

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: 418/NZ/G.S MELA-2023

Dated: 2/11/2022

**NOTICE INVITING e-TENDER**

**NOTICE INVITING ONLINE TENDER (e-TENDER) NO:- QSF/NZ-02/17**

**Name of Scheme/Work:**

On behalf of the District Magistrate, South 24 Parganas, the Addl. District Magistrate (General), South 24 Parganas invites **online item** at **quoted rate** (e-Tender) in **TWO BID SYSTEM** for the **works** from reputed caterers with proven track record, for supply of Food Items at **LOT NO.8 POINT** during Ganga Sagar Mela-2023 & Pre-Visit of Ganga Sagar Mela-2023 for VVIPs/Ministers/MPs/MLAs/Guests/Dignitaries/Higher Officers/Officers/Staffs/Support staffs & others. The details are given below:

Sl No.	Food Category with Items & Quantity	Rate Quoted for per plate (Rs.) [Including GST]
<b>BREAKFAST FOR VVIP/GUESTS</b>		
01	<b>Breakfast Menu-1</b> <ul style="list-style-type: none"><li>❖ Fruit Juice (1 pcs)</li><li>❖ Butter Toast (2 pcs)</li><li>❖ Boiled Egg/Omlet</li><li>❖ Assorted Fruits platter (1 plate)</li><li>❖ Sweet (Sandesh) (1 pcs)</li></ul>	
02	<b>Breakfast Menu -2</b> <ul style="list-style-type: none"><li>❖ Fruit Juice (1 pcs)</li><li>❖ Sandwich (Veg/Chicken) (2 pcs)</li><li>❖ Sweet (Sandesh) (1 pcs)</li></ul>	
03	<b>Breakfast Menu -3</b> <ul style="list-style-type: none"><li>❖ Fruit Juice (1 pcs)</li><li>❖ Puri with sabji (4 pcs)</li><li>❖ Sweet (Sandesh) (1 pcs)</li></ul>	
<b>LUNCH/DINNER FOR VVIP/GUESTS</b>		
04	<b>Non-Veg Thali-1</b> <ul style="list-style-type: none"><li>❖ Rice/Chapatti</li><li>❖ Dal</li><li>❖ Standard Bhaja</li><li>❖ Salad</li><li>❖ Vegetable sabji dish</li><li>❖ Fish Curry (Any)</li><li>❖ Chatney with papad</li><li>❖ Curd (Sweet/Sour)</li><li>❖ Sweet (Sandesh) (1 pcs)</li></ul>	
05	<b>Non-Veg Thali-2</b> <ul style="list-style-type: none"><li>❖ Rice/Chapatti</li><li>❖ Dal</li><li>❖ Standard Bhaja</li><li>❖ Salad</li><li>❖ Vegetable sabji dish</li><li>❖ Chicken/Mutton Curry</li><li>❖ Chatney with papad</li><li>❖ Curd (Sweet/Sour)</li><li>❖ Sweet (Sandesh) (1 pcs)</li></ul>	

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Alipore, South 24 Parganas


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06	<b>Veg Thali-1</b> ❖ Rice/Chapatti ❖ Dal ❖ Standard Bhaja ❖ Salad ❖ Vegetable sabji dish (2 dishes) ❖ Chatney with papad ❖ Curd (Sweet/Sour) ❖ Sweet (Sandesh) (1 pcs)	
07	<b>Special Kichuri Thali</b> ❖ Special Kichuri ❖ Beguni (1 pcs) ❖ Alu Bhaja ❖ Vegetable sabji dish ❖ Hilsa/Pomfret fry ❖ Chatney with papad ❖ Curd (Sweet/Sour) ❖ Sweet (Sandesh) (1 pcs)	
<b>EVENING SNACKS FOR VVIP/GUESTS</b>		
08	<b>Evening Snacks Packet-1</b> ❖ Chicken Pakora/Kabab (6 pcs) ❖ Sweet (Sandesh) (1 pcs)	
09	<b>Evening Snacks Packet-2</b> ❖ Chowmin (Veg/Chicken/Mixed) ❖ Sweet (Sandesh) (1 pcs)	
10	<b>Evening Snacks Packet-3</b> ❖ Muri Mix/Chira Mix ❖ Fish Fry / Fish Cutlet ❖ Sweet (Sandesh) (1 pcs)	
<b>Sl No.</b>	<b>Food Category with Items &amp; Quantity</b>	<b>Rate Quoted for per plate (Rs.) [Including GST]</b>
<b>BEVERAGES AND DESERT ITEMS (FOR ALL)</b>		
01	Milk Tea (Per Cup)	
02	Black Tea (Per Cup)	
03	Green Tea (Per Cup)	
04	Biscuits (Britania/Biskfarm Marie) (2 pcs/per head)	
05	Cookies (Per pcs/per head)	
06	Cold Drinks - 300 ml. (Glass)	
07	Ice Cream (Per Cup/per head)	
08	Pan Masala/Ajwan/Hajmola (Per Packet/per head)	

