

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL**

P.O.- Malda, Dist.- Malda, PIN – 732101 (WB) Phone: 03512-221087 | Website: www.maldamedicalcollege.co.in

Memo No. P/MLD-MC/NIT 2 (2nd call)/2026-27

Date- 19.08.2026

E-NIT No.

SECTION I :- INTRODUCTION

The Principal, Malda Medical College & Hospital invites bids through E-Tender in Two-Bid System (Technical Bid & Financial Bid) from reputed, resourceful and bonafide agencies for “**Providing Canteen Services**” at the following locations within the campus of Malda Medical College & Hospital for a period of **03 (three) years**, subject to satisfactory performance of the selected bidder(s).

The intending bidders shall be required to submit an **Earnest Money Deposit (EMD) of Rs. 1,000/- (Rupees One Thousand only) for participation in the tender process for each canteen separately**. Accordingly, bidders intending to participate for more than one canteen shall submit a separate EMD of Rs. 1,000/- for each canteen for which they submit a bid..

The EMD shall be deposited strictly in accordance with the procedure prescribed in **Finance Department, Audit Branch Memorandum No. 3975-F(Y) dated 28.07.2016**, along with all subsequent amendments, modifications, or orders issued by the Government of West Bengal from time to time.

Necessary Earnest Money Deposit (EMD) is to be submitted for participation in the tender through the process as prescribed in Finance Department, Audit Branch **Memorandum No. 3975-F(Y) dated 28.07.2016** and subsequent amendments thereto, if any.

Serial No.	Location of Canteen Service	Nature of Service	Monthly Reasonable Rent *	E-NIT NO.
1.	Academic Building Canteen	Providing tea, snacks, meals and beverages for students, faculty , staffs & outside visitors	Rs 45,213/-	NleT-01/2026-2027

*The licensee/agency shall pay the reasonable rent as fixed by the Competent Authority for the period from 01.01.2026 to 31.12.2026. The rent shall be subject to revision by the Competent Authority from time to time during the currency of the agreement. The said rent shall be exclusive of charges towards electricity, water consumption, municipal levies, taxes, penalties, liquidated damages, and any other statutory or incidental charges, all of which shall be borne separately by the licensee/agency.

The Tender should be addressed to The Principal, Malda Medical College, Malda. Bidders may download tender enquiry documents from the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in and [https://www.maldamedicalcollege.co.in](http://www.maldamedicalcollege.co.in)

Important Dates-

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	19/08/2026
2	Online documents download start date	19/08/2026
3	Pre-bid meeting to be held at the Chamber of Principal , MMC, Malda	20/08/2026 2:00 pm
4	Online Bid submission start date	22/08/2026
5	Online documents download end date	20/08/2026
6	Dates for submission of Earnest Money Deposit on line.	22/08/2026
7	Online Bid Submission closing date	15/09/2026
8	Online Bid Opening date for Technical Proposals	18/09/2026
9	Date of online uploading of list for Technically Qualified Bidders	To be notified later
10	Date of online opening of Financial Proposal	To be notified later

Sd/-

Principal
Malda Medical College, Malda
Date- 3.07.20

Memo No. P/MLD-MC/ P/MLD-MC/NIT 2/2026-27

Copy forwarded for kind information and necessary action please to the:-

1. The Principal Accountant General (A&E) , Treasury Buildings , Kolkata -700 001
2. Director of Medical Education, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
3. Director of Health Service, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
4. Spl. Secretary (M.S. Branch), Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
5. District Magistrate, Malda & Chairman, RKS, Malda Medical College & Hospital.
6. MSVP , Malda Medical College & Hospital , Malda.
8. Accounts Officer, MMC, Malda MCH, Malda.
9. IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata 700091 With request to upload the same in the department's website.
10. The DIO NIC, Malda with the request to upload the same in the Malda District website
11. Sri Arijit Chatterjee , Malda Medical College , Malda with the direction to upload this e-NIT in the Departmental Website of MMC&H.

Sd/-

Principal
Malda Medical College, Malda

SECTION II: PREAMBLE DEFINATIONS & ABBREVIATION

The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

- A. **"Purchaser"** means the organization purchasing goods and /or services as incorporated in the Tender Enquiry document. The purchasing organization is the Malda Medical College; Malda is represented through its Principal.
- B. **"Bid"** means Proposal/ Quotation received from a Firm / Bidder against the tender.
- C. **"Bidder"** means the Individual or Firm submitting Bids/ Quotation.
- D. **"Contractor"** means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
- E. **"Goods"** means food items, raw materials, kitchen utensils, cooking appliances, serving materials, cleaning materials and other allied consumables required for smooth operation of the canteen services at Malda Medical College & Hospital..
- F. **"Services"** means operation and management of canteen services including preparation and serving of food, cleaning of kitchen and dining areas, washing of utensils, waste disposal, maintenance of hygiene and sanitation, deployment of manpower, supervision and all other obligations of the Contractor covered under the contract at Malda Medical College & Hospital.
- G. **"Earnest Money Deposit"** (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
- H. **"Contract"** means the written agreement entered into between the Purchaser and the Contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- I. **"Performance Security"** means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- J. **"Specification"** means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
- K. **"Inspection"** means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and/ or service and comparing the same with the specified requirement to determine conformity.
- L. **"Day"** means calendar day.
- M. **"Bill of Quantity"** is the name for price schedule in e-tender software.
- N. (i) **"TE Document"** means Tender Enquiry Document
(ii) **"NIT"** means Notice Inviting Tender
(iii) **"GIB"** means General Instructions to Bidders
(iv) **"DSC"** means Digital Signature Certificate
(v) **"MMC"** means Malda Medical College, Malda
(vi) **"MMC&H"** means Malda Medical College & Hospital, Malda.

SECTION III: GENERAL INSTRUCTIONS TO BIDDERS (GIB)-

- A. The primary objective of engaging an outsourced agency is to ensure the provision of **safe, hygienic, nutritious, affordable, and high-quality food and beverage services** to students, interns, resident doctors, faculty members, employees, and visitors within the campus of Malda Medical College & Hospital. The outsourced agency shall be responsible for the efficient operation, management, supervision, and maintenance of the canteen facilities in accordance with the standards prescribed by the Government of West Bengal, **Food Safety and Standards Authority of India (FSSAI)**, and other applicable statutory authorities.
- B. **Bidder should visit the site before quoting rates in the e-tender.** Intending bidders should visit all designated canteen locations including Students' Hostel Canteens, Academic Building's and adjoining areas, and make themselves thoroughly acquainted with the site conditions, nature and requirements of the work, facilities for storage of food materials, cooking arrangements, water supply, electricity, waste disposal and other allied requirements necessary for operation of canteen services. The rate quoted by the bidder shall take into account all contingencies required for efficient operation and management of the canteen services. The successful bidder shall not be entitled to any claim of compensation for difficulties faced or losses incurred due to site conditions existing prior to commencement of the contract. Necessary permission for onsite assessment may be obtained from the Principal, Malda Medical College & Hospital on any working day between 11:00 AM and 4:00 PM.
- C. **The bidder shall ensure deployment of adequate trained manpower** at all designated canteen locations including Boys' Hostel Canteen, Girls' Hostel Canteen, College Campus Canteen and Hospital Canteen for smooth and hygienic operation of the canteen services.
- D. **In Girls Hostels, only female staffs are to be provided.**
- E. **Timings:** - The canteen shall remain operational on all working days and on holidays, as required, to ensure uninterrupted availability of hygienic food and refreshments for students, interns, resident doctors, staff, and visitors. The canteen shall function daily from **6:30 A.M. to 10:00 P.M.**, and breakfast, lunch, dinner, tea, and snacks shall be served within the timings prescribed by the Competent Authority of Malda Medical College & Hospital.
- F. The agency shall, at its own cost, install a **separate sub-meter** for measurement of electricity consumption in consultation with and subject to the approval of the competent authority. The agency shall be liable to pay the electricity charges based on the actual consumption recorded by the sub-meter and shall ensure payment of the electricity bill within the stipulated time period. Any delay in payment shall be treated as a breach of the terms and conditions of the contract.
- G. **Fuel Requirement:** The agency shall use **Liquefied Petroleum Gas (LPG) only** as fuel for cooking and other canteen operations. The entire arrangement for procurement, storage, installation, maintenance, refilling, and safe handling of LPG cylinders and allied equipment shall be made by the agency at its own cost and responsibility. Use of firewood, coal, kerosene, diesel, or any other unauthorized fuel shall be strictly prohibited. The agency shall comply with all applicable safety

regulations, fire safety norms, and statutory requirements relating to the use of LPG within the premises.

- H. The successful bidder shall strictly adhere to the rates approved by the Authority and specified in **SECTION V: APPROVED RATE CHART OF FOOD ITEMS**. Under no circumstances shall the contractor charge any amount in excess of the approved rates for any food item, beverage, or service provided through the canteen. Packaged food items and beverages shall be sold at or below the Maximum Retail Price (MRP) printed on the package. The approved rate chart shall be prominently displayed at a conspicuous place within the canteen premises for information of the students, staff, and visitors. Any instance of overcharging, unauthorized price revision, or collection of excess amounts shall be treated as a serious breach of contract and may attract penal action, including imposition of fines, recovery of excess charges, forfeiture of Security Deposit, and/or termination of the contract by the Authority.
- I. The **College Authority reserves the right to revise, modify, increase, decrease, add, or delete any item(s) and/or rates** contained in the Approved Rate Chart from time to time, depending upon prevailing market conditions, price fluctuations of essential commodities, hostel's boarders' interest, or any other administrative considerations, as deemed fit by the Competent Authority. The contractor shall be bound to implement such revised rates with immediate effect or from such date as may be specified by the Authority.
- J. **Prohibition of Tobacco, Cigarettes, Alcohol, and Intoxicating Substances :-**The sale, storage, distribution, consumption, or display of cigarettes, bidis, tobacco products, gutkha, pan masala containing tobacco, alcoholic beverages, narcotic substances, or any other intoxicating items within the canteen premises or anywhere inside the campus of Malda Medical College & Hospital shall be strictly prohibited. The contractor shall ensure strict compliance with this condition by all employees and patrons of the canteen. Any violation of this clause shall be treated as a serious breach of contract and may result in the imposition of penalties, forfeiture of Security Deposit, and/or immediate termination of the contract without any prior notice.
- K. **Behaviour of the contractor and his/her staff** with students, visitors, college authorities and hospital personnel shall be courteous and respectful. The staff engaged for canteen services shall maintain proper discipline, hygiene and cleanliness during the course of their duty. The contracting agency shall ensure that all deployed personnel are dressed in neat and clean uniforms with valid I-Cards, as approved by the authority of Malda Medical College & Hospital.
- L. **The Agency shall maintain and keep available for inspection the following records/documents at all times:**
- (i) **Complaint and Suggestion Register** for recording complaints, feedback, suggestions, and action taken thereon.
 - (ii) **Daily Operational Records** relating to food preparation, serving of meals, cleaning and sanitization of kitchen and dining areas, cleaning of utensils and equipment, stock consumption, and waste disposal.
 - (iii) **Organizational Structure and Duty Chart** showing the supervisory hierarchy, line of authority, deployment pattern, and job descriptions of all canteen personnel.
 - (iv) **Identity and Personnel Records** containing copies of EPIC, Aadhaar Card, PAN Card, Police Verification (where applicable), and other relevant identity documents of all deployed staff.

