

**OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS**

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027
Phone: 033-2449 9944 / 2479 1694, Fax: 033-2448 7871
Email: dm.south24parganas@gmail.com, dm-ali@nic.in



Memo No: 78...../INF/KMC ELEC-2021

Dated: 24 / 11 / 2021

EXPRESSION ON INTEREST (EOI NO: QSF/NZ-02/274)

NAME OF THE WORK: SUPPLY OF DIFFERENT FOOD ITEMS AT DIFFERENT LOCATIONS (POLLING STATION/DC-RC/COUNTING VENUE/EVM COMMISSIONING VENUE/TRAINING VENUE/NOMINATION VENUE/DIFFERENT ELECTION CELL ETC) IN CONNECTION WITH ENSUING KOLKATA MUNICIPAL CORPORATION ELECTION-2021.

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas invites offline rate from reputed caterers with proven track record, for supply of different Food Items at different locations (Polling Station/DC-RC/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc) in connection with ensuing **Kolkata Municipal Corporation Election-2021** and technical credential on execution of similar nature of work.

SCOPE OF WORK:

GENERAL FOOD ITEMS FOR OFFICERS/STAFFS/DRIVERS/SECURITIES ETC.		
FOOD ITEM NAME	DESCRIPTION OF FOOD ITEMS	RATE QUOTE (Rs.) (Including GST)
General Lunch/Dinner Thali (Veg)	RICE, DAAL, ALU VAJA, SABJI-2 PLATES, CHATNI, PAPAD, MISTI/SANDESH-1 PCS	Rs..... per packet/plate
General Lunch/Dinner Thali (Non-Veg) (Fish Thali)	RICE, DAAL, ALU VAJA, SABJI-1 PLATE, FISH CURRY (RUHI/KATLA), CHATNI, PAPAD, MISTI/SANDESH-1 PCS	Rs..... per packet/plate
General Lunch/Dinner Thali (Non-Veg) (Chicken Thali)	RICE, DAAL, ALU VAJA, SABJI-1 PLATE, CHICKEN CURRY (3 PCS CHICKEN WITH 1 POTATO PCS), CHATNI, PAPAD, MISTI/SANDESH-1 PCS	Rs..... per packet/plate
General Lunch/Dinner Thali (Non-Veg) (Mutton Thali)	RICE, DAAL, ALU VAJA, SABJI-1 PLATE, MUTTON CURRY (3 PCS MUTTON WITH 1 POTATO PCS), CHATNI, PAPAD, MISTI/SANDESH-1 PCS	Rs..... per packet/plate
General Lunch/Dinner Thali (Non-Veg) (Egg Thali)	RICE, DAAL, ALU VAJA, SABJI-1 PLATE, EGG CURRY (2 PCS EGGS WITH 1 POTATO PCS), CHATNI, PAPAD, MISTI/SANDESH-1 PCS	Rs..... per packet/plate
Biriyani (Chicken/Mutton)	Biriyani with Potato-1 pcs, Egg - 1 pcs & Chicken/Mutton- 1 pcs	Rs..... per packet/plate
General Breakfast/Tiffin Packet	Normal Breakfast/Tiffin Packet - Mio Amore/Monginis/Partly Purchase	Rs..... per packet/plate
Noodles/Chowmin (Non-Veg/Veg)	Noodles/Chowmin (Veg/Non-Veg) (Chicken/Egg/Mixed)	Rs..... per packet/plate
VIP FOOD ITEMS FOR OBSERVER/HIGHER OFFICER ETC.		
FOOD ITEM NAME	FOOD ITEM NAME	FOOD ITEM NAME
Special Lunch/Dinner Thali (Non-Veg)	DERADUN RICE, MUG DAL, JHURI ALU VAJA, MIXED SABJI, FISH CURRY (PABDA/POMFRET/HILSA), CHICKENCURRY/MUTTON CURRY, HATNI, PAPAD, ROSOGOLLA/SANDESH & MISTI DAHI	Rs..... per packet/plate
Special Lunch/Dinner (Buffet)	AS REQUIRED BY THE AUTHORITY (NON-VEG)	Rs..... per packet/plate
Special Biriyani (Mutton/Chicken)	ARSELAN/AMINIA OR FROM ANY BRANDED FOOD COURT	Rs..... per packet/plate

