



Office of the Principal  
North Bengal Dental College & Hospital  
Sushrutanagar, Dist-Darjeeling, Pin- 734012  
Tel: 0353-2585300  
Email : [principalnbdch2012@gmail.com](mailto:principalnbdch2012@gmail.com)

**Notice Inviting e-Tender for Canteen service of Ladies Hostel at North Bengal Dental College & Hospital Campus, Sushrutanagar, Darjeeling.**

**Memo No. 552/NBDC&H**

**Date. 27.09.2022**

Principal, North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling invites Bids through e-Tender in Two Bids System (Technical & Financial Bid) from the Local Self-Help Group (Women) of Matigara-I, Matigara-II & Atharokhai GP for "Canteen service of Ladies Hostel at North Bengal Dental College & Hospital Campus".

The SHG (women) should quote their rates in figure as well as in words including GST and other taxes, if any. Price rate sought for. Rate shall remain valid for 01 (one) year.

Last date for submission/receipt of quotation(s) is 13/10/2022 at 12:00 Hrs. and technical bid will be opened by the Tender Committee through online process, on 17/10/2022 at 12.00 hrs onwards, in the Office of the Principal. In case, any holiday on the day of opening, technical bid of the quotations will be opened on the next working day at the same time. The quotations received after the above said scheduled date and time will not be considered. No quotation by FAX or by any other means except e-quotation will be entertained.

Principal  
North Bengal Dental College & Hospital  
Sushrutanagar, Darjeeling  
Pin- 734012  
Date. 27.09.2022

**Memo No. 552/1(15)/NBDC&H**

**Copy forwarded for information to :-**

1. The District Magistrate, Darjeeling (with a request to display on notice board for wide circulation).
2. The S.D.O., Siliguri, (with a request to display on notice board for wide circulation).
3. The A.E.O., SMC, Siliguri (with a request to display on notice board for wide circulation).
4. The C.M.O.H., Darjeeling.
5. The Nodal Officer, Health & Family Welfare Department, Swasthya Bhawan, for publication in daily news papers.
6. The Super., NBDC&H, Sushrutanagar, Darjeeling.
7. The Accounts Officer, NBDCH, Sushrutanagar, Darjeeling.
8. The BDO, Matigara, Siliguri for Display in Notice Board.
9. The Nodal Officer, Dist. Health & FW Samiti, Siliguri Mahakuma Parisad, Siliguri.
10. The Post Master, Sushrutanagar for Display in Notice Board.
11. The Incharge, I.T. Cell, Swasthya Bhawan, Kolkata. (with a request to publish on the Departmental Website Of [www.wbhealth.gov.in](http://www.wbhealth.gov.in)).
12. The Head Clerk, NBDC&H, Sushrutanagar, Darjeeling.
13. Store, NBDC&H, Sushrutanagar, Darjeeling.
14. DEO, to display website of NBDC & Hospital.
15. Notice Board, NBDCH.

Principal  
North Bengal Dental College & Hospital  
Sushrutanagar, Darjeeling  
Pin- 734012

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## **SECTION- 1**



### **List of Important Dates of Bid**

1. Name of work : Supplying Canteen service of Ladies Hostel.
2. Initiation of work : Within 5 days from the date of issue of work order.
3. Date of issue of Notice Inviting Bid : 27/09/2022
4. The total Bid Document can be downloaded from the e-procurement portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) from 27/09/2022, after publication.
5. Time and Date of Pre-Bid Meeting/Enquiry : 29/09/2022 at the Office of the Principal, at 02-00 pm.
6. Contact Details : 0353-2585300  
9434462195  
e-mail: [principalnbdch2012@gmail.com](mailto:principalnbdch2012@gmail.com)
7. Bid uploading start Date : 29/09/2022 at 05-00 pm onwards
8. Last Date for Submission of Bid (s) : 13/10/2022 at 12-00 hours.  
(As per server clock).
9. Time and Date for opening Technical Bid / Bids : 17/10/2022 (12.00 hours onwards).
10. Time, Date and Place of opening Financial Bids : To be declared later.



