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: 1156.../NZ/G.S MELA-2022

Dated: 16 / 1/1 /2021

NOTICE INVITING e-TENDER

NOTICE INVITING ONLINE TENDER (e-TENDER) NO:- QSF/NZ-02/263

Name of Scheme/Work:

On behalf of the District Magistrate, South 24 Parganas, the Addl. District Magistrate (General), South 24 Parganas invites **onlinequotedrate on estimated amount** (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-2022 & Pre-Visit of Ganga Sagar Mela-2022 for VVIPs/Ministers/MPs/MLAs/Guests/Dignitaries/HigherOfficers/Officers. The details are given below:

SI No.	Food Category with Items & Quantity	Estimated per Unit Rate (Including GST)	Rate Quoted for PER UNIT (Rs.)
	BREAKF	AST FOR VVIP/GUESTS	(-2
01	Breakfast Menu-1 ❖ Fruit Juice (1 pcs) ❖ Butter Toast (2 pcs) ❖ Boiled Egg/Omlet ❖ Assorted Fruits platter (1 plate) ❖ Sweet (Sandesh) (1 pcs)	RS.85.00 PER PLATE	
02	Breakfast Menu -2 ❖ Fruit Juice (1 pcs) ❖ Sandwitch (Veg/Chicken) (2 pcs) ❖ Sweet (Sandesh) (1 pcs)	RS.58.00 PER PLATE	
03	Breakfast Menu -3 ❖ Fruit Juice (1 pcs) ❖ Puri with sabji (4 pcs) ❖ Sweet (Sandesh) (1 pcs)	RS.55.00 PER PLATE	
	LUNCH/DI	NNER FOR VVIP/GUEST	
04	Non-Veg Thali-1 Rice/Chapatti Dal Standard Bhaja Salad Vegetable sabji dish Fish Curry (Any) Chatney with papad Curd (Sweet/Sour) Sweet (Sandesh) (1 pcs)	RS.227.00 PER PLATE	
05	Non-Veg Thali-2 Rice/Chapatti Dal Standard Bhaja Salad Vegetable sabji dish Chicken/Mutton Curry Chatney with papad Curd (Sweet/Sour) Sweet (Sandesh) (1 pcs)	RS.282.00 PER PLATE	

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06	Dispenser	Rs.34.00	
05	20 ltr. Jar (Branded)	Rs.88.00	
04	2 ltr. Bottle	Rs.19.40	
03	1 ltr. Bottle	Rs.17.80	
02	500 ml. Bottle	Rs.9.85	
01	200 ml. Bottle	Rs.7.80	
	DRINKING WATER/	MINERAL WATER (FOR ALL	
SI No.	Food Category with Items & Quantity	Estimated per Unit Rate (Including GST)	Rate Quoted for PER UNIT (Rs.)
08	Pan Masala/Ajwan/Hajmola(Per Packet/per head)	Rs.0.88	
07	Ice Cream (Per Cup/per head)	Rs.22.00	
06	Cold Drinks - 300 ml. (Glass)	Rs.18.00	
05	Cookies (Per pcs/per head)	Rs.4.85	
04	Biscuits (Britania/Biskfarm Marie) (2 pcs/per head)	Rs.1.42	
03	Green Tea (Per Cup)	Rs.16.00	
02	Black Tea (Per Cup)	Rs.5.85	
	Milk Tea (Per Cup)	Rs.09.85	
01		DESERT ITEMS (FOR ALL)	
No.		(Including GST)	(Rs.)
SI	Food Category with Items & Quantity	Estimated per Unit Rate	Rate Quoted for PER UNIT
10	Evening Snacks Packet-3 ❖ Muri Mix/Chira Mix ❖ Fish Fry / Fish Cutlet ❖ Sweet (Sandesh) (1 pcs)	RS.95.00 PER PLATE	
09	Evening Snacks Packet-2 ❖ Chowmin (Veg/Chicken/Mixed) ❖ Sweet (Sandesh) (1 pcs)	RS.58.00 PER PLATE	
08	Evening Snacks Packet-1 ❖ Chicken Pakora/Kabab (6 pcs) ❖ Sweet (Sandesh) (1 pcs)	RS.104.00 PER PLATE	
		CKS FOR VVIP/GUESTS	
	Sweet (Sandesh) (1 pcs)	CUC DOD LEVE LOVE	
07	 Beguni (1 pcs) AluBhaja Vegetable sabji dish Hilsa/Pomfret fry Chatney with papad Curd (Sweet/Sour) 	RS.267.00 PER PLATE	
	Special Kichuri Thali Special Kichuri		
06	 Rice/Chapatti Dal Standard Bhaja Salad Vegetable sabji dish (2 dishes) Chatney with papad Curd (Sweet/Sour) Sweet (Sandesh) (1 pcs) 	RS.169.00 PER PLATE	
	Veg Thali-1		

