undertakings of the Government of India or Government of West Bengal or any other State Government or Local Bodies/Municipalities/Private Sector.
- 3) **QUALIFICATION OF THE BIDDERS:-** Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the e-Tender. **No copy paste signature will be considered as original signature, i.e., original signature with seal is mandatory.**
- 4) **COST OF BID:-** Bidder shall bear all costs associated with the preparation and submission of his bid and this office will in no case shall be responsible or liable for those costs, regardless of the conductor out of the tender process.
- 5) **VISIT TO DEPARTMENT:-** The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor (supplier) has undertaken a visit to this office and is aware of the operational conditions prior to the submission of the tender documents.
- 6) **TENDER DOCUMENTS:-**
Contents of Documents:- The Tender Invitation Document has been prepared for the purpose of inviting tender for providing canteen services at the Academic Building of DHGMCH. The Tender document Comprises of:
 - a) Notice of Invitation of e-Tender.
 - b) Terms and Conditions.
 - c) Form of Bid (**Annexure I**)
 - d) Scope of Work (**Annexure II**)
 - e) Check list for Technical Evaluation (**Annexure III**)
 - f) Undertaking (**Annexure IV**)
 - g) Form of Agreement (**Annexure V**)
 - h) Price Bid (**Annexure VI**)

The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of their bid.

The bidder shall not make any condition or cause to be made any alteration, ensure or obliteration to the text of the Tender Document.

CLARIFICATION OF TENDER DOCUMENT:-

The bidder shall check the pages of all documents against page number given in the index and in the event of discovery of any discrepancy or missing pages, the bidder shall inform this office.

In case the bidder has any doubt about the meaning of anything contained in the document, he shall seek clarification from this office before submitting his bid at the pre-bid meeting. All communications between the bidder and this Institution shall be carried out through e-mail or other means.

Except for any such written clarification by this office, which is expressly stated to be an addendum to the tender document issued by this office, no written or oral communication, presentation or explanation by any other employee of this office shall be taken to bind or fetter this office under the contract.

PREPARATION OF BIDS:-

Language:-

Bids and all accompanying document shall be in English only. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

Documents Comprising the Bid:-

Tender document issued for the purposes of tender as described in Clause 7 and any amendments issued shall be deemed as incorporated in the Bid.

The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his bid through online e-tender portal.

One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of ₹ 1,00,000/- by net banking (any listed bank) through ICICI Bank Payment Gateway and security deposit (SD) ₹ 4,00,000/- have to be deposited after selecting L1. The scanned copy of earnest money details must be uploaded at the time of submission of bid through e-tender. Exemption of earnest money is allowed as per existing rule of Govt. (Colour scanned copy of Original documents of exemption certificate to be uploaded).

Bid Prices:-

Bidder shall quote their rate in Indian Rupees for the entire contract on an 'single responsibility' basis such that the Tender price covers bidders all obligations mentioned in or to be reasonably inferred from the tender document in respect of the "Providing Canteen Service" at Academic Building of Diamond Harbour Govt. Medical College & Hospital". This includes all the liabilities of the contractor (supplier) such as cost of supply mobilisation, all kinds of taxes etc. which should be clearly stated by the contractor (supplier)/Agency.

The rates and prices quoted by the bidder shall be including GST & other taxes. The rates quoted shall be responsive and the same should be inclusive all statutory obligations. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

Conditional bids/offers will be summarily rejected.

Form of Bid:-

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the bidder. If the Bidder comprises partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

Currencies of Bid and Payment:-

The bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

Contract Period :-

The contract may be valid initially for 3 (three) years from the notification of AOC.

The Institution reserves the right to terminate the contract by giving one month notice at any time at any stage for non-compliance of the general terms and conditions.

Security Deposit :

The reputed food supplier shall deposit Security Money (SD) Rs. 4,00,000/- by Net banking (any listed bank) through ICICI bank payment Gateway or through RTGS/NEFT in favour of the Accounts Officer, Diamond Harbour Govt. Medical College (e-treasury) with "Letter of Acceptance", within 7 (Seven) working days after issuance of the "Letter of Acceptance". No interest will be paid against the security deposit by the authority after completion of the work.

EMD money deposit:-

The reputed food supplier shall deposit EMD Money (SD) Rs. 1,00,000/- by Net banking (any listed bank) through ICICI bank payment Gateway or through RTGS/NEFT .