### NOTICE INVITING e-QUOTATION

Sealed e-quotations are invited on behalf of department of Health & Family welfare, Govt. of West Bengal.  
For the following work: -

1.	Name of work	Suppling of Canteen service of Ladies Hostel, NBDC&H
2.	Location to supply	Ladies Hostel, North Bengal Dental College & Hospital Sushrutanagar, Dist.- Darjeeling, Pin- 734012
3.	Time of initiation of work	With 5 working days.
4.	Contract Validity	1(One) Year.
5.	Approx. Tender/Quotation Value	<b>(54 boarders x 2 times x 365 dys x 45/- Rates) = Rs.17,73,900/-</b> (Inclusive GST & other Taxes, installation fees, if any)
6.	Earnest Money	Rs.10,000/- Earnest money may be submitted either by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the "Accounts Officer, North Bengal Dental College & Hospital" (e-treasury). Exemption is allowed (proof of exemption to be uploaded) The scanned copy of the earnest money details must be uploaded at the time of submission of bid through e- quotation. Corresponding bid stands cancelled if the EMD is not provided except exemption cases.
7.	Availability of Bid Documents	Bid documents will be available w.e.f 29/09/2022 from the e-procurement portal <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . after floating the e-quotation.
8.	Site Visit	Bidders are advised to visit the site before submission of bid.
9.	Pre-Bid Meeting/Enquiry:	29/09/2022 at the Office of the Principal, at 02-00 pm. <b>PRESENCE IN PRE-BID MEETING FOR INTENDING BIDDERS IS MANDATORY FOR PARTICIPATING to the e-Quotation.</b>
10.	Bid uploading Start Date	29/09/2022 (5 P.M onwards)
11.	Last date of Submission Of bid	Bidding documents, signed by authorized person of the bidder, must be submitted online on or 13/10/2022 at 12-00 hours. (As per server clock).
12.	Procedure for submission of bid	Bidders are requested to submit their quotations through e-procurement portal <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . If required, the bidders may be requested to submit the hard/original copy of the technical bid at the time of verification of the documents. Tender document also be available from <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> & <a href="http://www.nbdch.in">www.nbdch.in</a>
13.	Date, time and venue of opening of Technical Bid	17/10/2022 (12.00 hours onwards) at the office of the Principal.
14.	Date and Time of Opening of Financial Bid	Date and time of opening of Financial Bids will be intimated later to the technically qualified bidder(s).

NOTE: Other details can be seen in the bidding document. This office reserves to itself the right to reject any or all the quotations received without assigning any reason thereof.



## SECTION 2

### INSTRUCTIONSTOBIDDERS



#### 1. GENERAL INSTRUCTION :-

The present quotation is being invited for Supplying Canteen service of Ladies Hostel. Bidders may quote their rate. The rate is to be examined among all participated, technically qualified bidders for finding lowest quoted bidder (L1).

#### 2. ELIGIBLE BIDDERS:-

All Self Help Group (SHG) who have experiences for providing meal at least one year i.e, (2021-22) and having working capital of at least ₹ 1 (one) Lakh in year (2021-22) in the books of accounts.

The bidder (SHG) should have the experience of completion of works in any of the Departments/ Autonomous Institutions/ Hospitals/ Public Sector Undertaking of the Government of India or Government of West Bengal or any other State Government or Local Bodies / Municipalities / Private Sector.

#### 3. QUALIFICATION OF THE BIDDERS:-

**The invitation of bid will be limited to the self help group (women) of Matigara-I, Matigara-II, & Atharokhai GP.**

Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the E-quotation.

Each Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be engaged except authorized person, to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the quotation price will not include any such amount. If this office subsequently finds to the contrary, this office reserves the right to declare the Bidder as non-compliant and declare any contract, if already awarded, to the Bidder to be null and void.

Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to the punitive measures.



**4. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of their bid and this office will in no case shall be responsible or liable for those costs, regardless of the bidders outcome of the quotation process.

**5. VISIT TO DEPARTMENT:-**

The bidder is advised to visit and acquaint them with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidders has undertaken a visit to this office and is aware of the operational conditions prior to the submission of the quotation documents.

**6. QUOTATION DOCUMENTS:-**

Contents of Quotation Documents:

The Quotation Invitation Document has been prepared for the purpose of inviting quotation for supplying of canteen service to Ladies' Hostel of NBDC&H. The Quotation document comprises of:

- (a) Notice of Invitation of e-Quotation.
- (b) Terms and Conditions.
- (c) Form of Bid (Annexure-I)
- (d) Scope of Work(Annexure-II)
- (e) Check list for Technical Evaluation(Annexure-III)
- (f) Undertaking (Annexure-IV)
- (g) Form of Agreement (Annexure-V)
- (h) Price Bid (Annexure-VI)

The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Quotation document. Failure to furnish all information required by the Quotation document or submission of a quotation not substantially responsive to the Quotation document in every respect will be at the bidder's risk and may result in rejection of his bid. The bidder shall not make any condition or cause to be made any alteration, erasure or obliteration to the text of the Quotation document.