[Signature]
Additional District Magistrate (General)

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Special Breakfast/Tiffin Packet	SPECIAL FOOD PACKET FROM MIO AMORE/MONGINIS/CAKES/GUPTA OR FROM ANY BRANDED SHOP/FOOD COURT	Rs..... per packet/plate
Special Tiffin Packet for VVIP	VERY SPECIAL FOOD PACKET FROM MIO AMORE/MONGINIS/CAKES/GUPTA OR FROM ANY BRANDED SHOP/FOOD COURT	Rs..... per packet/plate
DRINKING WATER & OTHERS ITEMS		
FOOD ITEM NAME	FOOD ITEM NAME	FOOD ITEM NAME
Milk Tea (Per Cup)	MILK TEA WITH PAPER CUP	Rs..... per cup
Black Tea (Per Cup)	BLACK TEA WITH PAPER CUP	Rs..... per cup
Green Tea (Per Cup)	GREEN TEA WITH PAPER CUP	Rs..... per cup
Black Coffee (Per Cup)	BLACK CFFEE WITH PAPER CUP	Rs..... per cup
Milk Coffee (Per Cup)	MILK COFFEE WITH PAPER CUP	Rs..... per cup
Cold Coffee (Per Glass)	COLD COFFEE WITH PAPER CUP	Rs..... per cup
Biscuits (2 pcs/per head)	BRITANIA/BISKFARM MARIE	Rs..... per 2 pcs
Cookies (Per pcs/per head)	ANY BRANDED COOKIES	Rs..... per pcs
Cold Drinks - 300 ml. (Glass)	PEPSI/THUMS UP/SPRITE ETC.	Rs..... per glass/bottle
Lassi	AMUL/OR ANY BRANDED POUCH	Rs..... per pouch/glass
200 ml. Bottle (Drinking Water)	PRAN DHARA/BISLERI/KINLEY/AQUAFINA OR ANY BRANDED COMPANY	Rs..... per bottle
500 ml. Bottle (Drinking Water)		Rs..... per bottle
1 ltr. Bottle (Drinking Water)		Rs..... per bottle
2 ltr. Bottle (Drinking Water)		Rs..... per bottle
20 ltr. Jar (Branded)	ANY BRANDED/REPUTED COMPANY	Rs..... per Jar
Dispenser	GOOD QUALITY WITH TAP	Rs..... per Dispender per Day

TIME LINE FOR EOI:

PARTICULAR	DATE & TIME
Date of Publication of EOI	24 /11/2021
EOI start date & time	24 /11/2021 at 2 pm
EOI end date & time	01 /12/2021 from 2 pm
Pre-bid meeting in the chamber of the Officer-in-charge, Infrastructure Cell, KMC Election, South 24 Parganas under office of the District Magistrate, South 24 Parganas	29 /11/2021 at 3 pm
Last date & time of submission of EOI in the drop box	01 /12/2021 up to 1 pm
Date & Time of opening of EOI in the chamber of the Officer-in-charge, Infrastructure Cell, KMC Election-2021, South 24 Parganas under office of the District Magistrate, South 24 Parganas	01 /12/2021 at 4 pm

Additional District Magistrate (General)
 Alipore, South 24 Parganas

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FINANCIAL BID SUBMISSION FORMAT:

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Black Coffee (Per Cup)	BLACK CFFEE WITH PAPER CUP	Rs..... per cup

[Signature]
Additional District Magistrate (General)
Alipore, South 24 Parganas

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Dispenser	GOOD QUALITY WITH TAP	Rs..... per Dispender per Day

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

EXPERIENCE: The intending bidders should produce credentials of completion of 2 (two) similar nature of work having minimum value of 10 (ten) lakhs of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

FINANCIAL CAPACITY: The average audited Annual Turn Over from the business having similar style of work for the last 3 (three) consecutive Financial Years should be equal to or more than 60% of the total estimated amount put to tender.