(v) **Food Safety, Hygiene, and Sanitation Instructions/SOPs** to be followed by all canteen personnel.

(vi) **Approved Menu and Rate Charts** shall be prominently displayed at conspicuous locations in the canteen, dining halls, and hostel messes for the information of users. No change in the approved rates shall be made without prior written approval of the Competent Authority.

All records shall be kept updated and produced before the College Authorities whenever required for inspection.

M. The agency shall provide **proper uniforms and identity cards** to all personnel deployed for canteen services, strictly in accordance with the specifications, design, colour scheme, and other requirements as may be prescribed by the College Authority from time to time. All deployed personnel shall wear the prescribed uniform and display their identity cards prominently while on duty within the campus

N. **Before formulating the bid and submitting the same to the purchaser, the bidder should read** and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

O. Corrupt and Fraudulent Practices

The Purchaser reserves the right to reject any bid or declare a bidder ineligible, either indefinitely or for a specified period, if it is found that the bidder has engaged in corrupt, fraudulent, collusive, coercive, or unethical practices in bidding for or execution of the contract.

The bidder shall submit a **Notarized Undertaking confirming that the proprietor, promoter, director, partner, employee, or authorized representative of the firm has not been convicted** by any court of law for offences involving moral turpitude, bribery, corruption, fraud, misrepresentation, tax evasion, or other business malpractices, and that the firm does not employ any Government servant dismissed or removed from service on grounds of corruption.

Any substantiated complaint regarding misconduct or misbehavior of the contractor's personnel shall attract a penalty of **Rs. 1,000/- per incident**. If found guilty upon enquiry, the concerned personnel shall be removed from duty immediately. The College Authority shall also reserve the right to initiate appropriate legal and/or administrative action against the erring personnel, as deemed necessary.

The contractor shall ensure payment of wages/salaries to all deployed personnel on or before the **7th day of every month**. Delay in payment shall attract a penalty of **Rs. 5,000/- per day**, recoverable from the contractor's bills or Security Deposit.

P. **Performance Statement:** The bidder shall furnish a Performance Statement, along with documentary evidence, indicating details of similar canteen services successfully executed during the last **03 (three) years** in Government Hospitals, Semi-Government Institutions, Medical Colleges, Training Centres, Police Canteens, Administrative Offices, or other Government establishments. The statement shall include the name of the organization, nature of work, contract period, and value of the contract, supported by work orders, completion certificates, performance certificates, or other relevant documents issued by the concerned authority.

Q. Preparation & Submission of Bids for e-Tender:

- (i) **Registration of Bidder:** A bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- (ii) Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC).
- (iii) The bidder can search and download Notice Inviting Tender (NIT) & Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- (iv) Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:
- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
 - 2) Financial Proposal: containing Bill of Quantities
- (v) **1) Statutory Cover shall contain the following documents:**
- A) Tender Documents: a) Application to participate in tender as per : Tender Application Form.
b) Notice Inviting e-Tender
- B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD
- 2) Non Statutory Cover will contain the following documents: All the technical documents which is asked in the particular NIT bidders are requested submit all the documents in the Tender Documents folder**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. Professional Tax Registration iii. GST Registration iv. EMD Exemption Certificate (if applicable)
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation ii. FSSAI/Food License from the competent authority iii. Trade License up to date iv. Power of Attorney
C.	Credential	Credential – 1	Performance Statement along with documentary evidence
D.	Documents	Documents	i. Name, address of banker, account number ii. Bidder's Undertaking iii. Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25

2) Financial Proposal: The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantities (BOQs). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQs are to be uploaded, virus scanned & digitally signed by the bidder. Please refer to the Price Schedule/ Bill of Quantity" for directions on quoting prices online.

- (vi) **EMD : Deposit, Refund & Forfeiture of Earnest Money shall be guided by the Finance Department's Order No. 3975-F(Y) Dated, 28th July 2016.**
- (vii) It is the responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement. A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected. Bid sent by paper/fax/telex/cable/email etc shall be ignored. Alternative and/or Conditional Bid shall also be rejected.
- (viii) **Bid Validity:** - The bids shall remain valid for acceptance for a period of **180 days (One hundred and Eighty days)** after the date of technical bid opening prescribed in the TE document. Any bid valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable/email followed by surface mail. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD. In case the day up to which the bids are to remain valid falls on/ is subsequently declared a holiday or closed day for the purchaser, the bid validity shall automatically be extended up to the next working day

R. Opening & Evaluation of Bids:-

- (i) The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening.
- (ii) The EMD of Service to be supplied shall be evaluated first. Then the Online Technical bids of EMD qualified bidders shall be opened and evaluated with reference to parameters prescribed in the After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation. Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC). In the Technical Proposal, the Cover (folder) for Statutory Docume
- (iii) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS/HER TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.
- (iv) **Evaluation of Financial Bid :-**The Financial Bid shall be evaluated on the basis of the **highest percentage (%) quoted over and above the Monthly Reasonable Rent** fixed by the Competent Authority for the respective canteen location. The bidder quoting the **highest percentage enhancement** over the prescribed Monthly Reasonable Rent shall ordinarily be considered for award of the contract, subject to fulfilment of all eligibility criteria, tender conditions, and approval of the competent authority.
- (v) Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this tender document. During

evaluation the Committee may summon bidders & seek clarification /information or additional documents, or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection. The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online.

- (vi) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- (vii) **Purchaser's Right to accept any bid and to reject any or all bids:-** The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- (viii) The contract will be awarded to the highest evaluated responsive bidder decided by the purchaser. The list of successful bidder(s) shall be uploaded online. **In case of tie, Tenderer will be selected in accordance with the existing provisions of relevant orders of Finance Department (Govt. Of West Bengal).**
- (ix) **Notification of Award:-** Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted. **The successful bidder must furnish to the purchaser the required Performance Security within fifteen (15) days from the date of issue of this notification, failing which the EMD will be forfeited, and the award will be cancelled. The Notification of Award shall constitute the conclusion of the Contract, and the 3 (Three) year contract period shall commence from this date of notification.** The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding. The name and address of the successful bidder(s) receiving the contract(s) will be published in the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in/.
- (x) **Performance Security:-** Within 15 (fifteen) days from date of the issue of notification of Award of Contract by the Purchaser, the Contractor, shall furnish performance security to the Purchaser for an amount equal to 2 (Two) Month Gross Amount Payable to as per applicable rent to the Govt. on date of commencement of contract.

The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor. The Performance Security shall be deposited in Indian Rupees to the state government through TR Challan under head of account 8443-00-103-Earnest Money-01-07-Deposit.

No other forms of deposit can /will be entertained by the college authority.

The Purchaser will release the Performance Security without any interest to the Contractor on completion of the Contractor's all contractual obligations.

In the event of any failure /default of the Contractor with or without any quantifiable loss to the Malda Medical College , the amount of the performance security is liable to be forfeited. The

MMC may do the needful to cover any failure/default of the Contractor with or without any quantifiable loss to the MMC.

(xi) Non-receipt of Performance Security and Contract by the Purchaser:- Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Purchaser against it as per the clauses.

(xii) Modification of Contract:- If necessary, the purchaser may, by a written order given to the Contractor at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following: a) Requirements and Specifications of the goods and /or services . b) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

S. Resolution of disputes:- If dispute or difference of any kind shall arise between the Purchaser and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the **Arbitration and Conciliation Act, 1996 of India**. In the case of a dispute or difference arising between the Purchaser and a Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Government of West Bengal, appointed to be the arbitrator by the Principal Secretary to that Department. The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One lakhs (Rs. 1,00,000/-). The venue of arbitration shall be decided by the Principal, Malda Medical College.

T. Termination of Contract: - The College Authority reserves the right to terminate the contract, either in whole or in part, at any time during the currency of the contract, without assigning any reason, by serving a written notice upon the contractor. The notice shall clearly specify that the termination is being effected at the convenience of the Authority and shall indicate, inter alia, the extent to which the contractor's obligations under the contract are being terminated and the date from which such termination shall take effect.

Without prejudice to the above, the Authority may also terminate the contract in the event of breach of any terms and conditions of the agreement, unsatisfactory performance, repeated complaints, non-compliance with statutory requirements, or any act prejudicial to the interests of the Institution. In such cases, the decision of the Authority shall be final and binding on the contractor. No compensation, damages, or claim whatsoever on account of such termination shall be entertained by the Authority. Further, such termination may result in the forfeiture, either wholly or partly, of the Performance Security Deposit, as deemed appropriate by the Authority, without prejudice to any other legal or contractual remedies available to it.

SECTION IV-: TENDER APPLICATION FORM

To,
The Principal, Malda Medical College, Malda

Sub:-e-Tender for "Providing Canteen service at t h e Hostel of Malda Medical College

Sub: Submission of Bid for Preparation and Supply of Food Items for the Girls' Hostel Canteen at Malda Medical College & Hospital, Malda.

Respected Sir,

Having carefully examined the Notice Inviting Tender (NIT), pre-qualification criteria, terms and conditions, specifications, and all other tender documents, I/We hereby submit the necessary information and relevant documents for evaluation and declare as follows:

1. Authorized Representation:

I/We submit this application on behalf of M/s. _____ in the capacity of _____, duly authorized to sign and submit this bid. The authorization letter/Power of Attorney issued by the competent authority of the firm/company is enclosed herewith.

2. Acceptance of Terms and Conditions:

I/We have thoroughly read and understood all the terms and conditions of the NIT and hereby unconditionally accept the same. I/We undertake to abide by and comply with all provisions contained therein throughout the contract period.

3. No Engagement of Middlemen or Intermediaries:

I/We confirm and declare that no agent, broker, middleman, or intermediary has been engaged or will be engaged for securing the award of this contract or for providing any services related to its execution, except duly authorized representatives of our organization.

4. No Agency Commission:

I/We further declare that no agency commission, brokerage, facilitation fee, or any payment which may be construed as such has been paid or shall be paid to any person or entity in connection with this tender. The quoted rates do not include any such amount.