**CLARIFICATION OF QUOTATION DOCUMENT**

The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform this office.

In case the bidder has any doubt about the meaning of anything contained in the quotation document, he shall seek clarification from this office before submitting his bid at pre-bid meeting. All communications between the bidder and this Institution shall be carried out through e-mail or other means.

Except for any such written clarification by this office, which is expressly stated to be an addendum to the quotation document issued by this office, no written or oral communication, presentation or explanation by any other employee of this office shall be taken to bind or fetter this office under the contract.



## PREPARATION OF BIDS



### Language :-

Bids and all accompanying document shall be in English only. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

### Documents Comprising the Bid:-

Quotation document issued for the purposes of quotation as described in Clause 7 and any amendments issued shall be deemed as incorporated in the Bid.

The bidder shall, on or before the date given in the Notice Invitation to Quotation, submit his bid through online e-tender portal.

One copy of the Quotation document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

The bidders shall deposit Bid Security (Earnest Money Deposit) for an amount of ₹ 10,000/- (ten thousand). The scanned copy of the earnest money details must be uploaded at the time of submission of bid through e- quotation. Exemption of earnest money is allowed as per existing rule of the Govt. (Scanned copy of exemption certificate to be uploaded)

### Bid Prices:-

Bidder shall quote their rate in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Quotation price covers bidders all obligations mentioned in or to be reasonably inferred from the Quotation document in respect of the Supplying of Canteen service of Ladies Hostel, at this office. This includes all the liabilities of the contractor (supplier) such as cost of supply mobilisation, all kinds of taxes etc. which should be clearly stated by the contractor (supplier)/agency.

The rates and prices quoted by the Bidder shall be including of GST & other taxes, installation, if any. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

Conditional bids /offers will be summarily rejected.

### Form of Bid:-

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

### Currencies of Bid and Payment:-

The Bidder shall submit his price bid/ offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

### Duration of Contract:-

The contract may be valid initially for one year and this office reserves the right to curtail or to extend the validity of contract.



#### Bid Security:-

The contractor (supplier) shall deposit Bid Security @ 3(three) per cent of the contract value by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the Accounts Officer, North Bengal Dental College & Hospital (treasury) with "Letter of Acceptance", within 07(seven) working days after issuance of "Letter of Acceptance".

Any Quotation not accompanied by EMD, or proof of exemption shall be rejected.

Bid security along with EMD of the successful bidder shall be returned after successful completion of works and in due course of time.

EMD shall be forfeited if the bidder withdraws his bid during the period of Quotation validity.

Bid Security along with EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract.

#### Format and Signing of Bid:-

The bidder shall submit one copy of the Quotation document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the quotation by the bidder.

The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

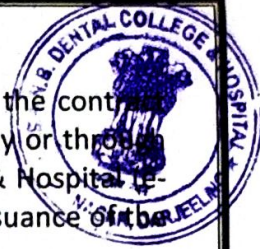
The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the this office, or are necessary to correct errors made by the bidder, in which case such corrections shall be signed and dated by the person or persons signing the bid.

#### 7. Submission of Bids:-

The bidder shall upload all documents for Technical Bid & Financial bid separately in the e-tender portal.

**The cover of Technical Bid should consist of the following documents:-**

- (a) Bid Security (Earnest Money Deposit) for an amount of RS.10,000/- (Ten Thousand) only as instructed at earnest money provision of NIE-Q and necessary proof should be uploaded.
- (b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, e-mail, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names, addresses and telephone numbers, e-mail of Directors/ Partners also.
- (c) Self attested copy of PAN No. card under Income Tax Act and IT Returns for 2020-21 & 2021-22.
- (d) Self attested copy of GST Registration Number;
- (e) Self attested copy of Valid Trade License/Registration No. of the Agency/Firm;
- (f) Proof of work-experience/Credential as stated supported by documents from the concerned organizations; and
- (g) Duly filled and signed Annexures.
- (h) P. Tax proof certificate.
- (i) Bid documents to signed and stamped in every pages.