As per the 3975-F(Y) Dated 28th July 2016 payment may be done through any of the following

a) Payment by Net Banking (any listed Bank) through ICICI bank Payment Gateway:-

i) On selection of net banking as the payment mode, the bidder will be directed to ICICI bank payment gateway webpage (along with a string containing a Unique Id) where he will select the Bank through which he wants to do the transaction.

ii) The bidder will make the payment after entering his Unique Id and password of the bank to process the transaction.

iii) Bidder will receive a confirmation message regarding success/failure of the transaction.

iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account⁶ of the State Government/PSU/Autonomous body/Local Body/PRIs, etc maintained with the Focal; Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for Collection of EMD/Tender Fees.

v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT :

i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show² a pre-filled challan having the details to process RTGS/NEFT transaction.

ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.

iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

iv) If verification is successful, the fund will get credited to the respective pooling account⁶ of the State Government/PSU/Autonomous body/Local Body/PRIs, etc maintained with the Focal; Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for Collection of EMD/Tender Fees.

v) Hereafter, the bidder will use e-Procurement portal for submission of his bid.

vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

Any Tender not accompanied by EMD, or proof of exemption shall be rejected.

Bid Security along with EMD of the successful bidder shall be returned after successful completion of works and in due course of time.

EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

Bid security along with EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract.

PERFORMANCE SECURITY:-

The performance Security Deposit requirement, if applicable, aligns with FD memo No. 4608-F(Y) dated 18.07.2018

Format and Signing of Bid:-

The Bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the Bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

The bid shall contain no alterations, omissions or additions except these to comply with instruction issued by this office, or are necessary to correct errors made by the bidder, in which case such corrections shall be signed and dated by the person or persons signing the bid.

Two Bid System :

The Technical Bid and Financial bid will be separate in manner as per the guidelines of Rule 47 of West Bengal Financial Rules (WBFR).

7) SUBMISSION OF BIDS :-

The bidder shall upload all the documents for Technical Bid and Financial Bid separately in the e-tender portal.

The cover of Technical Bid should consist of the following documents:

- A. Bid Security (Earnest Money Deposit) for an amount of Rs. 1,00,000/- as instructed at earnest money provision of e-NIT and necessary proof should be uploaded.
- B. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, e-mail, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names, address and telephone numbers, e-mail of the Directors/Partners also.
- C. Self-attested copy of PAN Card under Income Tax Act and IT returns for Financial year 2022-23, 2023-24 and 2024-25.
- D. Self-attested copy of GST Registration certificate.
- E. Colour scanned copy of original Valid Trade License/Registration No. of the Agency/firm.
- F. Colour scan copy of original of 03 years work experience/credential as stated supported by documents from the concerned organizations and duly filled and signed Annexure.
- G. P.Tax proof certificate.
- H. Colour scan copy of original Food License/ FSSAI Registration Certificate.
- I. Name and address of the Banker and Account No. with IFSC.

Bidders undertaking:-

The bidder should provide an undertaking that the proprietor/promoter/director of the firm, its employee, partner or representative are not convicted by the court of law following prosecution for offence involving moral turpitude in relation to business dealings including malpractices such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion on habitual default in payment of tax levied by law etc. also, the firm does not employ a govt. Servant who has been dismissed or removed on account of corruption.

The bidder shall disclose all instances of its past performance during last 3 (Three) years, when any adverse action against it may have been taken by any Govt./PSU/ Local Body/Private sector etc.

Late and Delayed Tenders:-

Bids must be submitted through online not later than the date and time stipulated in the NIQ. This office may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of this Office shall be abided by the Bidder.

Any bid received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered.

8) Bid opening and Evaluation :-

The authorised representatives of this office will open the Prequalification/Technical Bids. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Conditional bids will also be summarily rejected.

Financial bids of only the technically qualified bidders will be opened. Right to accept any bid and to reject any or all Bids:-

This office is not bound to accept the lowest bid or any bid and may any time by notice in writing to the bidders terminate the tender process.

This office may terminate the contract if it is found that the contractor (supplier) is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings etc.

9) Award of Contract :-

This office will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms and conditions incorporated in the bidding

document. This Office will communicate the successful bidder by "Letter of Acceptance" towards submission of rest security deposit & asking for agreement.

The successful bidder will be required to execute an agreement in the form specified in Annexure V within a period of 07 (seven) working days from the date of issue of letter of offer. Failure of the successful bidder to comply with the requirements of above clause shall constitute sufficient grounds to impose penal provision except annulment of the award and forfeiture of Bid Security.