5. Understanding of Tender Conditions:

I/We understand and acknowledge that:

- a) The Purchase & Tender Committee reserves the right to amend, modify, increase, decrease, or alter the scope and value of the contract as may be deemed necessary in the interest of the institution.
- b) The Purchase & Tender Committee reserves the absolute right to accept or reject any bid, wholly or partly, at any stage of the tender process without assigning any reason whatsoever, and its decision shall be final and binding on all bidders.
- c) Submission of this bid does not confer any right upon us to claim award of the contract.
- d) Any suppression, misrepresentation, or furnishing of false information in the bid documents may lead to rejection of the bid, forfeiture of Earnest Money Deposit (EMD)/Security Deposit, and such other action as deemed appropriate by the authority.

6. Declaration of Authenticity:

I/We certify that all information furnished by us in connection with this tender is true, complete, and correct to the best of our knowledge and belief. All supporting documents submitted are genuine and authentic.

7. Undertaking:

I/We undertake that, if awarded the contract, we shall faithfully perform all obligations under the agreement and comply with all statutory requirements, labour laws, food safety regulations, and instructions issued by the competent authority from time to time.

Yours faithfully,

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

E-mail ID: _____

Date: _____

Place: _____

SECTION V: APPROVED RATE CHART OF FOOD ITEMS

Category	Sl. No.	Name of the Items	Quantity	Maximum Approved Rates
BREAKFAST	1)	Black Tea	Big	Rs. 10.00
	2)	Regular Tea (Milk)	Small	Rs. 5.00
	3)	Black Coffee	Normal (100 ml)	Rs. 15.00
	4)	Regular Coffee	Normal (100 ml)	Rs. 15.00
	5)	Egg (Boiled)	Per Pc	Rs. 10.00
	6)	Omelet	Per Pc	Rs. 15.00
	7)	Plain Toast	Per Plate (2 Pcs)	Rs. 10.00
	8)	Butter Toast	Per Plate (2 Pcs)	Rs. 20.00
	9)	El?e.Toast	(2 Slice+ 1 &£)	Rs.26.00
	10)	Puri with Cholar DaVGhul?.D.i	Per Plate (3 Pcs)	Rs. 25.00
	11)	Ghugni	Half Plate	Rs. 10.00
			Full Plate	Rs. 16.00
	12)	AloorDom	Half Plate	Rs. 10.00
			Full Plate	Rs. 15.00
	13)	Paratha	Per Pc	Rs. 10.00
	14)	AlooParatha	Per Pc	Rs. 15.00
SNACKS	1)	Veg Pakora	Per Plate Containing 08 Pcs	Rs. 40.00
	2)	Chicken Pakora	Per Plate Containing 08 Pcs	Rs. 80.00
	3)	Ee.e. Devil	Per Plate	Rs. 20.00
	4)	"Veg Chop	Per Plate	Rs. 10.00
	5)	Chicken Roll	Per Plate	Rs. 60.00
	6)	El?.1?.Roll	Per Plate	Rs. 35.00
	7)	Chicken Cbowmein	Half Plate(100 gm)	Rs. 45.00
			Full Plate(200 e.m)	Rs. 75.00
	8)	Egg Chowmein	Half Plate(100 gm)	Rs. 35.00
			Full Plate(200 gm)	Rs. 55.00
	9)	Egg Chowmein	Half Plate(100 e.m)	Rs. 25.00
			Full Plate(200 1m1)	Rs. 40.00
MEAL	1)	Veg Thali (Fine Rice, Dal, Bhaja, Sabji, Salad/ Chutney)	Per Thali	Rs. 55.00
	2)	Egg Thali	Per Thali	Rs. 65.00
	3)	Chicken Thali	Per Thali	Rs. 90.00
	4)	Mutton Thali	Per Thali	Rs. 180.00
	5)	Fish Thali	PerThali	Rs. 80.00
	6)	Chapati/Roti	Per Pc	Rs. 5.00
	7)	Veg Tarka	Half Plate(50 gm)	Rs. 20.00
			Full Plate (100 gm)	Rs. 40.00
	8)	Egg Tarka	Half Plate(50 gm)	Rs. 30.00
			Full Plate(100 e.m)	Rs. 50.00
	9)	Masala Paneer	Half Plate(50 gm)	Rs. 60.00
			Full Plate(100 gm)	Rs. 80.00

Package Food& Beverage	1)	Dahi	Per Pc	As Per MRP	As Per MRP
	2)	Cold Drinks	Per Pc		
	3)	Rasogolla	Per Pc		
	4)	Fruit Juice	Per Pc		
	5)	Lassi	Per Pc		

SECTION V: BIDDER'S UNDERTAKING

(To be furnished on a Non-Judicial Stamp Paper of Rs. 10/- or of appropriate value, duly notarized)

Name of Work: _____

I, the undersigned, hereby solemnly affirm and declare that:

1. All information and documents submitted by me/us in connection with this tender are true and genuine. If any information is found to be false or misleading, my/our bid shall be liable to rejection.
2. Neither I/we nor my/our firm/company have been debarred, blacklisted, or prohibited from participating in any Government tender during the last five (05) years.
3. I/We authorize the Authority to verify any information or document submitted by me/us from any source deemed appropriate.
4. I/We shall furnish any additional information or documents as may be required by the Authority during the tender process.
5. I/We have submitted only one bid for this tender and have not participated in any other capacity for the same tender.
6. Neither I/we nor my/our firm/company has been convicted in any criminal, vigilance, corruption, or fraud-related case, nor is any such case pending against us.
7. There is no material litigation pending against the firm which may affect the execution of the contract.
8. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.
9. I/We confirm that no agent, broker, middleman, or intermediary has been engaged for obtaining this contract.
10. I/We further declare that no commission, brokerage, or similar payment has been made or shall be made in connection with this tender.

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Bidder/Authorized Signatory

Name: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

:

SECTION VI :- CHECKLIST FOR PRE-QUALIFICATION BID

FOR PROVIDING CANTEEN SERVICES AT THE HOSTELS , MALDA MEDICAL COLLEGE & HOSPITAL

Bidders are advised not to upload any document other than those specifically required under the tender. Submission of unnecessary documents may lead to avoidable complications during evaluation.

Sl. No.	Particulars	Uploaded (Yes/No)	Page No.
1	Name of the Bidder/Firm/Agency (in Block Letters)		
2	Full Address, E-mail ID and Contact Number		
3	Local Address (if any)		
4	Authorization Letter from the Competent Authority in favour of the Authorized Signatory		
5	Proof of Earnest Money Deposit (EMD)		
6	EMD Exemption Certificate (if applicable)		
7	Document in Support of Legal Status of the Bidder		
8	Valid FSSAI/Food Safety Licence		
9	GST Registration Certificate		
10	Professional Tax Registration Certificate		
11	Valid Trade License		
12	PAN Card		
13	TAN Certificate (if applicable)		
14	Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25		
15.	SECTION IV: TENDER APPLICATION FORM		
15	Affidavit regarding Non-Conviction / Non-Blacklisting- - SECTION V: BIDDER'S UNDERTAKING		
16	Experience/Credential Certificates of at least 03 (Three) Years in Food/Canteen Services		
17	Any Other Document Specifically Required under the Tender Document		

DECLARATION

I/We hereby certify that all the information furnished above and the documents uploaded in support thereof are true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.

Name of the Bidder/Firm: _____

Name of Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Signature of Authorized Signatory
(With Seal of the Firm/Agency)

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL**

P.O.- Malda, Dist.- Malda, PIN – 732101 (WB) Phone: 03512-221087 | Website: www.maldamedicalcollege.co.in

Memo No. P/MLD-MC/ NIT 3 (2nd Call)/2026-27

Date-19.08.2026

E-NIT No.

SECTION I :- INTRODUCTION

The Principal, Malda Medical College & Hospital invites bids through E-Tender in Two-Bid System (Technical Bid & Financial Bid) from reputed, resourceful and bonafide agencies for **“Providing Canteen Services”** at the following locations within the campus of Malda Medical College & Hospital for a period of **03 (three) years**, subject to satisfactory performance of the selected bidder(s).

The intending bidders shall be required to submit an **Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees five Thousand only) for participation in the tender process for each canteen separately**. Accordingly, bidders intending to participate for more than one canteen shall submit a separate EMD of Rs. 5000/- for each canteen for which they submit a bid..

The EMD shall be deposited strictly in accordance with the procedure prescribed in **Finance Department, Audit Branch Memorandum No. 3975-F(Y) dated 28.07.2016**, along with all subsequent amendments, modifications, or orders issued by the Government of West Bengal from time to time.

Necessary Earnest Money Deposit (EMD) is to be submitted for participation in the tender through the process as prescribed in Finance Department, Audit Branch **Memorandum No. 3975-F(Y) dated 28.07.2016** and subsequent amendments thereto, if any.

Serial No.	Location of Canteen Service	Nature of Service	Monthly Reasonable Rent *	E-NIT NO.
1.	Boys Hostel Canteen (2720 Sq. Ft)	Supply of breakfast, lunch, dinner and refreshments for hostel boarders	Rs 54,210/-	NleT-02/2026-2027

*The licensee/agency shall pay the reasonable rent as fixed by the Competent Authority for the period from 01.01.2026 to 31.12.2026. The rent shall be subject to revision by the Competent Authority from time to time during the currency of the agreement. The said rent shall be exclusive of charges towards electricity, water consumption, municipal levies, taxes, penalties, liquidated damages, and any other statutory or incidental charges, all of which shall be borne separately by the licensee/agency.

The Tender should be addressed to The Principal, Malda Medical College, Malda. Bidders may download tender enquiry documents from the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in and [https://www.maldamedicalcollege.co.in](http://www.maldamedicalcollege.co.in)

Important Dates-

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	19/08/2026
2	Online documents download start date	19/08/2026
3	Pre-bid meeting to be held at the Chamber of Principal , MMC, Malda	20/08/2026 2:00 pm
4	Online Bid submission start date	22/08/2026
5	Online documents download end date	20/08/2026
6	Dates for submission of Earnest Money Deposit on line.	22/08/2026
7	Online Bid Submission closing date	15/09/2026
8	Online Bid Opening date for Technical Proposals	16/09/2026
9	Date of online uploading of list for Technically Qualified Bidders	To be notified later
10	Date of online opening of Financial Proposal	To be notified later

Sd/-
Principal
Malda Medical College, Malda
Date-19.08.2026

Memo No. P/MLD-MC/ NIT 3 (2nd Call)/2026-27

Copy forwarded for kind information and necessary action please to the:-

1. The Principal Accountant General (A&E) , Treasury Buildings , Kolkata -700 001
2. Director of Medical Education, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
3. Director of Health Service, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
4. Spl. Secretary (M.S. Branch), Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
5. District Magistrate, Malda & Chairman, RKS, Malda Medical College & Hospital.
6. MSVP , Malda Medical College & Hospital , Malda.
8. Accounts Officer, MMC, Malda MCH, Malda.
9. IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata 700091 With request to upload the same in the department's website.
10. The DIO NIC, Malda with the request to upload the same in the Malda District website
11. Sri Arijit Chatterjee , Malda Medical College , Malda with the direction to upload this e-NIT in the Departmental Website of MMC&H.

