



Government of West Bengal
Office of the Chief Medical Officer of Health
Banomalipore, Barasat, North 24 Parganas, PIN-700124
Ph. No.: 033-2552-3129 E-mail:cmohn24pgs@gmail.com



E-TENDER NOTICE

**For Supply of Cooked Food, Tea
And Snacks To The Training(s)
Organized By
Office Of The CMOH, Barasat, North
24 Parganas (21.11.2022 to
09.12.2022 except Saturdays and
Sundays)
2022-2023**

**DEPARTMENT OF HEALTH & FAMILY WELFARE
GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH
NORTH 24 PARGANAS
BARASAT**



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NIT No. CMOH(N24Pgs)/Tender/Food-9804

Date : 05/11/2022

ELECTRONIC TENDER (e-Tender) NOTICE

E-Tender is hereby invited by the Chief Medical Officer of Health, North 24 Parganas from bona fide reputed caterers/agencies for supply of cooked food, tea and snacks to the trainings organized by this Office from 21.11.2022 to 09.12.2022 except Saturdays and Sundays. (as per Section-VI).

Intended bidders are requested to submit their bids through e-Tender Portal (<https://wbtenders.gov.in>) by following the terms & conditions of this NIT and as per the date & time schedule mentioned below-

DATE & TIME SCHEDULE FOR THE e-TENDER

Sl. No.	Particulars	Date & Time
1	Date of publishing of NIT & OID online.	07/11/2022, 9.00AM
2	Online documents download start date.	07/11/2022, 9.00AM
3	Online documents download end date.	14/11/2022, 5.00PM
4	Online Bid submission start date.	07/11/2022, 10.00AM
5	Online Bid submission closing date.	14/11/2022, 6.00PM
6	Online Bid opening date for Technical Proposals.	16/11/2022, 6.00PM
7	Online uploading the list for technically qualified bidders.	To be notified later
8	Date of online opening of Financial Proposal.	To be notified later

Any subsequent notices/circulars/corrigendum related to this e-tender shall be uploaded at <https://wbtenders.gov.in>, www.wbhealth.gov.in, www.north24parganas.gov.in and <https://north24parganashealth.org> websites only. Bidders are requested to check these websites regularly for this purpose.



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This e-tender document comprises of the following sections:

Section I : Definition

Section II : Requirements

Section III : EMD

Section IV : General Instructions to Bidders (GIB)

Section V : Tender Application Form

Section VI : List of Items

Section VII : Eligibility Criteria & Terms & Conditions

The e-tender shall be evaluated under the two-bid system, i.e., through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>.

Section I : Definition

1. "Purchaser" means the e-tender inviting authority, purchasing goods and/ or services as incorporated in this e-tender enquiry document, either directly or on behalf of consignees. For this e-tender the purchaser is the CMOH, North 24 Parganas.
2. "Bid" means Proposal/ Quotation received from a Firm / Bidder against the e-tender.
3. "Bidder" means the Individual or Firm or Agencies submitting Bids/ Quotations.
4. "Contractor" means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
5. "Goods" means the articles/material/foods/raw materials required to supply to the purchaser under the contract.
6. "Earnest Money Deposit" (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
7. "Contract" means the written agreement entered into between the purchaser/ consignee and the contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
8. "Specification" means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
9. "Inspection" means activities such as measuring, examining, testing, gauging features of the goods and / or service and comparing the same with the specified requirement to determine conformity.
10. "Bill of Quantity (BOQ)" is the name for price schedule (financial bid) in e-tender software.



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Section II : Requirements

1. Supply of "Cooked food, tea and snacks" to the office of the undersigned. (AS per Section VI of this NIT).

Section III : EMD

Sl. No	Particulars	EMD Amount
1	Supply of "Cooked food, tea and snacks" to the office of the undersigned. (AS per Section VI of this NIT).	3933.00

- a) Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and 47(B){7} of WBFR, vol.-I, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No. 4245-F (Y) dated 20.05.2013.
- b) The amount of Earnest Money to be submitted shall be Rs. 3933/- (Rupees three thousand nine hundred and thirty three).
- c) The process may be followed as per memorandum of the Finance Department Audit Branch vide Memo No-3975-F(Y) dated: 28 th. July, 2016.
 1. Login by bidder:
 - a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
 - b) He will select the tender to bid and initiate payment of pre-defined EMD/ Tender Fees for that tender by selecting from either of the following payments modes :-
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank



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2. Payment procedure:

a) Payment by Net Banking (any enlisted 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.) 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 account of the State Government/PSU/Autonomous Body/Local Body/P, R.Is, 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 show a pre-filled challan having details to process RTGS/NEFT transaction.

ii) The bidder will print the challan and use the prefilled 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 Account 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 go to e-Procurement Portal for submission of the bid .vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.



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3. Refund/ Settlement Process.