10) Resolution of Disputes : -

- i) If dispute or difference of any kind shall arise between the Authority and the contractor in connection with compliance of Terms and Conditions of the contract, the parties shall make every effort to resolve the same amicably by mutual consultations
- ii) If the parties fails to resolve the dispute by such mutual consultation within Twenty One days of its occurrence, then, either the Authority or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Authority and the contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Govt. Of West Bengal, appointed to be the arbitrator by the Principal Secretary to that Department. the award of the arbitrator shall be final and binding on the parties to the contract.
- iii) The venue of arbitration shall be the district from where the contract has been issued or Kolkata, as deemed appropriate by the arbitrator.

11) Applicable Law & Legal Suits :

- I) The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
- II) All disputes would be decided at Kolkata jurisdiction.

12) Termination Clause: On non-compliance of general terms and conditions the college authority may serve an one month notice to the contractor and terminate the contract.

SECTION 3

TERMS AND CONDITIONS OF THE CONTRACT

1. **The Service Provider have to pay Rs. 1,04,118.00 (Rupees One Lakh Four Thousand One Hundred Eighteen only) per month as canteen rent as fixed by the Land Acquisition Department, Govt. of West Bengal vide Memo No. LA/1390/79/FRC/DHR.2023-24 dated 30/07/2024. The canteen rent will have to be submitted to Govt. exchequer through TR-7 challan or through GRIPS within 7 days of the next month.**
2. Canteen will start at 8.00 AM and will close at 8.00 PM.
3. Sub-meter is to be installed in canteen for measurement of consumption of electricity and Electric-bill is to be paid by the agency on the basis of Meter-reading and as per existing rate. It will have to be submitted to Govt. exchequer through TR-7 challan or through GRIPS within 7 days of the next month.
4. Only those firms/ agencies (having Trade License in such type of Business) & who have experience in such type of job of at least 3 (three) years in serving food & Tiffin to minimum 200 persons per day and have satisfactory supply of order in Govt. / Govt. undertaking / Private sector will be eligible.

Bidders must have FSSAI / Food License from concerned authorities.


5. The Fuel to be used for cooking will only be LPG and shall be arranged by the contractor. The contractor should have valid commercial permission.
6. Bidder will be required to deposit Rs. 1,00,000/- (Rupees One Lakh only) as EMD (Earnest Money) by Net Banking (any listed bank) through ICICI Bank Payment Gateway.
 - a) The successful tenderer will have to deposit security Money Rs. 4,00,000/- (Rupees Four Lakh) by Net banking (any listed bank) through ICICI bank payment Gateway or through RTGS/NEFT in favour of the Accounts Officer , Diamond Harbour Govt. Medical College (e-treasury). 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 in time.
 - c) The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
7. Documents required for Technical Bids are mentioned in specimen form of Technical Bid.
8. The Fuel to be used for cooking will only be LPG and shall be arranged by the contractor. The contractor should have valid commercial gas connection. All utensils to be used in Kitchen & Canteen shall be provided by the agency. Only mustard oil / soya bean oil / rice bran oil / sun flower oil is permitted for cooking. The college authority/Food safety officers will pay regular visit to the canteen to supervise and check the quality & quantity of the food items served in the canteen. The quality of the raw material to be used for preparation of food in the staff canteen should be of highest standard and fresh. The contractor should keep the canteen complex clean. As per general waste management rules a proper waste management system should be strictly followed in the college premises. 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. For maintaining cleanliness and hygiene required items will not be provided by college authority. 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 caused to its workmen during discharging their duty. The contractor shall not be entitled to use the accommodation allotted by the authority for any other purpose of business other than canteen. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
9. Bidder will have to present original requisite documents in support of uploaded documents for verification, if asked for.
10. Validity of Tender will normally be 3 (three) years from the date of acceptance of tender and rates quoted by the bidder shall be valid for Three years. Quantity will be as per requirement. The canteen will be under sole supervision of the office of the Principal, DHGMCH, Diamond Harbour.