Sd/-
Principal
Malda Medical College, Malda

SECTION II: PREAMBLE DEFINATIONS & ABBREVIATION

The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

- A. **"Purchaser"** means the organization purchasing goods and /or services as incorporated in the Tender Enquiry document. The purchasing organization is the Malda Medical College; Malda is represented through its Principal.
- B. **"Bid"** means Proposal/ Quotation received from a Firm / Bidder against the tender.
- C. **"Bidder"** means the Individual or Firm submitting Bids/ Quotation.
- D. **"Contractor"** means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
- E. **"Goods"** means food items, raw materials, kitchen utensils, cooking appliances, serving materials, cleaning materials and other allied consumables required for smooth operation of the canteen services at Malda Medical College & Hospital..
- F. **"Services"** means operation and management of canteen services including preparation and serving of food, cleaning of kitchen and dining areas, washing of utensils, waste disposal, maintenance of hygiene and sanitation, deployment of manpower, supervision and all other obligations of the Contractor covered under the contract at Malda Medical College & Hospital.
- G. **"Earnest Money Deposit"** (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
- H. **"Contract"** means the written agreement entered into between the Purchaser and the Contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- I. **"Performance Security"** means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- J. **"Specification"** means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
- K. **"Inspection"** means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and/ or service and comparing the same with the specified requirement to determine conformity.
- L. **"Day"** means calendar day.
- M. **"Bill of Quantity"** is the name for price schedule in e-tender software.
- N. (i) **"TE Document"** means Tender Enquiry Document
(ii) **"NIT"** means Notice Inviting Tender
(iii) **"GIB"** means General Instructions to Bidders
(iv) **"DSC"** means Digital Signature Certificate
(v) **"MMC"** means Malda Medical College, Malda
(vi) **"MMC&H"** means Malda Medical College & Hospital, Malda.

SECTION III: GENERAL INSTRUCTIONS TO BIDDERS (GIB)-

- A. The primary objective of engaging an outsourced agency is to ensure the provision of **safe, hygienic, nutritious, affordable, and high-quality food and beverage services** to students, interns, resident doctors, faculty members, employees, and visitors within the campus of Malda Medical College & Hospital. The outsourced agency shall be responsible for the efficient operation, management, supervision, and maintenance of the canteen facilities in accordance with the standards prescribed by the Government of West Bengal, **Food Safety and Standards Authority of India (FSSAI)**, and other applicable statutory authorities.
- B. **Bidder should visit the site before quoting rates in the e-tender.** Intending bidders should visit all designated canteen locations including Students' Hostel Canteens, Academic Building's and adjoining areas, and make themselves thoroughly acquainted with the site conditions, nature and requirements of the work, facilities for storage of food materials, cooking arrangements, water supply, electricity, waste disposal and other allied requirements necessary for operation of canteen services. The rate quoted by the bidder shall take into account all contingencies required for efficient operation and management of the canteen services. The successful bidder shall not be entitled to any claim of compensation for difficulties faced or losses incurred due to site conditions existing prior to commencement of the contract. Necessary permission for onsite assessment may be obtained from the Principal, Malda Medical College & Hospital on any working day between 11:00 AM and 4:00 PM.
- C. **The bidder shall ensure deployment of adequate trained manpower** at all designated canteen locations including Boys' Hostel Canteen, Girls' Hostel Canteen, College Campus Canteen and Hospital Canteen for smooth and hygienic operation of the canteen services.
- D. **In Girls Hostels, only female staffs are to be provided.**
- E. **Timings:** - The canteen shall remain operational on all working days and on holidays, as required, to ensure uninterrupted availability of hygienic food and refreshments for students, interns, resident doctors, staff, and visitors. The canteen shall function daily from **6:30 A.M. to 10:00 P.M.**, and breakfast, lunch, dinner, tea, and snacks shall be served within the timings prescribed by the Competent Authority of Malda Medical College & Hospital.
- F. The agency shall, at its own cost, install a **separate sub-meter** for measurement of electricity consumption in consultation with and subject to the approval of the competent authority. The agency shall be liable to pay the electricity charges based on the actual consumption recorded by the sub-meter and shall ensure payment of the electricity bill within the stipulated time period. Any delay in payment shall be treated as a breach of the terms and conditions of the contract.
- G. **Fuel Requirement:** The agency shall use **Liquefied Petroleum Gas (LPG) only** as fuel for cooking and other canteen operations. The entire arrangement for procurement, storage, installation, maintenance, refilling, and safe handling of LPG cylinders and allied equipment shall be made by the agency at its own cost and responsibility. Use of firewood, coal, kerosene, diesel, or any other unauthorized fuel shall be strictly prohibited. The agency shall comply with all applicable safety

regulations, fire safety norms, and statutory requirements relating to the use of LPG within the premises.

- H. The successful bidder shall strictly adhere to the rates approved by the Authority and specified in **SECTION V: APPROVED RATE CHART OF FOOD ITEMS**. Under no circumstances shall the contractor charge any amount in excess of the approved rates for any food item, beverage, or service provided through the canteen. Packaged food items and beverages shall be sold at or below the Maximum Retail Price (MRP) printed on the package. The approved rate chart shall be prominently displayed at a conspicuous place within the canteen premises for information of the students, staff, and visitors. Any instance of overcharging, unauthorized price revision, or collection of excess amounts shall be treated as a serious breach of contract and may attract penal action, including imposition of fines, recovery of excess charges, forfeiture of Security Deposit, and/or termination of the contract by the Authority.
- I. The **College Authority reserves the right to revise, modify, increase, decrease, add, or delete any item(s) and/or rates** contained in the Approved Rate Chart from time to time, depending upon prevailing market conditions, price fluctuations of essential commodities, hostel's boarders' interest, or any other administrative considerations, as deemed fit by the Competent Authority. The contractor shall be bound to implement such revised rates with immediate effect or from such date as may be specified by the Authority.
- J. **Prohibition of Tobacco, Cigarettes, Alcohol, and Intoxicating Substances :-**The sale, storage, distribution, consumption, or display of cigarettes, bidis, tobacco products, gutkha, pan masala containing tobacco, alcoholic beverages, narcotic substances, or any other intoxicating items within the canteen premises or anywhere inside the campus of Malda Medical College & Hospital shall be strictly prohibited. The contractor shall ensure strict compliance with this condition by all employees and patrons of the canteen. Any violation of this clause shall be treated as a serious breach of contract and may result in the imposition of penalties, forfeiture of Security Deposit, and/or immediate termination of the contract without any prior notice.
- K. **Behaviour of the contractor and his/her staff** with students, visitors, college authorities and hospital personnel shall be courteous and respectful. The staff engaged for canteen services shall maintain proper discipline, hygiene and cleanliness during the course of their duty. The contracting agency shall ensure that all deployed personnel are dressed in neat and clean uniforms with valid I-Cards, as approved by the authority of Malda Medical College & Hospital.
- L. **The Agency shall maintain and keep available for inspection the following records/documents at all times:**
- (i) **Complaint and Suggestion Register** for recording complaints, feedback, suggestions, and action taken thereon.
 - (ii) **Daily Operational Records** relating to food preparation, serving of meals, cleaning and sanitization of kitchen and dining areas, cleaning of utensils and equipment, stock consumption, and waste disposal.
 - (iii) **Organizational Structure and Duty Chart** showing the supervisory hierarchy, line of authority, deployment pattern, and job descriptions of all canteen personnel.
 - (iv) **Identity and Personnel Records** containing copies of EPIC, Aadhaar Card, PAN Card, Police Verification (where applicable), and other relevant identity documents of all deployed staff.

(v) **Food Safety, Hygiene, and Sanitation Instructions/SOPs** to be followed by all canteen personnel.

(vi) **Approved Menu and Rate Charts** shall be prominently displayed at conspicuous locations in the canteen, dining halls, and hostel messes for the information of users. No change in the approved rates shall be made without prior written approval of the Competent Authority.

All records shall be kept updated and produced before the College Authorities whenever required for inspection.

M. The agency shall provide **proper uniforms and identity cards** to all personnel deployed for canteen services, strictly in accordance with the specifications, design, colour scheme, and other requirements as may be prescribed by the College Authority from time to time. All deployed personnel shall wear the prescribed uniform and display their identity cards prominently while on duty within the campus

N. **Before formulating the bid and submitting the same to the purchaser, the bidder should read** and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

O. Corrupt and Fraudulent Practices

The Purchaser reserves the right to reject any bid or declare a bidder ineligible, either indefinitely or for a specified period, if it is found that the bidder has engaged in corrupt, fraudulent, collusive, coercive, or unethical practices in bidding for or execution of the contract.

The bidder shall submit a **Notarized Undertaking confirming that the proprietor, promoter, director, partner, employee, or authorized representative of the firm has not been convicted** by any court of law for offences involving moral turpitude, bribery, corruption, fraud, misrepresentation, tax evasion, or other business malpractices, and that the firm does not employ any Government servant dismissed or removed from service on grounds of corruption.

Any substantiated complaint regarding misconduct or misbehavior of the contractor's personnel shall attract a penalty of **Rs. 1,000/- per incident**. If found guilty upon enquiry, the concerned personnel shall be removed from duty immediately. The College Authority shall also reserve the right to initiate appropriate legal and/or administrative action against the erring personnel, as deemed necessary.

The contractor shall ensure payment of wages/salaries to all deployed personnel on or before the **7th day of every month**. Delay in payment shall attract a penalty of **Rs. 5,000/- per day**, recoverable from the contractor's bills or Security Deposit.

P. **Performance Statement:** The bidder shall furnish a Performance Statement, along with documentary evidence, indicating details of similar canteen services successfully executed during the last **03 (three) years** in Government Hospitals, Semi-Government Institutions, Medical Colleges, Training Centres, Police Canteens, Administrative Offices, or other Government establishments. The statement shall include the name of the organization, nature of work, contract period, and value of the contract, supported by work orders, completion certificates, performance certificates, or other relevant documents issued by the concerned authority.

Q. Preparation & Submission of Bids for e-Tender:

- (i) **Registration of Bidder:** A bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- (ii) Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC).
- (iii) The bidder can search and download Notice Inviting Tender (NIT) & Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- (iv) Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:
- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
 - 2) Financial Proposal: containing Bill of Quantities
- (v) **1) Statutory Cover shall contain the following documents:**
- A) Tender Documents: a) Application to participate in tender as per : Tender Application Form.
b) Notice Inviting e-Tender
- B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD
- 2) Non Statutory Cover will contain the following documents:**
- All the technical documents which is asked in the particular NIT bidders are requested submit all the documents in the Tender Documents folder**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. Professional Tax Registration iii. GST Registration iv. EMD Exemption Certificate (if applicable)
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation ii. FSSAI/Food License from the competent authority iii. Trade License up to date iv. Power of Attorney
C.	Credential	Credential – 1	Performance Statement along with documentary evidence
D.	Documents	Documents	i. Name, address of banker, account number ii. Bidder's Undertaking iii. Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25

2) Financial Proposal: The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantities (BOQs). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQs are to be uploaded, virus scanned & digitally signed by the bidder. Please refer to the Price Schedule/ Bill of Quantity" for directions on quoting prices online.

