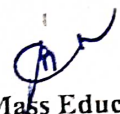


Government of West Bengal
Mass Education Extension Directorate
Bikash Bhavan 9th Floor, Salt Lake, Kolkata – 700091

E-tender are invited for supplying of food i.e. Tea, Tiffin, Lunch, Dinner etc. for the participants and others in connection with 8th State Level Cultural Meet 2024. The last date for Bid submission is 02/02/2024. Details are available in NIC e-tender portal vide the Notice No. MEED/DIR/e-01/2023-24 dated 10-01-2024.


Director of Mass Education Extension
Govt. of West Bengal

Government of West Bengal
Directorate of Mass Education Extension
BikashBhawan, 9th floor, Salt Lake, Kol-91

Memo No. 15 - SW
Date: 09/01/2024

NOTICE INVITING E-TENDER

(Through Pre-Qualification Submission of Bid through NIC E-Tender Portal)

Notice inviting e-tender No MEED/DIR/e-01/2023-24 FOR SUPPLY OF "Tea, Tiffin, Lunch, Dinner And Others" for 3 days 8th (Eighth) State Level Cultural Meet - 2024 of the inmates of the Educational Homes at the Auditorium of Eastern Zonal Cultural Centre, Salt Lake City, Kolkata from the bonafide contractors having the credential as mentioned in clause 10 for the following items and the details will be available at the office of Directorate of Mass Education Extension, BikashBhawan, 9th floor, Salt Lake, Kolkata-700091 during office hour. Bidders are requested to quote the actual cost of each meal mentioned in the description of item of the tender including all for the following items as given in the table below.

Sl No	Breakfast	Lunch	Evening Snacks	Dinner
Day-1 19/02/2024	Britannia cake, Banana, One sweet, Boiled egg, Mineral Water, Health Drinks for Inmates and Tea/Coffee with Biscuits for others. (At the Stadium)	Rice, Dal, Veg-Curry, Egg-Curry, Mineral Water (At the Stadium)	Chowmin, One laddo, Mineral Water (At the Stadium)	Rice, Dal, potato fry, Chicken-Curry, Mineral Water (At the Stadium)
Day-2 20/02/2024	Britannia cake, Banana, Two sweets, Boiled egg, Mineral Water, Health Drinks for Inmates and Tea/Coffee for others. (At the Stadium)	Fried Rice, Chicken Curry, One Sweet, Mineral Water. (At the EZCC)	Chicken Pakora (3 pcs), Laddo/Sweet, Mineral Water (At the EZCC)	Rice, Dal, potato fry, Egg-Curry, Mineral Water. (At the Stadium)
Day-3 21/02/2024	Britannia cake, Banana, One sweet, Boiled egg, Mineral Water, Health Drinks for Inmates and Tea/Coffee with Biscuits for others. (At the Stadium)	Plain Rice, Dal, Veg Curry, Egg Curry Mineral Water. (At the Stadium)	Chowmin, One laddo, Mineral Water (At the Stadium)	

• **TEARMS AND CONDITIONS OF THE TENDER:**

1. **Minimum Eligibility Criteria:**

- A. Only those agencies (having Trade License for such type of business) who have experience in such type or allied types of work of at least **Three Years** will be eligible.
- B. The bidders must submit credentials amounting Rs.25,00,000/- annually for executions similar nature of work within the period from Jan 2020 to December 2023 under the authority of State/Central Govt., State/Central Govt. under taking, Statutory bodies constituted under the statute of the Central/State Govt.
- C. Estimated value of work Rs.6,00,000/- for tentative head 250 per day on an average (MEAL MAYBE VARRIED ON THE BASIS OF PERTICIPENTS).

2. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
3. Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.
4. The successful bidder will be bound to provide services/supply the item(s) within specific dates, mention in the procurement order.
5. e-tender should be addressed to the Directorate of Mass Education Extension, 9th floor, BikashBhawan, Salt Lake, Kolkata-700091. Bidders may download tender enquiry documents from the website..... directly with the help of Digital Signature Certificate.
6. Any subsequent notice regarding this tender shall be uploaded in above website(s) only. In the event of any of the above mentioned dates being declared as a holiday for the Directorate of Mass Education Extension, West Bengal the tenders will be opened on the next working day at the appointed time or at any date & time as desired by the tender selection committee.
7. If any bidder is found to be guilty of producing fabricated / false documents and /or under took an unfair means will be liable to punitive actions as decided by the Tender Committee/or, any appropriate authority.
8. Bidders are requested to submit their rate for completion of work within the time allowed in the specified format given in the BOQ. Rate must be inclusive all taxes and other incidental charges otherwise quotation will be rejected. The rate should be mentioned in both figure and word. Consolidated amount for the whole programme will be considered for the selection of the agency.
9. The FINANCIAL OFFER of the prospective tender will be considered only if the document attached with technical bid of the tender is found qualified by the 'Tender Evaluation Committee' formed by the Authority. If any Technical Bid fails to fulfill the criteria of this tender, then the corresponding financial Bid will be rejected. Bidder whose aggregate quoted rate is lesser than other bidders will be considered as L1. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be notified later.
10. **Technical Bid:** Bidder should submit Self attested photocopy of the following documents and proof of submission of EMD in Technical Bid Envelop:-

i. **PAN Card, Income Tax Return for Assessment Year 2023-24.**

ii. **Professional Tax Challan.**

iii. **Current Renewed Trade License.**

iv. **FASSAI License with up to date renewal.**

v. **Credential for doing similar work**

vi. **Copy of fire safety license**

vii. The intending bidders must have a record of one successful completion of similar nature of supply having work order of value of Rs. 25,00,000/-of

this type contract within last 3 years from the date of publication of the notice. The completion certificate along with payment certificate and work order issued by the competent authority will be treated as credential in this respect.

viii. Earnest Money Deposit: Bidder has to deposit Rs.15,000/- as Earnest Money. Non submission of Earnest Money will summarily lead to rejection of the Bid. SSI Unit, Micro & Small Enterprises, Khadi, Handicraft, cooperative and such type of other enterprises are not exempted from submission of Earnest Money. Earnest Money deposit would be released on successful completion of programme only on proper claim by the bidder. No interest would be paid on Earnest Money deposit.

Earnest money is to be deposited online by the bidder. Non submission of Earnest Money will summarily lead to rejection of the Bid. Earnest Money deposit would be released on successful completion of work only on proper claim by the bidder. No interest would be paid on Earnest Money deposit.

ix. Earnest Money deposit will be forfeited in following cases:

- i. The Bidder withdraws tender after opening or acceptance.
- ii. The selected bidder fails to accept order or refuses (wholly or partly).
- iii. The selected bidder fails to perform as mentioned in the work order.

Refund or Settlement process of Earnest Money will be as per order no. 3975 F(Y) dated 28.07.2016 of Finance Dept. Govt. of WB.

X. GST Return of June 2023.

During scrutiny of Technical Bid/ Tender documents if it is found that any information is incorrect the technical bid/tender documents will be rejected without assigning any reason thereof. The Tender Committee will have sole discretion to decide the eligibility of bidder on the basis of his submitted documents and reserves the right to refuse without any explanation to the bidder and the decision of the authority concerned will be final in this respect. All papers will be verified with original papers as when required.

11. They shall provide cooked food to the above mentioned venue at scheduled times and should be served hot and fresh. They shall wash their hands with soap before serving food, diet to the office.
12. They shall clean the tables, floor and surrounding area before serving meals and after finish consuming meals.
13. The successful bidder will provide manpower for serving food who will maintain health and hygienic.
14. The successful bidder will provide plates, glass, cutlery and packaging (if any) at no extra cost.
15. Bill in triplicate copy have to be submitted to this office within fifteen days from the date of supply. This office will not take responsibility of payment of bill submitted beyond stipulated date.
16. Payment of bill: within one month from the date of submission of bill provided incidents beyond the capacity of authority.
17. The delivery of food is to be made to the place/ location which will be mentioned in the supply order, at their own cost (cost include processing/service/cleaning etc.)
18. Financial Bid is attached herewith (BOQ).
19. The authority reserves the right to issue any corrigendum to the NIT or reject the NIT in part or in full at any time prior to the award of contract without assigning any reasons thereof.