11. The Tender is valid only for the mentioned Academic Building of DHGMCH.
12. 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.
13. Earnest Money will be refunded to the unsuccessful bidder through online mode or written request on production photocopy of demand draft. **No interest will be payable on the EMD as well as on security deposit.**
14. **In case it is found that more than one bidder is quoted same price for L1, the lowest bidder will be decided as per G.O.: 2320-F(Y) Dated: 07/06/22**
15. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
16. Timelines for downloading and submission of E- Tender along with other datelines has been noted below.
17. E-Tender should be addressed to the Principal, Diamond Harbour Govt. Medical College & Hospital, Bidders may download tender enquiry documents from the website www.wbhealth.gov.in, www.wbtender.gov.in & <https://www.dhgmch.edu.in>
18. Any subsequent notice regarding this tender shall be uploaded in above website only.
19. Financial Bids are attached herewith (BOQ).
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.**
21. Vendor is not allowed to qualify Technical Bid if he/she/agency is committed any defalcations on running Canteen within preceding one year from the publication of said NIT.
22. **In case of unsatisfactory performance, the tender inviting authority reserve the right to cancel the agreement before the expiry of the tender validity.**
23. **Credential having experience in serving food & Tiffin to minimum 200 persons per day and have satisfactory supply order in any Govt./ Govt. undertaking Institute / Private Institute in last 03 (three) consecutive year, will be Eligible.**
24. **All photo copy of related documents should be submitted from original document with Signature, date and seal. No scan copy of signature is allowed.**
25. **If any bidder discloses their tender rate by any means the institution has right to cancel the entire NIT and black list those bidders for next tender process.**

Other Terms & Condition:

1. The utensils & other items for cooking well condition and should be the responsibility of the bidder.
2. The Food should be hygienic & fresh as per specification.
3. Timely supply of cooked food.
4. Quality should be maintained & will be checked from time to time by the College authority.
5. Rate quoted should be inclusive of all charges including servicing or packaging charges.
6. All other items which are not included in the tender may be procured as per market price.
7. Expected yearly Turn Over is Rs. 16,50,000.00 (approximately). EMD & SD have been calculated on this value.
8. Canteen-accommodation is to be provided on hire-basis as per Govt. norms. The contractor shall not be entitled to use the accommodation allotted by the authority for any other purpose of business other than canteen. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time, with proper documentation i.e. Identity Cards to be provided by vendor to the office.
9. Sub-meter is to be installed in canteen for measurement of consumption of electricity and the electric bill is to be paid by the agency on the basis of Meter-reading and as per existing rate.
10. Water required for cooking, washing utensils etc. shall be free of cost, but to use optimum level.
11. Provision of drinking water required for canteen is to be arranged by our side, but the overall maintenance of water purifiers and accessories are the liabilities of the successful bidder.
12. Contractor shall not use child-labour in canteen violating Child Labour Law.
13. If the rates disclosed by any agency, the bid documents will be treated as cancelled.
14. Providing rates of all items in financial bid are mandatory.
15. **Lowest cumulative rate of all items together will be considered as L1.**

1. The Director of Medical Education, Govt. of West Bengal, Dept. of Health and Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt Lake City, Kolkata-700 091.
2. The District Magistrate, South 24 pgs.
3. The Medical Superintendent-cum-Vice Principal, DHGMCH, South 24 Pgs.
4. The Chairperson, Diamond Harbour Municipality, Diamond Harbour, South 24 Parganas... for wide publicity.
5. The Sub Divisional Officer, Diamond Harbour, South 24 Parganas
6. All HODs, DHGMC&H, Diamond Harbour.
7. The Addl. Superintendent, DHGMC&H, Diamond Harbour.
8. The Accounts Officer, DHGMC, S 24 Pgs.
9. The Accounts Officer, DHGMCH, S 24 Pgs.
10. The Assistant Superintendent (N.M), DHGMCH, Diamond Harbour.
11. All members of the Purchase & Tender Committee, DHGMC, S 24Pgs
12. IT Cell, Department of Health & F.W. Swasthya Bhawan- with a request to upload this notice on the Departmental website.
13. The District Information Officer, NIC, South 24 pgs. Collectorate Bldg., Alipore –with a request to upload this notice on the Departmental website.
14. Notice Board, DHGMC, Diamond Harbour.
15. Office Copy.


18/8/2025-

Principal

**Diamond Harbour Govt. Medical College & Hospital
Diamond Harbour, South 24 Parganas**

SECTION 4

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
The Principal,
Diamond Harbour Govt. MCH
Diamond Harbour, South 24 Pgs.