- (vi) **EMD : Deposit, Refund & Forfeiture of Earnest Money shall be guided by the Finance Department's Order No. 3975-F(Y) Dated, 28th July 2016.**
- (vii) It is the responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement. A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected. Bid sent by paper/fax/telex/cable/email etc shall be ignored. Alternative and/or Conditional Bid shall also be rejected.
- (viii) **Bid Validity:** - The bids shall remain valid for acceptance for a period of **180 days (One hundred and Eighty days)** after the date of technical bid opening prescribed in the TE document. Any bid valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable/email followed by surface mail. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD. In case the day up to which the bids are to remain valid falls on/ is subsequently declared a holiday or closed day for the purchaser, the bid validity shall automatically be extended up to the next working day

R. Opening & Evaluation of Bids:-

- (i) The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening.
- (ii) The EMD of Service to be supplied shall be evaluated first. Then the Online Technical bids of EMD qualified bidders shall be opened and evaluated with reference to parameters prescribed in the After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation. Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC). In the Technical Proposal, the Cover (folder) for Statutory Docume
- (iii) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS/HER TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.
- (iv) **Evaluation of Financial Bid :-**The Financial Bid shall be evaluated on the basis of the **highest percentage (%) quoted over and above the Monthly Reasonable Rent** fixed by the Competent Authority for the respective canteen location. The bidder quoting the **highest percentage enhancement** over the prescribed Monthly Reasonable Rent shall ordinarily be considered for award of the contract, subject to fulfilment of all eligibility criteria, tender conditions, and approval of the competent authority.
- (v) Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this tender document. During

evaluation the Committee may summon bidders & seek clarification /information or additional documents, or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection. The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online.

- (vi) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- (vii) **Purchaser's Right to accept any bid and to reject any or all bids:-** The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- (viii) The contract will be awarded to the highest evaluated responsive bidder decided by the purchaser. The list of successful bidder(s) shall be uploaded online. **In case of tie, Tenderer will be selected in accordance with the existing provisions of relevant orders of Finance Department (Govt. Of West Bengal).**
- (ix) **Notification of Award:-** Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted. **The successful bidder must furnish to the purchaser the required Performance Security within fifteen (15) days from the date of issue of this notification, failing which the EMD will be forfeited, and the award will be cancelled. The Notification of Award shall constitute the conclusion of the Contract, and the 3 (Three) year contract period shall commence from this date of notification.** The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding. The name and address of the successful bidder(s) receiving the contract(s) will be published in the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in/.
- (x) **Performance Security:-** Within 15 (fifteen) days from date of the issue of notification of Award of Contract by the Purchaser, the Contractor, shall furnish performance security to the Purchaser for an amount equal to 2 (Two) Month Gross Amount Payable to as per applicable rent to the Govt. on date of commencement of contract.

The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor. The Performance Security shall be deposited in Indian Rupees to the state government through TR Challan under head of account 8443-00-103-Earnest Money-01-07-Deposit.

No other forms of deposit can /will be entertained by the college authority.

The Purchaser will release the Performance Security without any interest to the Contractor on completion of the Contractor's all contractual obligations.

In the event of any failure /default of the Contractor with or without any quantifiable loss to the Malda Medical College , the amount of the performance security is liable to be forfeited. The

MMC may do the needful to cover any failure/default of the Contractor with or without any quantifiable loss to the MMC.

(xi) Non-receipt of Performance Security and Contract by the Purchaser:- Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Purchaser against it as per the clauses.

(xii) Modification of Contract:- If necessary, the purchaser may, by a written order given to the Contractor at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following: a) Requirements and Specifications of the goods and /or services . b) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

S. Resolution of disputes:- If dispute or difference of any kind shall arise between the Purchaser and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the **Arbitration and Conciliation Act, 1996 of India**. In the case of a dispute or difference arising between the Purchaser and a Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Government of West Bengal, appointed to be the arbitrator by the Principal Secretary to that Department. The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One lakhs (Rs. 1,00,000/-). The venue of arbitration shall be decided by the Principal, Malda Medical College.

T. Termination of Contract: - The College Authority reserves the right to terminate the contract, either in whole or in part, at any time during the currency of the contract, without assigning any reason, by serving a written notice upon the contractor. The notice shall clearly specify that the termination is being effected at the convenience of the Authority and shall indicate, inter alia, the extent to which the contractor's obligations under the contract are being terminated and the date from which such termination shall take effect.

Without prejudice to the above, the Authority may also terminate the contract in the event of breach of any terms and conditions of the agreement, unsatisfactory performance, repeated complaints, non-compliance with statutory requirements, or any act prejudicial to the interests of the Institution. In such cases, the decision of the Authority shall be final and binding on the contractor. No compensation, damages, or claim whatsoever on account of such termination shall be entertained by the Authority. Further, such termination may result in the forfeiture, either wholly or partly, of the Performance Security Deposit, as deemed appropriate by the Authority, without prejudice to any other legal or contractual remedies available to it.

SECTION IV-: TENDER APPLICATION FORM

To,
The Principal, Malda Medical College, Malda

Sub:-e-Tender for "Providing Canteen service at t h e Hostel of Malda Medical College

Sub: Submission of Bid for Preparation and Supply of Food Items for the Girls' Hostel Canteen at Malda Medical College & Hospital, Malda.

Respected Sir,

Having carefully examined the Notice Inviting Tender (NIT), pre-qualification criteria, terms and conditions, specifications, and all other tender documents, I/We hereby submit the necessary information and relevant documents for evaluation and declare as follows:

1. **Authorized Representation:**

I/We submit this application on behalf of M/s. _____ in the capacity of _____, duly authorized to sign and submit this bid. The authorization letter/Power of Attorney issued by the competent authority of the firm/company is enclosed herewith.

2. **Acceptance of Terms and Conditions:**

I/We have thoroughly read and understood all the terms and conditions of the NIT and hereby unconditionally accept the same. I/We undertake to abide by and comply with all provisions contained therein throughout the contract period.

3. **No Engagement of Middlemen or Intermediaries:**

I/We confirm and declare that no agent, broker, middleman, or intermediary has been engaged or will be engaged for securing the award of this contract or for providing any services related to its execution, except duly authorized representatives of our organization.

4. **No Agency Commission:**

I/We further declare that no agency commission, brokerage, facilitation fee, or any payment which may be construed as such has been paid or shall be paid to any person or entity in connection with this tender. The quoted rates do not include any such amount.

5. **Understanding of Tender Conditions:**

I/We understand and acknowledge that:

a) The Purchase & Tender Committee reserves the right to amend, modify, increase, decrease, or alter the scope and value of the contract as may be deemed necessary in the interest of the institution.

b) The Purchase & Tender Committee reserves the absolute right to accept or reject any bid, wholly or partly, at any stage of the tender process without assigning any reason whatsoever, and its decision shall be final and binding on all bidders.

c) Submission of this bid does not confer any right upon us to claim award of the contract.

d) Any suppression, misrepresentation, or furnishing of false information in the bid documents may lead to rejection of the bid, forfeiture of Earnest Money Deposit (EMD)/Security Deposit, and such other action as deemed appropriate by the authority.

6. **Declaration of Authenticity:**

I/We certify that all information furnished by us in connection with this tender is true, complete, and correct to the best of our knowledge and belief. All supporting documents submitted are genuine and authentic.

7. **Undertaking:**

I/We undertake that, if awarded the contract, we shall faithfully perform all obligations under the agreement and comply with all statutory requirements, labour laws, food safety regulations, and instructions issued by the competent authority from time to time.

Yours faithfully,

Signature of the Authorized Signatory: _____

Name: _____
 Designation: _____
 Name of Firm/Agency: _____
 Address: _____
 Contact No.: _____
 E-mail ID: _____
 Date: _____
 Place: _____

SECTION V: APPROVED RATE CHART OF FOOD ITEMS

Category	Sl. No.	Name of the Items	Quantity	Maximum Approved Rates
BREAKFAST	1)	Black Tea	Big	Rs. 10.00
	2)	Regular Tea (Milk)	Small	Rs. 5.00
	3)	Black Coffee	Normal (100 ml)	Rs. 15.00
	4)	Regular Coffee	Normal (100 ml)	Rs. 15.00
	5)	Egg (Boiled)	Per Pc	Rs. 10.00
	6)	Omelet	Per Pc	Rs. 15.00
	7)	Plain Toast	Per Plate (2 Pcs)	Rs. 10.00
	8)	Butter Toast	Per Plate (2 Pcs)	Rs. 20.00
	9)	E!?!e.Toast	(2 Slice+ 1 &£)	Rs.26.00
	10)	Puri with Cholar DaVGhul?.D.i	Per Plate (3 Pcs)	Rs. 25.00
	11)	Ghugni	Half Plate	Rs. 10.00
			Full Plate	Rs. 16.00
	12)	AloorDom	Half Plate	Rs. 10.00
			Full Plate	Rs. 15.00
	13)	Paratha	Per Pc	Rs. 10.00
	14)	AlooParatha	Per Pc	Rs. 15.00
SNACKS	1)	Veg Pakora	Per Plate Containing 08 Pcs	Rs. 40.00
	2)	Chicken Pakora	Per Plate Containing 08 Pcs	Rs. 80.00
	3)	Ee.e.Devil	Per Plate	Rs. 20.00
	4)	"Veg Chop	Per Plate	Rs. 10.00
	5)	Chicken Roll	Per Plate	Rs. 60.00
	6)	E!?.1?.Roll	Per Plate	Rs. 35.00
	7)	Chicken Cbowmein	Half Plate(100 gm)	Rs. 45.00
			Full Plate(200 e.m)	Rs. 75.00
	8)	Egg Chowmein	Half Plate(100 gm)	Rs. 35.00
			Full Plate(200 gm)	Rs. 55.00
	9)	Egg Chowmein	Half Plate(100 e.m)	Rs. 25.00
			Full Plate(200 1m1)	Rs. 40.00
MEAL	1)	Veg Thali (Fine Rice, Dal, Bhaja, Sabji, Salad/ Chutney)	Per Thali	Rs. 55.00
	2)	Egg Thali	Per Thali	Rs. 65.00
	3)	Chicken Thali	Per Thali	Rs. 90.00
	4)	Mutton Thali	Per Thali	Rs. 180.00
	5)	Fish Thali	PerThali	Rs. 80.00
	6)	Chapati/Roti	Per Pc	Rs. 5.00
	7)	Veg Tarka	Half Plate(50 gm)	Rs. 20.00
			Full Plate (100 gm)	Rs. 40.00
	8)	Egg Tarka	Half Plate(50 gm)	Rs. 30.00
			Full Plate(100 e.m)	Rs. 50.00
	9)	Masala Paneer	Half Plate(50 gm)	Rs. 60.00
			Full Plate(100 gm)	Rs. 80.00