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SCHEDULE OF IMPORTANT DATES OF BIDS

PARTICULAR	DATE & TIME	
Date of Publication of e-NIT	16/11/2021 at 6.00	
Document download start date & time	16/11/2021at 6.30	
Document download end date & time	3911/2021 6.00	
Pre-bid meeting in the Addl. District Magistrate(General) room of the office of the District Magistrate, South 24 Parganas	26, 11/2021at 12.00	
Bid submission start date & time	16/11/2021 6-30	
Last date & time of online submission of Technical Bid and Financial Bid.	30,11,2021 at 6.00	
Date & Time of opening of Technical Bid in the Office of the Nezarath Deputy Collector, Alipore	0312/2021at 12.00	
Date & Time of opening of Financial Bid in the office of the Nezarath Deputy Collector, Alipore	03,12/2021at 12.30	
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-2022 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

- a. 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.
- b. 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.
- c. 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 21st December, 2021 to 18th January, 2022	
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 LOT NO.8 POINT for ensuing Ganga Sagar Mela-2022 & Pre-Visit of Ganga Sagar Mela-2022.	
Contract Period	06(six) months	
Security Deposit against work	3% of Contract Value (Work Order value)	
Bid Inviting Authority	Addl. District Magistrate(General), South 24 Parganas	
Qualifying Requirement (Technical):	 Experience intending bidder must have 5 years experience in similar nature of work in Govt. Organization/ Hotel/ Guest House as detailed below: (A) For single Credential of similar nature of work should be equivalent to 40% of Estimated Value. (B) For two or more credential of similar nature of work should be equivalent to 30% of Estimated Value. TURNOVER: Average Audited Annual Turn Over for the last 3 (Three) consecutive Financial Years should be equal to on more than 60% of the total estimated amount put to tender The turnover will be indexed at the rate of 8% for a completed year. 	

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR SOUTH 24 PARGANAS

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	NON STATUTORY DOCUMENTS:
	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.
	6.OTHER DOCUMENTS:
	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 8
	machinery as prescribed by the authority in the tender Power of Attorney if any
	Labour Cooperative Societies & Unemployed Engineers' Co-
	Operative Societies should submit proof of their registration
	validity to participate in this tender and EMD exemption is
	allowed by the State.
	Necessary Earnest Money: Rs. 50,000.00 (Rupees fifty
	thousand only) (Refundable) 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 [http://wbtenders.gov.in]. Intending
	Bidder will get the Beneficiary details from e-tender porta
	with the help of Digital Signature Certificate and may transfer
	the EMD from their respective Bank as per the Beneficiary
Earnest Money Deposit :	Name & Account No., Amount, Beneficiary Bank name & 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.
	Bid Document is available in the e-Tendering portal of Govt. o
	West Bengal, http://wbtenders.gov.in Bidders who have
Bid Document	registered with National Informatics Centre (NIC) can
DIU DOCUMENT	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).
	The Technical Bid will be evaluated by the tender evaluation
	committee chaired by Addl. District Magistrate (G). Origina
T-1-1-1DIJE	documents will have to be produced by the bidders as and
Technical Bid Evaluation	when asked by the bid evaluation authority.
	Only the technically qualified bidders can advance for
	Financial bid.
Date and time of opening of Financial Rid	Financial bid.
Date and time of opening of Financial Bid submitted on line of only the technically	Financial bid. 03/12/2021 at 12.30

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Financial Bid	Less Rate shall be quoted in the Financial Bid (in respect of estimated amount)	
17-1: 1:- CD: 1		
Validity of Bid	180 days	
	ONLINE BIDS: The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:	
E-Tender registration and bidding	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. http://wbtenders.gov.in ONLINE BID SUBMISSION: The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.	
Important Instructions	Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] & 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.	
Condition	The bidders will undergo a physical sample verification test (PSVT) at the venue, date & time, decided by the higher authority, of the Menu in Annexure, for atleast 2 pax. Fuel, raw materials, oven, utensils & crockery, required for preparation & serving, to be brought by the bidder. Evaluation would be for the food production/quality/taste/presentation/hygiene/packaging (for packet food).	

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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

<u>Note</u>: 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 **percentage rate** (Offering percentage <u>Above/Below/At par</u>) 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 Deposit10% 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 1st call only.

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

 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-2022

Dated: 16 //2021

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

Addl. District Magistrate (General) South 24 Parganas, Alipore & Mela Officer, Ganga Sagar Mela-2022

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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)]

- Credential/Successful work completion Certificate in similar nature of work.
- b. FSSAICertficate
- 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 FOODSAMPLE (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.

Additional District Magistrate (Gen.) South 24-Parganas, Alipore & Mela Officer Ganga Sagar Mela-2022