- (j) SHG Formation Certificate.
- (k) Food License/FSSAI Registration Certificate.
- (l) Name and address of the Banker and Account No. with IFSC Code.
- (m) Bidders undertaking:-



The bidder should provide an undertaking that the proprietor/promoter/director of the firm, its employee, partner or representative are not convicted by a court of law following prosecution for offence involving moral turpitude in relation to business dealings including malpractices such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of tax levied by law; etc. Also, the firm does not employ a government servant who has been dismissed or removed on account of corruption.

The Bidder shall disclose all instances of its past performance during last 1 year, when any adverse action against it may have been taken by any government/PSU/Local body etc.

#### Late and Delayed Quotations:-

Bids must be submitted through online not later than the date and time stipulated in the NIQ. This Office may, at its discretion, extend the deadline for submission of bid in which case all rights and obligations of this Office shall be abided by the Bidder.

Any bid received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered.

#### 8. Bid Opening and Evaluation :-

The authorized representatives of this office will open the Prequalification/ Technical Bids. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Conditional bids will also be summarily rejected.

Financial bids of only the technically qualified bidders will be opened.

Right to accept any Bid and to reject any or all Bids:-

This Office is not bound to accept the lowest bid or any bid and may at any time by notice in writing to the bidders terminate the quotation process.

This office may terminate the contract if it is found that the contractor (supplier) is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

#### 9. Award of Contract:-

This office will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

This Office will communicate the successful bidder by "Letter of Acceptance" towards submission of rest security deposit & asking for agreement.

The successful bidder will be required to execute an agreement in the form specified in Annexure-V within a period of 07 working days from the date of issue of Letter of Offer.

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds to impose penal provision except annulment of the award and forfeiture of Bid Security



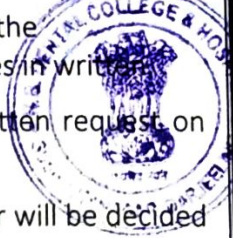
## **SECTION 3**

### **TERMS AND CONDITIONS OF THE CONTRACT**



- 1) **Minimum Eligibility Criteria:**
  - a. Only those firms/ agencies (having Trade License such type of Business) & who have experience in Such type of job of at least 1 (one) year and have satisfactory supply of order in Govt./ Govt. undertaking / Private sector of value Rs. 1,00,000/- (Rupees One Lakh only), will be eligible.
  - b. Bidders must have FSSAI License from concerned authorities.
- 2) Bidder will be required to deposit Rs. 10,000/- (Rupees Ten thousand) only as EMD (Earnest Money Deposit).
  - a) The successful tenderer(s) will have to deposit security Money Rs. 20000/- in the form of Pay Order/ Bank Draft in favour of "Accounts Officer, North Bengal Dental College & Hospital". The Earnest money will be forfeited if the tenderer(s) fail to deposit the security Money Deposit within 7 (Seven days of acceptance of the Offer Letter.
  - b) The unsuccessful Tenderer(s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of security Money of successful Tenderer(s).
  - c) The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
- 3) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
- 4) The Fuel to be used for cooking will only be LPG and shall be arranged by the contractor. The contractor should have valid commercial connection in its name. All utensils to be used in Kitchen & Canteen shall be provided by the agency. Only mustard oil / soya bean oil / rice bran oil / sun flower oil is permitted for cooking. The canteen managing committee will pay regular visit to the canteen to supervise and check the quality & quantity of the food items served in the canteen. The quality of the raw material to be used for preparation of food in the canteen should be of highest standard and fresh. The contractor should keep the canteen complex clean. If, at any point the Canteen & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority. For maintaining cleanliness and hygiene required items will not be provided by college authority. The contractor shall bear all the expenses for running the canteen and the authority shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury caused to its workmen during discharging their duty. The contractor shall not be entitled to use the accommodation allotted by the authority for any other purpose of business other than canteen. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
- 5) Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
- 6) Validity of Tender will normally be 1 (one) year from the date of acceptance of tender and rates quoted by the bidder shall be valid for one year. The procurement will be made in phased manner or at a time subject to requirement during validity period. Quantity will be as per requirement. Running of the canteen will be under sole supervision of the canteen committee of the Ladies Hostel. The college authority will have no role to play in it.
- 7) The Tender is valid only for the mentioned canteen of Ladies Hostel.