	1)	Dahi	Per Pc		
	2)	Cold Drinks	Per Pc		

Package Food & Beverage	3)	Rasogolla	Per Pc	As Per MRP	As Per MRP
	4)	Fruit Juice	Per Pc		
	5)	Lassi	Per Pc		

SECTION V: BIDDER'S UNDERTAKING

(To be furnished on a Non-Judicial Stamp Paper of Rs. 10/- or of appropriate value, duly notarized)

Name of Work: _____

I, the undersigned, hereby solemnly affirm and declare that:

1. All information and documents submitted by me/us in connection with this tender are true and genuine. If any information is found to be false or misleading, my/our bid shall be liable to rejection.
2. Neither I/we nor my/our firm/company have been debarred, blacklisted, or prohibited from participating in any Government tender during the last five (05) years.
3. I/We authorize the Authority to verify any information or document submitted by me/us from any source deemed appropriate.
4. I/We shall furnish any additional information or documents as may be required by the Authority during the tender process.
5. I/We have submitted only one bid for this tender and have not participated in any other capacity for the same tender.
6. Neither I/we nor my/our firm/company has been convicted in any criminal, vigilance, corruption, or fraud-related case, nor is any such case pending against us.
7. There is no material litigation pending against the firm which may affect the execution of the contract.
8. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.
9. I/We confirm that no agent, broker, middleman, or intermediary has been engaged for obtaining this contract.
10. I/We further declare that no commission, brokerage, or similar payment has been made or shall be made in connection with this tender.

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Bidder/Authorized Signatory

Name: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

:

SECTION VI :- CHECKLIST FOR PRE-QUALIFICATION BID

FOR PROVIDING CANTEEN SERVICES AT THE HOSTELS , MALDA MEDICAL COLLEGE & HOSPITAL

Bidders are advised not to upload any document other than those specifically required under the tender. Submission of unnecessary documents may lead to avoidable complications during evaluation.

Sl. No.	Particulars	Uploaded (Yes/No)	Page No.
1	Name of the Bidder/Firm/Agency (in Block Letters)		
2	Full Address, E-mail ID and Contact Number		
3	Local Address (if any)		
4	Authorization Letter from the Competent Authority in favour of the Authorized Signatory		
5	Proof of Earnest Money Deposit (EMD)		
6	EMD Exemption Certificate (if applicable)		
7	Document in Support of Legal Status of the Bidder		
8	Valid FSSAI/Food Safety Licence		
9	GST Registration Certificate		
10	Professional Tax Registration Certificate		
11	Valid Trade License		
12	PAN Card		
13	TAN Certificate (if applicable)		
14	Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25		
15.	SECTION IV: TENDER APPLICATION FORM		
15	Affidavit regarding Non-Conviction / Non-Blacklisting. - SECTION V: BIDDER'S UNDERTAKING		
16	Experience/Credential Certificates of at least 03 (Three) Years in Food/Canteen Services		
17	Any Other Document Specifically Required under the Tender Document		

DECLARATION

I/We hereby certify that all the information furnished above and the documents uploaded in support thereof are true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.

Name of the Bidder/Firm: _____

Name of Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Signature of Authorized Signatory
(With Seal of the Firm/Agency)

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL**

P.O.- Malda, Dist.- Malda, PIN – 732101 (WB) Phone: 03512-221087 | Website: www.maldamedicalcollege.co.in

Memo No. P/MLD-MC/NIT 4 (2nd Call)/2026-27

Date- 19.08.2026

E-NIT No.

SECTION I :- INTRODUCTION

The Principal, Malda Medical College & Hospital invites bids through E-Tender in Two-Bid System (Technical Bid & Financial Bid) from reputed, resourceful and bonafide agencies for “**Providing Canteen Services**” at the following locations within the campus of Malda Medical College & Hospital for a period of **03 (three) years**, subject to satisfactory performance of the selected bidder(s).

The intending bidders shall be required to submit an **Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees FiveThousand only) for participation in the tender process for each canteen separately**. Accordingly, bidders intending to participate for more than one canteen shall submit a separate EMD of Rs. **5,000/-** for each canteen for which they submit a bid..

The EMD shall be deposited strictly in accordance with the procedure prescribed in **Finance Department, Audit Branch Memorandum No. 3975-F(Y) dated 28.07.2016**, along with all subsequent amendments, modifications, or orders issued by the Government of West Bengal from time to time.

Necessary Earnest Money Deposit (EMD) is to be submitted for participation in the tender through the process as prescribed in Finance Department, Audit Branch **Memorandum No. 3975-F(Y) dated 28.07.2016** and subsequent amendments thereto, if any.

Serial No.	Location of Canteen Service	Nature of Service	Monthly Reasonable Rent *	E-NIT NO.
3.	Interns' Hostel Canteen	Supply of breakfast, lunch, dinner and refreshments for hostel boarders	Rs 63,651/-	NleT-03/2026-2027

*The licensee/agency shall pay the reasonable rent as fixed by the Competent Authority for the period from 01.01.2026 to 31.12.2026. The rent shall be subject to revision by the Competent Authority from time to time during the currency of the agreement. The said rent shall be exclusive of charges towards electricity, water consumption, municipal levies, taxes, penalties, liquidated damages, and any other statutory or incidental charges, all of which shall be borne separately by the licensee/agency.

The Tender should be addressed to The Principal, Malda Medical College, Malda. Bidders may download tender enquiry documents from the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in and [https://www.maldamedicalcollege.co.in](http://www.maldamedicalcollege.co.in)

Important Dates-

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	19.08.2026
2	Online documents download start date	19.08.2026
3	Pre-bid meeting to be held at the Chamber of Principal , MMC, Malda	20.08.2026 2:00 pm
4	Online Bid submission start date	22.08.2026
5	Online documents download end date	20.08.2026
6	Dates for submission of Earnest Money Deposit on line.	22.08.2026
7	Online Bid Submission closing date	15.09.2026
8	Online Bid Opening date for Technical Proposals	18.09.2026
9	Date of online uploading of list for Technically Qualified Bidders	To be notified later
10	Date of online opening of Financial Proposal	To be notified later

Sd/-

Principal

Malda Medical College, Malda

Dated, Malda, 19.08.2026

Memo No. P/MLD-MC/ P/MLD-MC/NIT 4 (2nd Call)/2026-27

Copy forwarded for kind information and necessary action please to the:-

1. The Principal Accountant General (A&E) , Treasury Buildings , Kolkata -700 001
2. Director of Medical Education, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
3. Director of Health Service, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
4. Spl. Secretary (M.S. Branch), Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
5. District Magistrate, Malda & Chairman, RKS, Malda Medical College & Hospital.
6. MSVP , Malda Medical College & Hospital ,Malda.
8. Accounts Officer, MMC, Malda MCH, Malda.
9. IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata 700091 With request to upload the same in the department's website.
10. The DIO NIC, Malda with the request to upload the same in the Malda District website
11. Sri Arijit Chatterjee , Malda Medical College , Malda with the direction to upload this e-NIT in the Departmental Website of MMC&H.

Sd/-

Principal

Malda Medical College, Malda

SECTION II: PREAMBLE DEFINATIONS & ABBREVIATION

The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

- A. **"Purchaser"** means the organization purchasing goods and /or services as incorporated in the Tender Enquiry document. The purchasing organization is the Malda Medical College; Malda is represented through its Principal.
- B. **"Bid"** means Proposal/ Quotation received from a Firm / Bidder against the tender.
- C. **"Bidder"** means the Individual or Firm submitting Bids/ Quotation.
- D. **"Contractor"** means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
- E. **"Goods"** means food items, raw materials, kitchen utensils, cooking appliances, serving materials, cleaning materials and other allied consumables required for smooth operation of the canteen services at Malda Medical College & Hospital..
- F. **"Services"** means operation and management of canteen services including preparation and serving of food, cleaning of kitchen and dining areas, washing of utensils, waste disposal, maintenance of hygiene and sanitation, deployment of manpower, supervision and all other obligations of the Contractor covered under the contract at Malda Medical College & Hospital.
- G. **"Earnest Money Deposit"** (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
- H. **"Contract"** means the written agreement entered into between the Purchaser and the Contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- I. **"Performance Security"** means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- J. **"Specification"** means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
- K. **"Inspection"** means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and/ or service and comparing the same with the specified requirement to determine conformity.
- L. **"Day"** means calendar day.
- M. **"Bill of Quantity"** is the name for price schedule in e-tender software.
- N. (i) **"TE Document"** means Tender Enquiry Document
(ii) **"NIT"** means Notice Inviting Tender
(iii) **"GIB"** means General Instructions to Bidders
(iv) **"DSC"** means Digital Signature Certificate
(v) **"MMC"** means Malda Medical College, Malda
(vi) **"MMC&H"** means Malda Medical College & Hospital, Malda.

SECTION III: GENERAL INSTRUCTIONS TO BIDDERS (GIB)-

- A. The primary objective of engaging an outsourced agency is to ensure the provision of **safe, hygienic, nutritious, affordable, and high-quality food and beverage services** to students, interns, resident doctors, faculty members, employees, and visitors within the campus of Malda Medical College & Hospital. The outsourced agency shall be responsible for the efficient operation, management, supervision, and maintenance of the canteen facilities in accordance with the standards prescribed by the Government of West Bengal, **Food Safety and Standards Authority of India (FSSAI)**, and other applicable statutory authorities.
- B. **Bidder should visit the site before quoting rates in the e-tender.** Intending bidders should visit all designated canteen locations including Students' Hostel Canteens, Academic Building's and adjoining areas, and make themselves thoroughly acquainted with the site conditions, nature and requirements of the work, facilities for storage of food materials, cooking arrangements, water supply, electricity, waste disposal and other allied requirements necessary for operation of canteen services. The rate quoted by the bidder shall take into account all contingencies required for efficient operation and management of the canteen services. The successful bidder shall not be entitled to any claim of compensation for difficulties faced or losses incurred due to site conditions existing prior to commencement of the contract. Necessary permission for onsite assessment may be obtained from the Principal, Malda Medical College & Hospital on any working day between 11:00 AM and 4:00 PM.
- C. **The bidder shall ensure deployment of adequate trained manpower** at all designated canteen locations including Boys' Hostel Canteen, Girls' Hostel Canteen, College Campus Canteen and Hospital Canteen for smooth and hygienic operation of the canteen services.
- D. **In Girls Hostels, only female staffs are to be provided.**
- E. **Timings:** - The canteen shall remain operational on all working days and on holidays, as required, to ensure uninterrupted availability of hygienic food and refreshments for students, interns, resident doctors, staff, and visitors. The canteen shall function daily from **6:30 A.M. to 10:00 P.M.**, and breakfast, lunch, dinner, tea, and snacks shall be served within the timings prescribed by the Competent Authority of Malda Medical College & Hospital.
- F. The agency shall, at its own cost, install a **separate sub-meter** for measurement of electricity consumption in consultation with and subject to the approval of the competent authority. The agency shall be liable to pay the electricity charges based on the actual consumption recorded by the sub-meter and shall ensure payment of the electricity bill within the stipulated time period. Any delay in payment shall be treated as a breach of the terms and conditions of the contract.
- G. **Fuel Requirement:** The agency shall use **Liquefied Petroleum Gas (LPG) only** as fuel for cooking and other canteen operations. The entire arrangement for procurement, storage, installation, maintenance, refilling, and safe handling of LPG cylinders and allied equipment shall be made by the agency at its own cost and responsibility. Use of firewood, coal, kerosene, diesel, or any other unauthorized fuel shall be strictly prohibited. The agency shall comply with all applicable safety

regulations, fire safety norms, and statutory requirements relating to the use of LPG within the premises.