<b>Sl No.</b>	<b>Food Category with Items &amp; Quantity</b>	<b>Rate Quoted for per plate (Rs.) [Including GST]</b>
<b>DRINKING WATER/MINERAL WATER (FOR ALL)</b>		
01	200 ml. Bottle	
02	500 ml. Bottle	
03	1 ltr. Bottle	
04	2 ltr. Bottle	
05	20 ltr. Jar (Branded)	
06	Dispenser	

  
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**SCHEDULE OF IMPORTANT DATES OF BIDS**

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	02/11/2022 at 06:00 P.M
Document download start date & time	02/11/2022 at 06:00 P.M
Document download end date & time	16/11/2022 at 06:00 P.M
Pre-bid meeting in the Addl. District Magistrate(General) room of the office of the District Magistrate, South 24 Parganas	10/11/2022 at 12:30 PM
Bid submission start date & time	02/11/2022 at 06:00 P.M
Last date & time of online submission of Technical Bid and Financial Bid.	16/11/2022 at 06:00 P.M
Date & Time of opening of Technical Bid in the Office of the Nezarath Deputy Collector, Alipore.	19/11/2022 at 12:30 PM
Date & Time of opening of Financial Bid in the office of the Nezarath Deputy Collector, Alipore	19/11/2022 at 01:00 P.M
Validity of bid	180 days
Completion Period of the work	As directed
Maintenance Period	Not applicable

**Cost of Tender Documents (Tender Cost): - Rs. 5,000/-** (Rupees Five Thousand Only) inclusive of GST as applicable. (Non-Refundable)

Tender committee reserves the right to reject any or all bids or cancel/withdraw the Invitation for bids without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.


The Tender shall be processed through e-tendering portal of District Magistrate, South 24 Parganas ("URL: <http://wbtenders.gov.in>).

**Address for communication:**

Addl. District Magistrate (General) & Mela Officer, Ganga Sagar Mela-2023  
South 24 Parganas, Alipore.

D. M. Court Chamber, Alipore, Kolkata-700027

E-mail: admgs24p@gmail.com

  
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**PERIOD OF VALIDITY OF BID & LANGUAGE OF BID**

- Bids shall remain valid for a period of 180 days from the closing date prescribed by the employer for the receipt of Bids. A Bid valid for a shorter period shall be rejected by the Employer as being nonresponsive.
- In exceptional circumstances, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses thereto shall be made by e-mail. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its Bid.
- The Bid prepared by the Bidder and all correspondence and documents related to the Bid exchanged between the Bidder and the Employer shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language, as long as such literature is accompanied by a translation of its pertinent passages in English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

Name of work	Food Supply
Location of Work	LOT NO.8 POINT
Period of Contract	From 21 <sup>st</sup> December, 2022 to 18 <sup>th</sup> January, 2023
Rate to be Quoted	Quoted less rate of estimated amount
Scope of Work	Supply of different categorical food items for VVIPs, Officers, Staffs & others at <b>LOT NO.8 POINT</b> for ensuing Ganga Sagar Mela-2023 & Pre-Visit of Ganga Sagar Mela-2023.
Contract Period	<b>06(six) months</b>
Security Deposit against work	<b>3% of Contract Value (Work Order value)</b>
Bid Inviting Authority	Addl. District Magistrate(General), South 24 Parganas
Qualifying Requirement (Technical):	<b>The credential:</b>  1. Experience intending bidder must have 5 years experience in similar nature of work in Govt. Organization/ Hotel/ Guest House as detailed below: <b>(A)</b> For single Credential of similar nature of work should be equivalent to 40% of Estimated Value. <b>(B)</b> For two or more credential of similar nature of work should be equivalent to 30% of Estimated Value. <b>TURNOVER:</b> <i>Average Audited Annual Turn Over</i> for the last 3 (Three) consecutive Financial Years should be equal to or more than <b>60%</b> of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year.