OTHER DOCUMENTS REQUIRED: Bidder shall submit

1. Valid Trade License
2. Photo copy of valid PAN
3. Income Tax return for the latest Financial Year
4. Professional Tax Return for the latest Financial Year
5. GST Registration

All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.


NOTE:

***Similar nature of work means the nature of work & components of work mentioned in the Scope of work**

***The credential certificate should have been issued by a competent authority & no credential certificate from private agencies will be allowed.**

*** Original documents should be produced for verification**

SUBMISSION OF BIDS: The bids will be submitted in offline mode.


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TECHNICAL BID SUBMISSION:

All mandatory documents namely

1. Work completion certificate from competent authority/Work Order of similar nature of work
2. Valid Trade License
3. GST Registration
4. Photo copy of valid PAN
5. Latest IT Document
6. Latest PT tax return

The bid shall be submitted in the drop box kept in the Chamber of the O/C Infrastructure Cell, South 24 Parganas within the date and time referred in this EOI.

EVALUATION OF BID: Bids will be opened in front of bidders volunteering to be present. The Technical and Financial evaluation of the bids will be done by the bid-evaluation committee constituted for the tenders. The names of the technically qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice board & official website. Only technically qualified bidders will be eligible for financial bid opening. The list of financial comparison chart of bidders will also be displayed like technical bid.

SECURITY DEPOSIT: 03% of the total value of payment shall be deducted as security deposit to be released within one month after the completion of work.

VALIDITY OF THE BID: The bid once submitted will be valid for 180 days.

WORK COMPLETION PERIOD: During the period of KMC Election-2021.

OTHER TERMS & CONDITIONS:

1. The earnest Money deposited:
 - a. Can be converted into a security deposit against selected bidder. The EMD will be returned to the non-selected bidders within 15 days after opening of financial bid.
 - b. Forfeiture of EMD will be done
 - i. If the bidder withdraws tender after opening or acceptance
 - ii. If the selected bidder fails to accept work order, refuses whether wholly or partly the offer that would be made by the undersigned
 - iii. If the selected bidder fails to do the work or supply materials as per specifications
2. Income tax and other mandatory tax deduction shall be done as per government norms before payment
3. This office shall have the right and discretion to terminate the contract and forfeit EMD in the event of any sort of breach of contract.
4. Any black listed bidder shall not be allowed to participate in this NIT
5. No cost escalation will be entertained
6. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
7. Intending bidders are requested to inspect the work site before quoting their rates.
8. Subletting of work is not allowed

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9. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever on Evaluation Mark Sheet (Quoted Rate/Technical Documents/Credential [Work completion certificate of any election under CEO/SEC])

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the tender process will be viewed seriously and the tender committee will take necessary action to initiate process for black listing them.



**Addl. District Magistrate (Gen.)
Alipore, South 24 Parganas**

Memo No: 78/1(5)/INF/KMC ELEC-2021

Dated: 24/11/2021

Copy forwarded for information with a request to display the EOI in his office display board to:

1. Officer-in-charge, Infrastructure Cell South 24 Parganas for displaying NIT in office notice board
2. DICO, South 24 Parganas for publishing brief advertisement of NIT in the news paper as prescribed
3. DIO NIC, South 24 Parganas for displaying the NIT in official website of the district
4. PA to District Magistrate & DEO, South 24 Parganas for placing the notice before District Magistrate
5. PA to ADM (Election) South 24 Parganas for placing the notice before ADM.


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