- H. The successful bidder shall strictly adhere to the rates approved by the Authority and specified in **SECTION V: APPROVED RATE CHART OF FOOD ITEMS**. Under no circumstances shall the contractor charge any amount in excess of the approved rates for any food item, beverage, or service provided through the canteen. Packaged food items and beverages shall be sold at or below the Maximum Retail Price (MRP) printed on the package. The approved rate chart shall be prominently displayed at a conspicuous place within the canteen premises for information of the students, staff, and visitors. Any instance of overcharging, unauthorized price revision, or collection of excess amounts shall be treated as a serious breach of contract and may attract penal action, including imposition of fines, recovery of excess charges, forfeiture of Security Deposit, and/or termination of the contract by the Authority.
- I. The **College Authority reserves the right to revise, modify, increase, decrease, add, or delete any item(s) and/or rates** contained in the Approved Rate Chart from time to time, depending upon prevailing market conditions, price fluctuations of essential commodities, hostel's boarders' interest, or any other administrative considerations, as deemed fit by the Competent Authority. The contractor shall be bound to implement such revised rates with immediate effect or from such date as may be specified by the Authority.
- J. **Prohibition of Tobacco, Cigarettes, Alcohol, and Intoxicating Substances :-**The sale, storage, distribution, consumption, or display of cigarettes, bidis, tobacco products, gutkha, pan masala containing tobacco, alcoholic beverages, narcotic substances, or any other intoxicating items within the canteen premises or anywhere inside the campus of Malda Medical College & Hospital shall be strictly prohibited. The contractor shall ensure strict compliance with this condition by all employees and patrons of the canteen. Any violation of this clause shall be treated as a serious breach of contract and may result in the imposition of penalties, forfeiture of Security Deposit, and/or immediate termination of the contract without any prior notice.
- K. **Behaviour of the contractor and his/her staff** with students, visitors, college authorities and hospital personnel shall be courteous and respectful. The staff engaged for canteen services shall maintain proper discipline, hygiene and cleanliness during the course of their duty. The contracting agency shall ensure that all deployed personnel are dressed in neat and clean uniforms with valid I-Cards, as approved by the authority of Malda Medical College & Hospital.
- L. **The Agency shall maintain and keep available for inspection the following records/documents at all times:**
- (i) **Complaint and Suggestion Register** for recording complaints, feedback, suggestions, and action taken thereon.
 - (ii) **Daily Operational Records** relating to food preparation, serving of meals, cleaning and sanitization of kitchen and dining areas, cleaning of utensils and equipment, stock consumption, and waste disposal.
 - (iii) **Organizational Structure and Duty Chart** showing the supervisory hierarchy, line of authority, deployment pattern, and job descriptions of all canteen personnel.
 - (iv) **Identity and Personnel Records** containing copies of EPIC, Aadhaar Card, PAN Card, Police Verification (where applicable), and other relevant identity documents of all deployed staff.

(v) **Food Safety, Hygiene, and Sanitation Instructions/SOPs** to be followed by all canteen personnel.

(vi) **Approved Menu and Rate Charts** shall be prominently displayed at conspicuous locations in the canteen, dining halls, and hostel messes for the information of users. No change in the approved rates shall be made without prior written approval of the Competent Authority.

All records shall be kept updated and produced before the College Authorities whenever required for inspection.

M. The agency shall provide **proper uniforms and identity cards** to all personnel deployed for canteen services, strictly in accordance with the specifications, design, colour scheme, and other requirements as may be prescribed by the College Authority from time to time. All deployed personnel shall wear the prescribed uniform and display their identity cards prominently while on duty within the campus

N. **Before formulating the bid and submitting the same to the purchaser, the bidder should read** and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

O. Corrupt and Fraudulent Practices

The Purchaser reserves the right to reject any bid or declare a bidder ineligible, either indefinitely or for a specified period, if it is found that the bidder has engaged in corrupt, fraudulent, collusive, coercive, or unethical practices in bidding for or execution of the contract.

The bidder shall submit a **Notarized Undertaking confirming that the proprietor, promoter, director, partner, employee, or authorized representative of the firm has not been convicted** by any court of law for offences involving moral turpitude, bribery, corruption, fraud, misrepresentation, tax evasion, or other business malpractices, and that the firm does not employ any Government servant dismissed or removed from service on grounds of corruption.

Any substantiated complaint regarding misconduct or misbehavior of the contractor's personnel shall attract a penalty of **Rs. 1,000/- per incident**. If found guilty upon enquiry, the concerned personnel shall be removed from duty immediately. The College Authority shall also reserve the right to initiate appropriate legal and/or administrative action against the erring personnel, as deemed necessary.

The contractor shall ensure payment of wages/salaries to all deployed personnel on or before the **7th day of every month**. Delay in payment shall attract a penalty of **Rs. 5,000/- per day**, recoverable from the contractor's bills or Security Deposit.

P. **Performance Statement:** The bidder shall furnish a Performance Statement, along with documentary evidence, indicating details of similar canteen services successfully executed during the last **03 (three) years** in Government Hospitals, Semi-Government Institutions, Medical Colleges, Training Centres, Police Canteens, Administrative Offices, or other Government establishments. The statement shall include the name of the organization, nature of work, contract period, and value of the contract, supported by work orders, completion certificates, performance certificates, or other relevant documents issued by the concerned authority.

Q. Preparation & Submission of Bids for e-Tender:

- (i) **Registration of Bidder:** A bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- (ii) Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC).
- (iii) The bidder can search and download Notice Inviting Tender (NIT) & Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- (iv) Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:
- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
 - 2) Financial Proposal: containing Bill of Quantities
- (v) **1) Statutory Cover shall contain the following documents:**
- A) Tender Documents: a) Application to participate in tender as per : Tender Application Form.
b) Notice Inviting e-Tender
- B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD
- 2) Non Statutory Cover will contain the following documents:**
- All the technical documents which is asked in the particular NIT bidders are requested submit all the documents in the Tender Documents folder**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. Professional Tax Registration iii. GST Registration iv. EMD Exemption Certificate (if applicable)
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation ii. FSSAI/Food License from the competent authority iii. Trade License up to date iv. Power of Attorney
C.	Credential	Credential – 1	Performance Statement along with documentary evidence
D.	Documents	Documents	i. Name, address of banker, account number ii. Bidder's Undertaking iii. Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25

2) Financial Proposal: The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantities (BOQs). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQs are to be uploaded, virus scanned & digitally signed by the bidder. Please refer to the Price Schedule/ Bill of Quantity" for directions on quoting prices online.

- (vi) **EMD : Deposit, Refund & Forfeiture of Earnest Money shall be guided by the Finance Department's Order No. 3975-F(Y) Dated, 28th July 2016.**
- (vii) It is the responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement. A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected. Bid sent by paper/fax/telex/cable/email etc shall be ignored. Alternative and/or Conditional Bid shall also be rejected.
- (viii) **Bid Validity:** - The bids shall remain valid for acceptance for a period of **180 days (One hundred and Eighty days)** after the date of technical bid opening prescribed in the TE document. Any bid valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable/email followed by surface mail. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD. In case the day up to which the bids are to remain valid falls on/ is subsequently declared a holiday or closed day for the purchaser, the bid validity shall automatically be extended up to the next working day

R. Opening & Evaluation of Bids:-

- (i) The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening.
- (ii) The EMD of Service to be supplied shall be evaluated first. Then the Online Technical bids of EMD qualified bidders shall be opened and evaluated with reference to parameters prescribed in the After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation. Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC). In the Technical Proposal, the Cover (folder) for Statutory Docume
- (iii) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS/HER TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.
- (iv) **Evaluation of Financial Bid :-**The Financial Bid shall be evaluated on the basis of the **highest percentage (%) quoted over and above the Monthly Reasonable Rent** fixed by the Competent Authority for the respective canteen location. The bidder quoting the **highest percentage enhancement** over the prescribed Monthly Reasonable Rent shall ordinarily be considered for award of the contract, subject to fulfilment of all eligibility criteria, tender conditions, and approval of the competent authority.
- (v) Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this tender document. During

evaluation the Committee may summon bidders & seek clarification /information or additional documents, or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection. The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online.

- (vi) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- (vii) **Purchaser's Right to accept any bid and to reject any or all bids:-** The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- (viii) The contract will be awarded to the highest evaluated responsive bidder decided by the purchaser. The list of successful bidder(s) shall be uploaded online. **In case of tie, Tenderer will be selected in accordance with the existing provisions of relevant orders of Finance Department (Govt. Of West Bengal).**
- (ix) **Notification of Award:-** Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted. **The successful bidder must furnish to the purchaser the required Performance Security within fifteen (15) days from the date of issue of this notification, failing which the EMD will be forfeited, and the award will be cancelled. The Notification of Award shall constitute the conclusion of the Contract, and the 3 (Three) year contract period shall commence from this date of notification.** The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding. The name and address of the successful bidder(s) receiving the contract(s) will be published in the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in/.
- (x) **Performance Security:-** Within 15 (fifteen) days from date of the issue of notification of Award of Contract by the Purchaser, the Contractor, shall furnish performance security to the Purchaser for an amount equal to 2 (Two) Month Gross Amount Payable to as per applicable rent to the Govt. on date of commencement of contract.

The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor. The Performance Security shall be deposited in Indian Rupees to the state government through TR Challan under head of account 8443-00-103-Earnest Money-01-07-Deposit.

No other forms of deposit can /will be entertained by the college authority.

The Purchaser will release the Performance Security without any interest to the Contractor on completion of the Contractor's all contractual obligations.

In the event of any failure /default of the Contractor with or without any quantifiable loss to the Malda Medical College , the amount of the performance security is liable to be forfeited. The

MMC may do the needful to cover any failure/default of the Contractor with or without any quantifiable loss to the MMC.