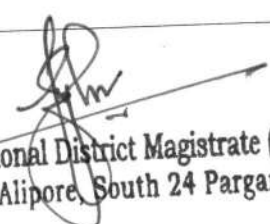
  
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	<p><b>NON STATUTORY DOCUMENTS:</b> FSSAI certificate. Valid Trade License Income Tax return for the latest financial year GST Registration certificate Professional Tax Return for the latest financial year Audited Balance Sheets of last 3 Financial years Pan Card photo copy.</p> <p><b>6. OTHER DOCUMENTS:</b> Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender Power of Attorney if any Labour Cooperative Societies &amp; Unemployed Engineers' Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</p>
Earnest Money Deposit :	<p>Necessary Earnest Money: <b>Rs. 50,000.00 (Rupees fifty thousand only) (Refundable)</b> will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal [<a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name &amp; IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.</p>
Bid Document	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
Technical Bid Evaluation	<p>The Technical Bid will be evaluated by the tender evaluation committee chaired by Addl. District Magistrate (G). Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority. Only the technically qualified bidders can advance for Financial bid.</p>
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<p>19./11./2022 at 01.00 P.M</p>

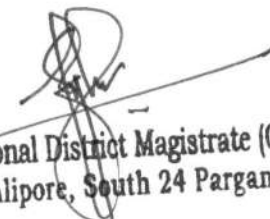
  
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Financial Bid	Item wise quoted rate shall be quoted in the Financial Bid (in respect of estimated amount)
Validity of Bid	180 days
E-Tender registration and bidding	<p><b>ONLINE BIDS:</b> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below: Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a></p> <p><b>ONLINE BID SUBMISSION:</b> The Bidders are required to submit the Technical and Financial Bid documents <b>ONLINE</b> i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
Important Instructions	<p>Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] &amp; evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee. The financial bid documents of the technically qualified bidders will only be opened. List of Financial comparison chart of bidders will be published on the next day after opening. Bid inviting authority of South 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. The intending bidders are requested to inspect the work site before quoting their rates. Each Bidder shall submit maximum two Bids in each e-NIT. A Bidder who submits more than two Bids as individual or Partner for one e-NIT will cause the proposals with the Bidder's participation to be disqualified.</p>
Condition	<p>The bidders will undergo a physical sample verification test (PSVT) at the venue, date &amp; time, decided by the higher authority, of the Menu in Annexure, for atleast 2 pax. Fuel, raw materials, oven, utensils &amp; crockery, required for preparation &amp; serving, to be brought by the bidder. Evaluation would be for the food production/quality/taste/presentation/hygiene/packaging (for packet food).</p>

  
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**INFORMATION TO THE BIDDERS (ITB)**

**Download of Tender**

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <http://wbtenders.gov.in> The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

**Online Bid submission procedure**

**Registration of Contractor:** Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

**Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

**Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <http://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:** Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

**Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in the bid document.

**Technical Bid:**

The Technical proposal should contain scanned copies of the following (all in PDF file) in 2 (two) covers (folders),

**Cover A-1 >Statutory Cover file Containing**

NIT (Properly upload the same Digitally Signed).

**Cover A-2 >Non- Statutory Cover (Mandatory Documents)**

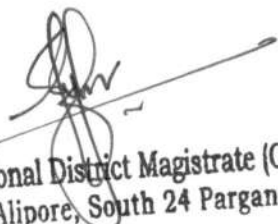
All the documents as given under TECHNICAL BID

**Note:** Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

**B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the **item wise quoted rate** through online mode only in the space marked for quoting rate in the **Bill of Quantities (BOQ)**. Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

  
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**PAYMENT:**

Payment against the bill claim subjected to verification by the competent authority will be made on availability of fund.

EMD of the successful bidder shall be adjusted against the bill claim while making payments.

The Payment of final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

**Security Deposit** 10% of contact value (work order value) will be deposited before execute the work, same money will be returned after successful completion of works on the basis of proper certification by the competent authority.

**PENALTY CLAUSE**

The successful bidder is expected to deliver:

As per the quality standard of food, maintaining proper hygiene, using branded and quality raw materials. The standard of food & taste should not be deviate from the qualified standard presented during the Physical Sample Verification Test (PSVT).

Service staffs to be properly dressed in clean formal service uniforms including shoes, as per industry standard (Gloves, caps/apron/coat to be used wherever applicable).

Clean, Hygienic and good quality crockery, cutlery/packets.  
Timely delivery of food at scheduled venue.

**Failing any of the above, in case of any guest complaint found to be true & successful bidder backs out after issuance of work order for any reason what so ever, the management has the right to confiscate the security deposit &/or blacklist the company for a minimum of five (05) years.**

**OTHER TERMS AND CONDITIONS:-**

The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated by the bid inviting authority. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.

