

**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: **76**/NZ/WBLA-2021

Dated: **23**...../02/2021

**NOTICE INVITING TENDER (OFFLINE) NO:- QSF/NZ-02/182.**

**Name of Scheme/Work:**

On behalf of the District Magistrate, South 24 Parganas, the Addl. District Magistrate (General), South 24 Parganas invites **online quoted rate on estimated amount (e-Tender)** in **TWO BID SYSTEM** for the works from reputed caterers with proven track record, for supply of different Food Items at different locations/election cells along with PP Training/EVM Commissionin/DC-RC/Counting venues etc. The details are given below:

Sl No.	Food Category with Items & Quantity	Rate Quoted for PER UNIT (Rs.)
01	<b>Lunch/Dinner Fish Thali</b> ❖ Rice/Chapatti ❖ Dal ❖ Standard Bhaja ❖ Salad (Cucumber, Carrot with onion) ❖ Vegetable sabji dish ❖ Fish Curry (Hilsa/Pabda)-1 pcs ❖ Chatney with papad ❖ Curd (Sweet/Sour) ❖ Sweet (Sandesh) (1 pcs)	
02	<b>Lunch/Dinner Chicken Thali</b> ❖ Rice/Chapatti ❖ Dal ❖ Standard Bhaja ❖ Salad (Cucumber, Carrot with onion) ❖ Vegetable sabji dish ❖ Chicken Curry (4 pcs)-1 pcs ❖ Chatney with papad ❖ Curd (Sweet/Sour) ❖ Sweet (Sandesh) (1 pcs)	
03	<b>Lunch/Dinner Mutton Thali</b> ❖ Rice/Chapatti ❖ Dal ❖ Standard Bhaja ❖ Salad (Cucumber, Carrot with onion) ❖ Vegetable sabji dish ❖ Mutton Curry (4 pcs)-1 pcs ❖ Chatney with papad ❖ Curd (Sweet/Sour) ❖ Sweet (Sandesh) (1 pcs)	
04	<b>Lunch/Dinner Special Biryani Thali</b> ❖ Chicken/Mutton Special Biryani (Arselan/Amenia/Siraj)- 1 plate	
05	<b>Lunch/Dinner Egg Thali</b> ❖ Rice/Chapatti ❖ Dal ❖ Aloo Bhaja ❖ Salad (Cucumber & onion) ❖ Vegetable sabji dish ❖ Egg Curry (2 pcs) ❖ Chatney with papad ❖ Rosogolla/Sandesh - 1 pcs	

**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



06	<b>Lunch/Dinner Veg Thali</b> ❖ Rice/Chapatti ❖ Dal ❖ Aloo Bhaja ❖ Salad (Cucumber & onion) ❖ Vegetable sabji dish ❖ Posto/Paneer ❖ Chatney with papad ❖ Rosogolla/Sandesh - 1 pcs	
07	<b>Lunch/Dinner Non-Veg Tarka Thali</b> ❖ Rumali Roti - 3 pcs ❖ Egg/Chicken Tarka ❖ Rosogolla/Sandesh - 1 pcs	
08	<b>Lunch/Dinner Veg Tarka Thali</b> ❖ Rumali Roti - 3 pcs ❖ Veg Tarka/Paneer Butter Masala ❖ Rosogolla/Sandesh - 1 pcs	
<b>Sl No.</b>	<b>Food Category with Items &amp; Quantity</b>	<b>Rate Quoted for PER UNIT (Rs.)</b>
01	<b>Lunch/Dinner Non-Veg Buffet (VVIP Buffet-1)</b> ❖ Fruit Platter/Soup/Russian Salad ❖ Polao/Fried Rice/Jeera Rice ❖ Black Dal/Dal Fry/Mixed Dal ❖ Gobi/Paneer/Mixed Veg/Navaratna Curry ❖ Fish Fry/Chicken Pakora/Chicken Kabab ❖ Chicken Curry/Chicken Butter Masala ❖ Hilsa Paturi/Prawn Malaikari ❖ Chatney with papad ❖ Dahi/Ice Cream ❖ Rosogolla/Sandesh - 1 pcs	
02	<b>Lunch/Dinner Non-Veg Buffet (VVIP Buffet-2)</b> ❖ Fruit Platter/Soup/Russian Salad ❖ Polao/Fried Rice/Jeera Rice ❖ Black Dal/Dal Fry/Mixed Dal ❖ Gobi/Paneer/Mixed Veg/Navaratna Curry ❖ Fish Fry/Chicken Pakora/Chicken Kabab ❖ Mutton Curry/Mutton Kasha ❖ Hilsa Paturi/Prawn Malaikari ❖ Chatney with papad ❖ Dahi/Ice Cream ❖ Rosogolla/Sandesh - 1 pcs	
03	<b>Lunch/Dinner Veg Buffet (VVIP Buffet-3)</b> ❖ Fruit Platter/Soup/Russian Salad ❖ Polao/Fried Rice/Jeera Rice ❖ Black Dal/Dal Fry/Mixed Dal ❖ Gobi/Paneer/Mixed Veg/Navaratna Curry ❖ Veg Cutlet/Fried Baby Corn ❖ Dahi Bada ❖ Chatney with papad ❖ Dahi/Ice Cream ❖ Rosogolla/Sandesh/Gulabjamun/Gajar Halua - 1 pcs/1 plate	