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- 8) The Earnest Money may be kept in custody of the authority as a part of Security Deposit of the Successful bidder(S) and will be released after expiry of the tender period if bidder expresses in written request.
  - 9) Earnest Money will be refunded to the unsuccessful bidder through online mode or written request on production photocopy of demand draft. No interest will be payable on the EMD.
  - 10) In case it is found that more than one bidder is quoted same price for L1, the lowest bidder will be decided by draw of lots.
  - 11) All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
  - 12) Timelines for downloading and submission of E- Tender along with other datelines has been noted below.
  - 13) E-Tender should be addressed to the Principal, North Bengal Dental College & Hospital, Bidders may download tender enquiry documents from the website [www.spghealth.gov.in](http://www.spghealth.gov.in) and [www.wbhealth.gov.in](http://www.wbhealth.gov.in)
  - 14) Any subsequent notice regarding this tender shall be uploaded in above website only.
  - 15) Financial Bids are attached herewith (BOQ).
  - 16) The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.
  - 17) Vendor is not allowed to qualify Technical Bid if he/she/agency is committed any defalcations on running Canteen within preceding one year from the publication of said NIT.
  - 18) The guidelines As per G.O:2320 F(Y) DATED 07/06/2022 will be followed.
  - 19) Credential Having experience in supply of food & Tiffin, at least 1 (one) year and have satisfactory supply order in any. Govt./ Govt. undertaking Institute / Private Institute value of Rs.1,00,000/- (Rupees One Lakh only) in a year, will be Eligible.

#### Other Terms & Condition for FOOD SUPPLY

- 1) The utensils & other items for cooking good condition and should be the responsibility of the SHG.
- 2) The Food should be hygienic & Fresh as per specification.
- 3) Timely supply of cooked food.
- 4) Quality should be maintained & will be checked from time to time by the canteen committee.
- 5) Rate quoted should be inclusive of all charges including servicing or packaging charges.
- 6) All other items which are not included in the tender may be procured as per market price.

#### RULES AND REGULATION:

1. Time slot:
  - LUNCH:12PM-3PM
  - DINNER:9AM-11PM
2. Basic items should be always available for each time slot.

**SECTION 4**  
**Annexure-I**  
**APPLICATION FORMAT**



(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To  
Principal  
North Bengal Dental College & Hospital  
Sushrutanagar, Darjeeling.

Sub:- E-Tender for "Canteen service of Ladies Hostel at North Bengal Dental College & Hospital Campus, Under the control of THE PRINCIPAL, NORTH BENGAL DENTAL COLLEGE & HOSPITAL

Ref:-

Having examined the Pre-qualification & other documents published in the N.I.T. I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of \_\_\_\_\_ in the capacity \_\_\_\_\_ duty authorized to submit for offer. The authorization letter from the Company is attached in Annexure II.

2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for thought the tender period.

3. We are offering rate for the preparation & supply of food items to the canteen of ladies Hostel of North Bengal Dental College & Hospital in the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

5. We understand that:

- (a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
- (b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:

Signature of applicant including title and  
Capacity in which application in made.

Contact No.  
Tele  
Mobile:-

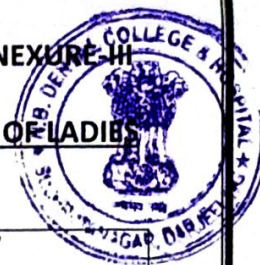




### SCOPE OF WORK OF THE CONTRACTOR (SUPPLIER)

The present quotation is being primarily invited for supplying Meal, service in the canteen of ladies hostel of North Bengal Dental College & Hospital.

Sl. No.	Category	Approximate (Nos.)	Approximate of total values
1	Meal system (Lunch & Dinner) will be (Egg / Fish / Veg/ Chicken meal on rotation basis)	Total no of boarder – 54 Ceiling Rate 45/- (Per meal)	(54 boarders x 2 times x 365 days x 45/- Rates)= Rs.17,73,900/-

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR SUPPLYING MEAL, CANTEEN SERVICE OF LADIES****HOSTEL AT NORTH BENGAL DENTAL COLLEGE & HOSPITAL.**