The bid inviting authority reserves the right to terminate the contract by giving one-month notice to the agency in case if any deviation from the norms or any non-compliance.

The entire work shall be completed within the time frame given in the work order. Any deviation in work completion period will invite penalty of 1-5% on the value of pending work. The Bid Inviting Authority is empowered to impose such penalty by obtaining a report from engineers.

Time extension on completion of work shall not be given in ordinary circumstances. Bid inviting authority is empowered to decide on time extension only after making proper assessment through a team of officials in an extraordinary circumstance like land dispute, natural calamity or similar situation.

Bid Inviting Authority shall moot a proposal for Black listing or prohibition of any contractors' participation for a period of one year for blatant violation of tender norms or for vitiating tender process.

**Withdrawal of bid:** None of the bidder shall be allowed to withdraw the bid once submitted. If any bidder attempts to withdraw bid at any stage of the bidding process or decides to withdraw after issuance of work order, then the EMD shall be forfeited and process shall be initiated for either black listing the bidder or prohibiting participation in any tenders for a period of one year.

Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1<sup>st</sup> call only.

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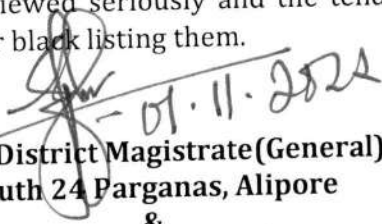


**Other Terms and Conditions (Declaration to be submitted in Company's Letter head pad):**

1. Concerned agency should be followed every awareness & prevention message regarding COVID-19 by Government of West Bengal before preparing/storing/servicing of Food items.
2. The District Magistrate reserves the right to terminate the contract by giving one month notice to the agency in case if any deviation from the norms or any non-compliance.
3. Agreement Model agreement documents shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.
4. **On the basis of the marks obtained (as per the points mentioned at last page in marking system), the concerned authority shall take the decision regarding selection of the bidder to execute the work.**
5. **Payment will be done at pro-rata basis, if the days of activities as mentioned becomes alter.**

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.

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.

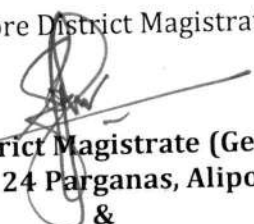
  
**Addl. District Magistrate (General)  
South 24 Parganas, Alipore  
&  
Mela Officer, Ganga Sagar Mela-2023**

**Memo No:- 418/1(5)/NZ/G.S MELA-2023**

**Dated: 01/11/2022**

Copy forwarded for necessary action to:

1. Addl. District Magistrate (General), South 24 Parganas for displaying the e-NIT in his office
2. Nezarath Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board
3. DIO/DIA, NIC South 24 Parganas with a request to upload & publish the e-NIT in the Website (<http://wbtenders.gov.in>) and publish the notice in the District Website
4. DICO, South 24 Parganas with a request to publish the brief advertisement about the e-NIT in the local news paper(s).
5. CA to DM, South 24 Parganas for placing the notice before District Magistrate

  
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**MARKING SYSTEM**

**A) TECHNICAL BID SUBMISSION (This is Importance of 50 points):**

**1. Essential Documents (30 points) [Statutory Documents: (to be uploaded)]**

- a. Credential/Successful work completion Certificate in similar nature of work.
- b. FSSAI Certificate
- c. PAN Card
- d. Latest Income Tax return.
- e. GST Registration certificate.
- f. Latest Professional Tax return.
- g. Audited Balance Sheets of last 3 financial years.
- h. EMD deposit challan/receipt
- i. Tender Cost deposit challan/receipt

**2. Credential (20 points) :**

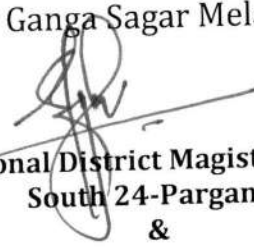
- a. Credential from competent authority of similar nature of work in previous Ganga Sagar Melas, Govt. of West Bengal, various Department and Districts etc.

**B) FINANCIAL BID SUBMISSION (This is Importance of 20 points):**

- a. Quoted rate on estimated rate mentioned in NIT for entire work.

**C) SUBMISSION OF SAMPLE COPY OF MATERIALS & PROJECT BOOK (This is importance of 30 points) :**

- a. Produce FOOD SAMPLE (as decided by the authority) at the time of opening of Financial Bid.
- b. Produce DPR for similar nature of work for Ganga Sagar Mela.

  
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