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e procurement portal through web services.
- ii) On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accept the LOI and the same is processed electronically in the e- procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e-procurement portal –
 - a) EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head'8443-00-103-001-07' through GRIPS along with the bank particulars of the L1 bidder.
 - b) EMD of the L1 bidder for the tenders of the State,/PSU/Autonomous Bodies/ Local Bodies/ PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.



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In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.

vi) The bank will share the details of GRN No. generated on successful entry in GRIPS with the e- procurement portal for updation.

vii) Once the EMD of L bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account of the Government Revenue Receipt Head "0070-60-800-013-27" through GRIPS for Government Tenders and to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc. Tenders.

viii) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.

Performance Security

1. Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor shall furnish performance security to the health facility for an amount equal to 3% of tendered value. The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor.
2. The performance security shall be deposited in Indian Rupees to the state government through TR Challan under budgetary head of account 8443-00-103-Earnest Money-01-07-Deposits. No other forms of deposit can /will be entertained by authority.

In the event of any failure /default of the contractor with or without any quantifiable loss to the health facility/ purchaser/ government, the amount of the performance security is liable to be forfeited by the health facility/ purchaser/ Administrative Department.

In the event of any amendment issued to the contract, the contractor shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

In reference to above, the health facility will release the performance security without any interest to the contractor on completion of the contractor's all contractual obligations.

Earnest money will be returned to the unsuccessful bidders without any interest after conclusion of the resultant contract. The earnest money of successful bidder shall be returned without any interest after completion of entire job assigned to the selected bidder on furnishing the completion certificate from the concerned authority.



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Section IV : General Instruction to the bidders



Technical Proposal

1. Statutory Cover shall contain the following documents:

1. Application to participate in e-tender as per Section VI: Tender Application Form
2. Technical Documents
3. Scanned copy of EMD.

2. Non Statutory Cover will contain the following documents-

Sl. No.	Category Name	Detail(s)
1	Certificate(s)	1. PAN Card of the DSC Holder 2. Income Tax Return for the Assessment Year 2021-22 3. GST Registration Certificate (Desirable)
2	Company Detail(s)	1. Updated Trade License/Enlistment as Food supplier/ caterer/Hotel/ Eating house (2020-21 to2022-23 is compusary) 2. Valid FSSAI License (No applied/ submitted documents for FSSAI is accepted)
3.	Credential	1. Credential of supplying foods to Government Offices/institutions between the year 2017-2022
4.	Declaration	1. Application in the letter head of the firm/company which must be signed with co. seal i.e. rubber stamp

	<p style="text-align: center;">Government of West Bengal Office of the Chief Medical Officer of Health Banomalipore, Barasat, North 24 Parganas, PIN-700124 Ph. No.: 033-2552-3129 E-mail:cmohn24pgs@gmail.com</p>	
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3. Financial Proposal (Single File)

The price schedule in form of BOQ (excel file) will be found under the published NIT schedule in the website (<https://wbtenders.gov.in>) and the least/ offer price must be quoted against each item(s),

Opening of Tender

The purchaser will open the bids on the specified date and time as indicated in the NIT. The Bidder/Authorized representative of the bidder may attend on the date of opening of bid as well as the pre-bid meeting as per schedule. The EMD for the said tender shall be verified first. The statutory papers will be examined and evaluated before evaluation of non-statutory documents. After this, the online price bids or financial bid of only the technically qualified bidders shall be opened for further evaluation

Opening of Technical Proposals:

Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs).

In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened. IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS/HER TECHNICAL/FINANCIAL PROPOSAL, BUT NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

During evaluation, the Committee will examine the original documents as they are uploaded as e-tender documents as per Section-IV clause 1 & 2. The date & time of such examination of documents will be notified later. If the said documents in original are not produced within the specified date & time, the bid proposals will be liable for rejection.

The e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.



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Section V : Tender Application Form (to be given in Official letter head with proper seal & signature)

To
The Chief Medical Officer of Health
North 24 Parganas

Ref: Your e-tender document No.

I/We, the undersigned have examined the entire e-tender document, including amendment/corrigendum number, dated.....(if any)eligibility criteria,required documentations, terms & conditions etc.The receipt of which is hereby confirmed.

I/We now offer to supply and deliver the goods and/ or services in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

I/We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If my/our bid is accepted, we undertake to supply the goods or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendment/ corrigendum if any.

I/We further understand that you are not bound to accept the lowest or any bid you mayreceive against your above-referred tender enquiry.

I/We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies and never convicted by any Court of law for any offence.

Brief of court/legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by you to verify this statement.