Sl. No.	Documents asked for	YES/ NO
1	Proof of deposited Bid Security (EMD) of ₹10,000/- (Ten Thousand) or EMD exemption proof (MSME Etc.)	
2	Authorized person (with photo) of the firm/agency, with name, designation, address and office telephone numbers. e-mail if the bidder is a partnership firm, consortium etc. name designation, address and office telephone numbers, e-mail of Directors/Partners and partnership deed also.	
3	Filled up Annexure-I, Annexure-IV & Annexure-VI with signature and stamp.	
4	Self-attested copy of the PAN card issued by the Income Tax Department.	
5	Self-attested copy of GST Registration No.	
6	Self-attested copy of Trade License/Valid Registration number of the Self Help Group (Women).	
7	Proof of experiences/Credential along with satisfactory performance certificates from the concerned employers.	
8	Income Tax Returns submitted for the financial year 2020-21, 2021-22.	
9	P Tax proof	
10	Bid documents to be signed in every pages	
11	Name and address of the Banker and Account no. with IFSC Code	
12	Bidders undertaking as per Section-2, Sl no. 8 (m)	
13	Food License/FSSAI Certificate	

N.B. It is the responsibility of bidder to go through the TE document to ensure furnishing of all required documents in addition to the above.

**Seal and Signature of the Bidder**

**(Name and Address of the Bidder)**

**Telephone No.**





**(ON A STAMP PAPER of Rs.10/-)**

**UNDERTAKING**

To  
The Principal,  
North Bengal Dental College & Hospital,  
Sushrutanagar, Darjeeling.

(Designation and Name of the concerned Department)

Name of the Self Help Group (Women).....

Name of the quotation.....Due date:.....

Sir,

1. I/We here by agree to abide by all terms and conditions laid down in quotation document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained there in and under take my self/our selves abide by the said terms and conditions.

(Signature of the Bidder)  
Name and Address of the Bidder.  
Telephone No.

(ON A STAMP PAPER of Rs.100/-)

After bidder selection



ANNEXURE-V

CANTEEN AGREEMENT

This Agreement Made At \_\_\_\_\_ On This \_\_\_\_\_ Day Of \_\_\_\_\_ Between North Bengal Dental College & Hospital Having its office at Sushrut Nagar which expression shall unless repugnant to the context or meaning thereof shall include its representative and permitted assigns of the one part and M/S \_\_\_\_\_ having address at \_\_\_\_\_ represented by \_\_\_\_\_ (hereinafter called "Self Help Group") of the other part. Whereas the Self Help Group is engaged in the business of supplying food and is required to provide canteen facilities to the Ladies Hostel of NBDC&H. And whereas the Self Help Group have offered their services for running the canteen at the premises of the Ladies Hostel of NBDC&H on the terms and conditions hereinafter appearing. Now it is hereby agreed by and between the parties here to as follows.

1. The said agreement shall remain in force for a period of 1(One year) from \_\_\_\_\_ to \_\_\_\_\_ unless the agreement is sooner terminated or renewed.
2. The Self Help Group agrees to supply to the Boarders of Ladies Hostel of NBDC&H at specified times, various items as per particulars mentioned in the scheduled I attached hereto on mutually agreed rates of the items which have been indicated in Scheduled I which is part and parcel of this agreement.
3. Supply of items on credit shall be the Self Help Groups' own risk and authority shall not take any liability for such credit and its recovery thereof.
4. The said items shall be of standard quality and they will be strictly in accordance with the prevention of Food Adulteration Act. In case there will be any violation of the Act, the Contractor will be solely and wholly responsible. They will also furnish declaration/undertaking to the appropriate authorities as and when required.
5. The Canteen Committee of the Ladies' Hostel of NBDC&H timely supply of the items in the manner laid down hereinabove or under any rules made in this behalf in the interest of discipline and efficiency. The canteen committee shall also exercise control on quality and quantity of items.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Self Help Group (Women) For and on behalf of the Department

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Contractor (supplier)

Stamp/Seal of the Employer

By the said

By the said

Name Name

On behalf of the Self Help Group (Women) in

on behalf of the Employer in

The presence of:

the presence of:

Witness-----

Witness-----

Name

Name

Address

Address

Telephone No:

Telephone No:





# ANNEXURE-VI

The rate to be offered by bidders as per schedule

Sl No	Items	Ceiling Rate (Rs.)	Rate Quoted (in Rs.)
<b>BREAKFAST</b>			
1.	Ceiling rate for meal system (Lunch & Dinner) will be (Egg / Fish / Veg/ Chicken meal on rotation basis) Total no of boarder – 54	Rs. 45/- Per meal	

Principal  
North Bengal Dental College & Hospital  
N.S. DENTAL COLLEGE & HOSPITAL  
SONPATNAGAR, Darjeeling