Sub:-e-Tender for "Providing Canteen service at Academic BuildingDiamond Harbour Govt. 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 capacityduty 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 preparation & supply of food items to the Office canteen of Diamond Harbour Govt. Medical College & Hospital. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
4. I/We confirm and declare that no agent, middle man or any intermediary has been, or will be engaged except authorized person, to provide any services, or any other item or work related to the award and performance of this contract.
5. I/We confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount.
6. We understand that:
 - a. Purchase &Tender Committee can amend the scope & value of the contract bid under this project.
 - b. Purchase &Tender 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:-

SCOPE OF WORK OF THE CONTRACTOR (SUPPLIER)

The present tender is being primarily invited for providing canteen service at Academic Building of the Office of the Principal Diamond Harbour Govt. Medical College & Hospital

Sl. No.	Category	Approximate of total values
1.	Mentioned as per Tender Document	Providing Rates of all items is mandatory. Lowest Cumulative rate of all items together will be considered as L1.

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR PROVIDING CANTEEN SERVICE AT
ACADEMIC BUILDING OF DIAMOND HARBOUR GOVT. MEDICAL COLLEGE & HOSPITAL**

(Memo No: _____)

1)	Name of the bidder (In Block Letter)		Uploaded Documents Page no.
2)	Full address	Address:	
		E-Mail:	
		Telephone no / Mobile No.	
3)	Local address, if any		
4)	Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, e-mail.		
5)	Proof of earnest money deposit		
6)	Are you exempted from EMD (Yes / No)		
7)	Legal entity of the bidder whether Firm / Society/Company / Other entity		
8)	FSSAI / Food License		
9)	Self-attested GST Registration Certificate		
10)	P. Tax Certificate		
11)	Valid Trade License no. & Nature of Trade		
12)	Self-attested PAN no. / TAN no.		
	IT returns (Last Financial Year) Financial Year 2022-23, 2023-24 & 2024-25		
13)	No conviction certificate in the form of an Affidavit as per Annexure-IV		
14)	03 Years credential certificate of supplying in reputed (Govt./Non Govt.) food suppliers. (Yes / No)		
15)	Bidders undertaking		
It is the responsibility of the bidder to go through all the TE documents to fulfil all the necessities beyond this.			
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.			

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 letter on, I the under signatory will be personally responsible for the same.

Date: _____

Full Signature with date of the bidder / Authorized person & Seal

N.B: NO EXTRA DOCUMENTS WHICH IS NOT REQUIRED NEED NOT TO UPLOAD.

(ON A STAMP PAPER of Rs.10/-)

UNDERTAKING

(To be furnished in non-judicial stamp paper of appropriate value duly notarized in respect of this particular NIT..... with name of works)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection claimed will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S. nor any of constituent partner had been debarred to participate in tender by the department during the last 5 years prior to the date of NIT.
3. The undersigned would authorize and request any bank, Person, Firm, or Corporation to furnish pertinent information as deemed necessary and / or as requested by the department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that I have applied in the tender in the capacity of individual / as a partner of a Firm or Owner and I have not applied severally for the same tender.
6. I, the undersigned do certify that I never black listed by any Govt. authority / Govt. undertaking at any time.
7. I, the undersigned do certify that The Firm or employees not convicted in or have pending any court any Vigilance matter.
8. I, the undersigned do certify that no litigation against the firm or its proprietors or its principle.
9. I have gone through all the pages of the tender document. I have read them and understood them thoroughly and I will sincerely abide by all the clauses.
10. I/We confirm and declare that no agent, middle man or any intermediary has been, or will be engaged except authorized person, to provide any services, or any other item or work related to the award and performance of this contract.
11. I/We confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount.

(Signature of the Bidder)

Name and Address of the Bidder:-

Contact No. _____

After bidder selection

FORM OF AGREEMENT

THIS AGREEMENT is made on the..... day(Month)(Year) between the (Name and address of the Department) (Hereinafter called "the Department" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND (Name and address of the contractor supplier) through Shri/Smt....., Authorized representative (here in after called "the bonafide and resourceful contractors/ suppliers" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing & installation, if any of required stationery & contingency relating to letter of acceptance no..... (No. And date of the letter of acceptance) to the..... (Name of the Department).