I/We understand that the e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

(Signature with date)

(Name,designation, seal of authorised person to sign bid for and on behalf ofBidder)



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Section VI : List of Items

Sl No.	Name of Items	Rate per unit for 69 heads per day
(1)	(2)	(3)
1	Tea , Biscuits, Biryani with Chicken(150 gms), 1 pic Potato & Boiled Egg, 100 gms Sweet Curd, 500 ml water	
2	Tea, Biscuits, Roti(4 pics), Mutton(200 gms) Kasha with 1 pic potato, 1 pic Sweet, 500 ml water	
3	Tea, Biscuits, Fried Rice, Chili Chicken (5 pic 50gms each), 1 pic Sweet, 500 ml water	
4	Tea, Biscuits, Rumali Roti(3 pics), Mutton(200 gms) Kasha with 1 pic potato, 1 pic Sweet, 500 ml water	
5	Tea , Biscuits, Biryani Mutton(150gms) with 1 pic Potato & Boiled Egg, 100 gms Sweet Curd, 500 ml water	

Section VII: Eligibility, Terms & Conditions

1. The undersigned has the right to cancel partly or wholly the TENDER process without assigning any reason thereof.
2. The rate of the items shall be inclusive of GST at prescribed rate.
3. The 'Authority' is not bound to accept either the lowest TENDER or any other tender.
4. The offered price shall include transportation cost, packaging cost, cutlery cost etc. No amount shall be paid over and above the quoted price.
5. The supplies to be made on and from 21.11.2022 to 09.12.2022 except Saturdays and Sundays, at the Office of the undersigned.
6. Incomplete or conditional TENDER will summarily be rejected.
7. The Invoice for payment shall be addressed in favour of the authority as per instruction given in the Work Order along with duly receipted challan.
8. Actual order quantity may vary than those mentioned in the TENDER Notice.
9. Only FSSAI certified spices and edible oils can be used in cooking. Vegetables and non veg raw materials which are to be used in cooking shall be fresh and fit for human consumption. Long grain Basmati rice shall be used for steamed rice, biriyani, fried rice and pulao.



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10. Hydrogenated vegetable cooking oil (Dalda/Vanashpati etc.), Ajina Motor etc should not be used in any preparation. Only food grade items fit for human consumption can be used in all types of preparation.
11. Only drinking water should be used in cooking process.
12. Food grade containers and cutlery are to be used in supply.
13. Intended bidders should have well equipped kitchen with running water facility.
14. Food Safety Officer may check the quality of the food items, visit kitchens during preparation of food and collect samples including raw materials for quality checking. Penal action may be initiated in case of adverse report submitted by Food Safety Officer against any supply.
15. The selected vendor will have to engage required number of man power for distribution of food items at the training or meeting venue as per the direction of the Officer-in-Charge.
16. In general food will be distributed to each participants of training/meeting in carry bag containing food items in separate food grade containers along with cutlery. Disposable plates may require to be supplied as per the direction in 'Supply Order'. Food items shall be packed in such a way that no spill over takes place. Tissue paper is to be supplied by the vendor to each participant along with food packet.
17. Intending bidders shall have to quote for all items in columns under (3) else the bid will be canceled during financial evaluation.
18. Selected vendor will have to arrange tables and chairs for food distribution counter and for which no additional cost will be paid.
19. Selection will be made on the basis of summation of rates offered under Col (3). Lowest bidder(s) under above stated col.s may be selected subject to the reasonability of price in respect of conforming quality standards of the items mentioned in Annexure I. The Tender Inviting Authority is not bound to accept lowest bidder only.
20. The rates so offered shall remain valid for twelve months from the date of issuing 'Award of Contract (AoC)' and may be extended further up to three years from the date of issuing such AoC subject to the satisfactory service of the selected vendor and on the basis of prayer made by the vendor to that effect.
21. Total per head cost shall not exceed **Rs.190/- (inclusive of GST)**. Bidder quotes more than the stated ceiling will not be considered during financial evaluation.
22. Intending bidder shall have to make 'Earnest Money Deposit' of **Rs.3933/- (Rupees three thousand nine hundred and thirty three)** only along with the application. EMD will be released on successful completion of the Work Order issued against this tender.
23. In case of violation of any terms and conditions of this tender, such EMD/Security Deposit may be forfeited after due procedure.


05/11/22
For, Chief Medical Officer of Health &
Secretary District Health
& Family Welfare Samiti
North 24 Parganas



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NIT No. CMOH(N24Pgs)/Tender/Food- 9804/1(10)

Date: 05.11.2022

Copy forwarded for information & necessary action to-

1. The Director of Health Services, Government of West Bengal.
2. The District Magistrate, North 24 Parganas.
3. The PO, NHM & Deputy Secretary, H&FWS, Govt. of W.B.
4. The Dy. Chief Medical Officer of Health-I/II/III, DTO, North 24 Parganas .
5. The Accounts Officer& Treasurer, DH&FWS, North 24 Parganas.
6. The Administrative Officer, O/o the CMOH, North 24 Parganas.
7. The I.T Coordinator, SwasthyaBhawan with the request to upload this notice in the official website of SwasthyaBhawan.
8. The D.I.O, North 24 Parganas with the request to upload this notice in the official website of North 24 Parganas District.
9. The ICT-e Governance Coordinator, NHM, North 24 Parganas for uploading in official website.
10. Office Copy.


Dy. Chief Medical Officer of Health-I
North 24 Parganas