**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



Sl. No.	Food category with Items & Quantity (Breakfast & Tiffin)	Rate Quoted for PER UNIT (Rs.)
01	Butter Toast (2 pcs)	
02	Boiled Egg/Omlet - 1 pcs	
03	Assorted Fruit Platter - 1 plate	
04	Assorted Dry Fruit Platter - 1 pcs	
05	Veg Sandwich - 1 pcs	
06	Chicken Sandwich - 1 pcs	
07	Puri/Kachuri with Sabji (4 pcs)	
08	Chicken Kabab - 6 pcs	
09	Chicken Pakora - 6 pcs	
10	Veg Pakora - 6 pcs	
11	Fish Fry - 1 pcs	
12	Chicken Cutlet - 1 pcs	
13	Fish Finger - 6 pcs	
14	Egg Roll - 1 pcs	
15	Chicken Roll - 1 pcs	
16	Mutton Roll - 1 pcs	
17	Veg Chowmin - 1 plate	
18	Egg Chowmin - 1 plate	
19	Chicken Chowmin - 1 plate	
20	Mixed Chowmin - 1 plate	
21	Chili Chicken - 1 plate	
22	Chili Fish - 1 plate	
23	Veg Fired Rice - 1 plate	
24	Mixed Fired Rice - 1 plate	
25	Masala Dosa - 1 pcs	
26	Dhokla - 2 pcs	
27	Bada - 2 pcs	
28	Idly - 2 pcs	
29	Fish Kabiraji - 1 pcs	
30	Chicken Moglai - 1 plate	
31	Dahi Bada (2 pcs) (Haldiram/or any branded)	
Sl. No.	Food category with Items & Quantity	Rate Quoted for PER UNIT (Rs.)
01	Milk Tea (Per Cup)	
02	Black Tea (Per Cup)	
03	Green Tea (Per Cup)	
04	Black Coffee (Per Cup)	
05	Milk Coffee (Per Cup)	

**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



06	Cold Coffee (Per Glass)	
07	Biscuits (Britania/Biskfarm Marie) (2 pcs/per head)	
08	Cookies (Per pcs/per head)	
09	Cold Drinks - 300 ml. (Glass)	
10	Lassi (Amul/or any branded pouch)	
11	Milk Shake (Branded)	
12	Fruit Juice (1 pcs)	
13	Ice Cream (Per Cup/per head)	
14	Pan Masala/Ajwan/Hajmola (Per Packet/per head)	
15	Rosogolla/Sandesh/Gulab Jamun	

DRINKING WATER/MINERAL WATER (FOR ALL)		
Sl No.	Food Category with Items & Quantity	Rate Quoted for PER UNIT (Rs.)
01	200 ml. Bottle	
02	500 ml. Bottle	
03	1 ltr. Bottle	
04	2 ltr. Bottle	
05	20 ltr. Jar (Branded)	
06	Dispenser	