20. Supply order will be given on different dates and there will no upper or lower limit of items.
21. All terms and conditions as mentioned above will have to be accepted by the Tenderer(S).

The Authorities, Date and Time Schedule for the tender process are as under:

Sl. No.	Designation and Address of the Authority	Name and address of the school with mobile No of DPO
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	10/01/2024
2	Documents download start date (Online)	10/01/2024
3	Bid submission start date (On line)	10/01/2024
4	Documents download end date (Online)	02/02/2024
5	Bid Submission closing (On line)	02/02/2024 AT 6.00 P.M.
6	Bid opening date for Technical Proposals (Online)	06/02/2024 AT 11.00 A.M
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

CHECKLIST
PRE-QUALIFICATION APPLICATION
IN A LETTER HEAD OF THE AGENCY, OTHERWISE IT WILL BE TREATED AS CANCELLED

1. Name of the work	
2. Tander Notice No.	
3. Online document download ended	
4. Name of the institution tendared for	Directorate of Mass Education Extension BikashBhawan, 9th floor, Salt Lake, Kol-91
5. Earnest Money Deposit or Documents in support of Earnest money deposit exemption.	
6. Are you experienced (Y/N)	
7. Name of the bidder in block letter as DSC	
8. Full adders	e-mail Telephone No. / Mobile No.
9. Kitchen Address if any	
10. Legal entity of the bidder whether Firm/Society/Company/ other entity	Proprietorship/Regd. Patnership/ Pvt. Ltd/ltd. or other (Please write appropriate capacity)
11. Trade License issuing Authority with whom registered	
12. TL License No.....	valid upto
13. P.Tax enrolment No.	paid upto
14. Name & address of the banker of the bidders	
15. a) PAN No. b) GSTN ID	
16. Experience in such type of work	Yes/No
17. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	Yes/No
18. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	Yes/No
19. Any litigation against the Firm or its proprietors or its principals? If yes, provide details	Yes/No
20. Any other relevant information wish to submit	
Contractor has to execute the work on strict supervision of the Directorate of Mass Education ExtensionBikashBhawan, 9th floor, Salt Lake, Kol-91Authorities. Decision of authority will be final & binding on contractor in case of any dispute.	
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 later on, I the under signatory will be personally responsible for the same.	

INSTRUCTION TO BIDDERS

i. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

ii. Registration of Contractor:

Any agency willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtennders.gov.in/nicgep/app>. The agency is to click on the link for e-Tendering site as given on the web portal.

iii. Digital Signature certificate (DSC):

Each agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.

iv. The agency can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

v. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

vi. Submission of Tenders:

Tenders are to be submitted through online to the website stated above in one folder at a time for each work, one in Technical /Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC).

The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

vii. Technical Proposal:

a) Statutory Cover Containing the following documents:

Tender Form N.I.T. (*download properly and upload the same Digitally Signed*)

Documents to be uploaded along with the Tender as Technical document:

- I. PAN Card the bidder.
- II. Professional Tax paid Challan.
- III. GSTReturn of June 2023.
- IV. Current Renewed Trade License.
- V. Upto date food license/FSSAI license valid on the day of submission of Bid.
- VI. Income TAX Return of AY 2022-23.
- VII. Copy of fire safety license

b) Financial capacity of a bidder will be judged on the basis of information furnished in the tender.

• Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

• Rejection of bid:


Authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for authorities' action.

- **Award of Contract:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

- **Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The contractor is to quote the rate **Below / At Par** online through computer in the space marked for quoting rate in the BOQ.



Director of Mass
Education Extension
West Bengal