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:-

- 1) In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
- 2) The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of Acceptance.
 - b. Terms and Conditions.
 - c. Notice inviting Tender.
 - d. Bill of Quantities.
 - e. Scope of work.
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
- 3) In consideration of the payments to be made by the Department to the bonafide Agency / Authorized Venders / Authorized Distributors as hereinafter mentioned, the bonafide Agency / Authorized Venders/Authorized Distributors hereby covenants with the Department for providing & installing, if any, required Stationery & Contingency Items w.e.f..... As per the provisions of this Agreement and the tender document.
- 4) The Department hereby covenants to pay the bonafide and resourceful CONTRACTORS/SUPPLIERS in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of (Rupees in words).....
- 5) Being the sum stated in the letter of acceptance subject to such additions there to or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHERE OF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor (supplier)

Signature of the authorized official

Name of the official

Stamp/Seal of the Contractor (supplier)

By the said

Name:

On behalf of the Contractor (supplier) in

The presence of:

Witness

Name

Address

Telephone No:

For and on behalf of the Department

Signature of the authorized Officer

Name of the Officer

Stamp/Seal of the Employer

By the said

Name:

on behalf of the Employer in

the presence of:

Witness

Name

Address

Telephone No:

The rates to be offered by bidders as per schedule ANNEXURE-VI

Category	Sl. No.	Name of the Items	Quantity	Base Price	Rate Offered
BREAKFAST	1)	Black Tea	Big	Rs. 10.00	
	2)	Regular Tea (Milk)	Small	Rs. 5.00	
	3)	Black Coffee	Normal (100 ml)	Rs. 15.00	
	4)	Regular Coffee	Normal (100 ml)	Rs. 15.00	
	5)	Egg (Boiled)	Per Pc	Rs. 10.00	
	6)	Omlet	Per Pc	Rs. 15.00	
	7)	Plain Toast	Per Plate (2 Pcs)	Rs. 10.00	
	8)	Butter Toast	Per Plate (2 Pcs)	Rs. 20.00	
	9)	Egg Toast	(2 Slice + 1 Egg)	Rs. 26.00	
	10)	Puri with Cholar Dal/Ghugni	Per Plate (3 Pcs)	Rs. 25.00	
	11)	Ghugni	Half Plate	Rs. 10.00	
			Full Plate	Rs. 16.00	
	12)	Aloor Dom	Half Plate	Rs. 10.00	
			Full Plate	Rs. 15.00	
	13)	Paratha	Per Pc	Rs. 10.00	
	14)	AlooParatha	Per Pc	Rs. 15.00	
SNACKS	1)	Veg Pakora	Per Plate Containing 08 Pcs	Rs. 40.00	
	2)	Chicken Pakora	Per Plate Containing 08 Pcs	Rs. 80.00	
	3)	Egg Devil	Per Plate	Rs. 20.00	
	4)	Veg Chop	Per Plate	Rs. 10.00	
	5)	Chicken Roll	Per Plate	Rs. 60.00	
	6)	Egg Roll	Per Plate	Rs. 35.00	
	7)	Chicken Chowmein	Half Plate(100 gm)	Rs. 45.00	
			Full Plate(200 gm)	Rs. 75.00	
	8)	Egg Chowmein	Half Plate(100 gm)	Rs. 35.00	
			Full Plate(200 gm)	Rs. 55.00	
	9)	Egg Chowmein	Half Plate(100 gm)	Rs. 25.00	
			Full Plate(200 gm)	Rs. 40.00	
MEAL	1)	Veg Thali (Fine Rice, Dal, Bhaja, Sabji, Salad / Chutney)	Per Thali	Rs. 55.00	
	2)	Egg Thali	Per Thali	Rs. 65.00	
	3)	Chicken Thali	Per Thali	Rs. 90.00	
	4)	Mutton Thali	Per Thali	Rs. 180.00	
	5)	Fish Thali	Per Thali	Rs. 80.00	
	6)	Chapati/Roti	Per Pc	Rs. 5.00	
	7)	Veg Tarka	Half Plate(50 gm)	Rs. 20.00	
			Full Plate (100 gm)	Rs. 40.00	
	8)	Egg Tarka	Half Plate(50 gm)	Rs. 30.00	
			Full Plate(100 gm)	Rs. 50.00	
	9)	Masala Paneer	Half Plate(50 gm)	Rs. 60.00	
			Full Plate(100 gm)	Rs. 80.00	

Package Food & Beverage	1)	Dahi	Per Pc	As Per MRP	As Per MRP
	2)	Cold Drinks	Per Pc		
	3)	Rasogolla	Per Pc		
	4)	Fruit Juice	Per Pc		
	5)	Lassi	Per Pc		

8
18/8/2025