**SCHEDULE OF IMPORTANT DATES OF BIDS**

PARTICULAR	DATE & TIME
Date of Publication of NIT	<u>23/02/2021</u> at 1.00 PM
Document download start date & time	<u>23/02/2021</u> at 1.30 PM
Document download end date & time	<u>04/03/2021</u> up-to 12.00 noon
Pre-bid meeting in the Addl. District Magistrate(General) room of the office of the District Magistrate, South 24 Parganas	<u>26/02/2021</u> at 12.00 Noon
Bid submission start date & time	<u>23/02/2021</u> from 1.30 PM
Last date & time of <del>online</del> submission of Technical Bid and Financial Bid.	<u>03/03/2021</u> up-to 06.00 PM
Date & Time of opening of Technical Bid in the Office of the Nezarath Deputy Collector, Alipore	<u>04/03/2021</u> at 12.00 Noon
Date & Time of opening of Financial Bid in the office of the Nezarath Deputy Collector, Alipore	<u>04/03/2021</u> at 04.00 PM
Validity of bid	180 days
Completion Period of the work	WBLA ELECTION-2021
Maintenance Period	Not applicable



**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



**Cost of Tender Documents (Tender Cost):** - Bank Draft / Bank Cheque of Rs 1250/- (Rupees One Thousand Two Hundred and Fifty Only) inclusive of GST as applicable. (Non-Refundable) only shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027

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.

**Address for communication:**

Addl. District Magistrate (Infra) & Addl. District Magistrate (ZP), South 24 Parganas, Alipore, Kolkata-700027

**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	DIFFERENT CELL/RO OFFICE/LOCATION INCLUDING PP TRAINING/EVM COMMISSIONING/DC-RC/COUNTING VENUE
Period of Contract	WBLA ELECTION-2021
Rate to be Quoted	Quoted less rate
Scope of Work	Supply of different categorical food items for VVIPs, Officers, Staffs & others at <b>different locations</b> for ensuing West Bengal Legislative Assembly General Election-2021.
Maximum Estimated Cost	<b>NA</b>
Contract Period	<b>06(six) months</b>
Security Deposit against work	<b>03% of Contract Value (Work Order value)</b>
Bid Inviting Authority	Addl. District Magistrate(Infra), South 24 Parganas



**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



Qualifying Requirement (Technical):	<p><b><u>The credential:</u></b></p> <p>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.</p> <p><b><u>TURNOVER: Average Audited Annual Turn Over</u></b> for the last 3 (Three) consecutive Financial Years should be equal to or 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.</p> <p><b><u>NON STATUTORY DOCUMENTS:</u></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><u>6.OTHER DOCUMENTS:</u></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: Bank Draft / Bank Cheque of <b>Rs.12500.00 (Rupees Twelve thousand and Five Hundred only) (Refundable)</b> only shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.</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>



**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



Date and time of opening of Financial Bid submitted <del>online</del> of only the technically qualified bidders	04/03/2021 at 04.00 PM
Financial Bid	Less Rate shall be quoted in the Financial Bid (in respect of estimated amount)
Validity of Bid	180 days
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).

**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** 03% of contract 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.

**Falling 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.**



**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



**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.

**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 (Infra)  
&  
Addl. District Magistrate (ZP)  
South 24 Parganas, Alipore



**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: <sup>76/1(5)</sup> /NZ/G.S MELA-2021

Dated: <sup>23</sup> / <sup>2</sup> / 2020

Copy forwarded for necessary action to:

1. Addl. District Magistrate (Infra), South 24 Parganas for displaying the e-NIT in his office
2. Officer-in-Charge, Infrastructure Cell, South 24 Parganas for displaying the e-NIT in office notice board
3. DIO, NIC South 24 Parganas with a request to upload in the District Website
4. DICO, South 24 Parganas with a request to publish the brief advertisement about the NIT in the local news paper(s).
5. CA to District Magistrate & DEO, South 24 Parganas for placing the notice before District Magistrate

  
Addl. District Magistrate (Infra)  
&  
Addl. District Magistrate (ZP)  
South 24 Parganas, Alipore