(xi) Non-receipt of Performance Security and Contract by the Purchaser:- Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Purchaser against it as per the clauses.

(xii) Modification of Contract:- If necessary, the purchaser may, by a written order given to the Contractor at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following: a) Requirements and Specifications of the goods and /or services . b) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

S. Resolution of disputes:- If dispute or difference of any kind shall arise between the Purchaser and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the **Arbitration and Conciliation Act, 1996 of India**. In the case of a dispute or difference arising between the Purchaser and a Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Government of West Bengal, appointed to be the arbitrator by the Principal Secretary to that Department. The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One lakhs (Rs. 1,00,000/-). The venue of arbitration shall be decided by the Principal, Malda Medical College.

T. Termination of Contract: - The College Authority reserves the right to terminate the contract, either in whole or in part, at any time during the currency of the contract, without assigning any reason, by serving a written notice upon the contractor. The notice shall clearly specify that the termination is being effected at the convenience of the Authority and shall indicate, inter alia, the extent to which the contractor's obligations under the contract are being terminated and the date from which such termination shall take effect.

Without prejudice to the above, the Authority may also terminate the contract in the event of breach of any terms and conditions of the agreement, unsatisfactory performance, repeated complaints, non-compliance with statutory requirements, or any act prejudicial to the interests of the Institution. In such cases, the decision of the Authority shall be final and binding on the contractor. No compensation, damages, or claim whatsoever on account of such termination shall be entertained by the Authority. Further, such termination may result in the forfeiture, either wholly or partly, of the Performance Security Deposit, as deemed appropriate by the Authority, without prejudice to any other legal or contractual remedies available to it.

SECTION IV-: TENDER APPLICATION FORM

To,
The Principal, Malda Medical College, Malda

Sub:-e-Tender for "Providing Canteen service at t h e Hostel of Malda Medical College

Sub: Submission of Bid for Preparation and Supply of Food Items for the Girls' Hostel Canteen at Malda Medical College & Hospital, Malda.

Respected Sir,

Having carefully examined the Notice Inviting Tender (NIT), pre-qualification criteria, terms and conditions, specifications, and all other tender documents, I/We hereby submit the necessary information and relevant documents for evaluation and declare as follows:

1. **Authorized Representation:**

I/We submit this application on behalf of M/s. _____ in the capacity of _____, duly authorized to sign and submit this bid. The authorization letter/Power of Attorney issued by the competent authority of the firm/company is enclosed herewith.

2. **Acceptance of Terms and Conditions:**

I/We have thoroughly read and understood all the terms and conditions of the NIT and hereby unconditionally accept the same. I/We undertake to abide by and comply with all provisions contained therein throughout the contract period.

3. **No Engagement of Middlemen or Intermediaries:**

I/We confirm and declare that no agent, broker, middleman, or intermediary has been engaged or will be engaged for securing the award of this contract or for providing any services related to its execution, except duly authorized representatives of our organization.

4. **No Agency Commission:**

I/We further declare that no agency commission, brokerage, facilitation fee, or any payment which may be construed as such has been paid or shall be paid to any person or entity in connection with this tender. The quoted rates do not include any such amount.

5. **Understanding of Tender Conditions:**

I/We understand and acknowledge that:

a) The Purchase & Tender Committee reserves the right to amend, modify, increase, decrease, or alter the scope and value of the contract as may be deemed necessary in the interest of the institution.

b) The Purchase & Tender Committee reserves the absolute right to accept or reject any bid, wholly or partly, at any stage of the tender process without assigning any reason whatsoever, and its decision shall be final and binding on all bidders.

c) Submission of this bid does not confer any right upon us to claim award of the contract.

d) Any suppression, misrepresentation, or furnishing of false information in the bid documents may lead to rejection of the bid, forfeiture of Earnest Money Deposit (EMD)/Security Deposit, and such other action as deemed appropriate by the authority.

6. **Declaration of Authenticity:**

I/We certify that all information furnished by us in connection with this tender is true, complete, and correct to the best of our knowledge and belief. All supporting documents submitted are genuine and authentic.

7. **Undertaking:**

I/We undertake that, if awarded the contract, we shall faithfully perform all obligations under the agreement and comply with all statutory requirements, labour laws, food safety regulations, and instructions issued by the competent authority from time to time.

Yours faithfully,

Signature of the Authorized Signatory: _____

Name: _____
 Designation: _____
 Name of Firm/Agency: _____
 Address: _____
 Contact No.: _____
 E-mail ID: _____
 Date: _____
 Place: _____

SECTION V: APPROVED RATE CHART OF FOOD ITEMS

Category	Sl. No.	Name of the Items	Quantity	Maximum Approved Rates
BREAKFAST	1)	Black Tea	Big	Rs. 10.00
	2)	Regular Tea (Milk)	Small	Rs. 5.00
	3)	Black Coffee	Normal (100 ml)	Rs. 15.00
	4)	Regular Coffee	Normal (100 ml)	Rs. 15.00
	5)	Egg (Boiled)	Per Pc	Rs. 10.00
	6)	Omelet	Per Pc	Rs. 15.00
	7)	Plain Toast	Per Plate (2 Pcs)	Rs. 10.00
	8)	Butter Toast	Per Plate (2 Pcs)	Rs. 20.00
	9)	E!e.Toast	(2 Slice+ 1 &£)	Rs.26.00
	10)	Puri with Cholar DaVGhul?.D.i	Per Plate (3 Pcs)	Rs. 25.00
	11)	Ghugni	Half Plate	Rs. 10.00
			Full Plate	Rs. 16.00
	12)	AloorDom	Half Plate	Rs. 10.00
			Full Plate	Rs. 15.00
	13)	Paratha	Per Pc	Rs. 10.00
	14)	AlooParatha	Per Pc	Rs. 15.00
SNACKS	1)	Veg Pakora	Per Plate Containing 08 Pcs	Rs. 40.00
	2)	Chicken Pakora	Per Plate Containing 08 Pcs	Rs. 80.00
	3)	Ee.e. Devil	Per Plate	Rs. 20.00
	4)	"Veg Chop	Per Plate	Rs. 10.00
	5)	Chicken Roll	Per Plate	Rs. 60.00
	6)	E!?.!?.Roll	Per Plate	Rs. 35.00
	7)	Chicken Cbowmein	Half Plate(100 gm)	Rs. 45.00
			Full Plate(200 e.m)	Rs. 75.00
	8)	Egg Chowmein	Half Plate(100 gm)	Rs. 35.00
			Full Plate(200 gm)	Rs. 55.00
	9)	Egg Chowmein	Half Plate(100 e.m)	Rs. 25.00
			Full Plate(200 1m1)	Rs. 40.00
MEAL	1)	Veg Thali (Fine Rice, Dal, Bhaja, Sabji, Salad/ Chutney)	Per Thali	Rs. 55.00
	2)	Egg Thali	Per Thali	Rs. 65.00
	3)	Chicken Thali	Per Thali	Rs. 90.00
	4)	Mutton Thali	Per Thali	Rs. 180.00
	5)	Fish Thali	PerThali	Rs. 80.00
	6)	Chapati/Roti	Per Pc	Rs. 5.00
	7)	Veg Tarka	Half Plate(50 gm)	Rs. 20.00
			Full Plate (100 gm)	Rs. 40.00
	8)	Egg Tarka	Half Plate(50 gm)	Rs. 30.00
			Full Plate(100 e.m)	Rs. 50.00
	9)	Masala Paneer	Half Plate(50 gm)	Rs. 60.00
			Full Plate(100 gm)	Rs. 80.00

	1)	Dahi	Per Pc		
	2)	Cold Drinks	Per Pc		

Package Food & Beverage	3)	Rasogolla	Per Pc	As Per MRP	As Per MRP
	4)	Fruit Juice	Per Pc		
	5)	Lassi	Per Pc		

SECTION V: BIDDER'S UNDERTAKING

(To be furnished on a Non-Judicial Stamp Paper of Rs. 10/- or of appropriate value, duly notarized)

Name of Work: _____

I, the undersigned, hereby solemnly affirm and declare that:

1. All information and documents submitted by me/us in connection with this tender are true and genuine. If any information is found to be false or misleading, my/our bid shall be liable to rejection.
2. Neither I/we nor my/our firm/company have been debarred, blacklisted, or prohibited from participating in any Government tender during the last five (05) years.
3. I/We authorize the Authority to verify any information or document submitted by me/us from any source deemed appropriate.
4. I/We shall furnish any additional information or documents as may be required by the Authority during the tender process.
5. I/We have submitted only one bid for this tender and have not participated in any other capacity for the same tender.
6. Neither I/we nor my/our firm/company has been convicted in any criminal, vigilance, corruption, or fraud-related case, nor is any such case pending against us.
7. There is no material litigation pending against the firm which may affect the execution of the contract.
8. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.
9. I/We confirm that no agent, broker, middleman, or intermediary has been engaged for obtaining this contract.
10. I/We further declare that no commission, brokerage, or similar payment has been made or shall be made in connection with this tender.

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Bidder/Authorized Signatory

Name: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

:

SECTION VI :- CHECKLIST FOR PRE-QUALIFICATION BID

FOR PROVIDING CANTEEN SERVICES AT THE HOSTELS , MALDA MEDICAL COLLEGE & HOSPITAL

Bidders are advised not to upload any document other than those specifically required under the tender. Submission of unnecessary documents may lead to avoidable complications during evaluation.

Sl. No.	Particulars	Uploaded (Yes/No)	Page No.
1	Name of the Bidder/Firm/Agency (in Block Letters)		
2	Full Address, E-mail ID and Contact Number		
3	Local Address (if any)		
4	Authorization Letter from the Competent Authority in favour of the Authorized Signatory		
5	Proof of Earnest Money Deposit (EMD)		
6	EMD Exemption Certificate (if applicable)		
7	Document in Support of Legal Status of the Bidder		
8	Valid FSSAI/Food Safety Licence		
9	GST Registration Certificate		
10	Professional Tax Registration Certificate		
11	Valid Trade License		
12	PAN Card		
13	TAN Certificate (if applicable)		
14	Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25		
15.	SECTION IV: TENDER APPLICATION FORM		
15	Affidavit regarding Non-Conviction / Non-Blacklisting. - SECTION V: BIDDER'S UNDERTAKING		
16	Experience/Credential Certificates of at least 03 (Three) Years in Food/Canteen Services		
17	Any Other Document Specifically Required under the Tender Document		

DECLARATION

I/We hereby certify that all the information furnished above and the documents uploaded in support thereof are true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.

Name of the Bidder/Firm: _____

Name of Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Signature of Authorized Signatory
(With Seal of the Firm/Agency)

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL**

P.O.- Malda, Dist.- Malda, PIN – 732101 (WB) Phone: 03512-221087 | Website: www.maldamedicalcollege.co.in

Memo No. P/MLD-MC/NIT 5 (2nd Call)/2026-27

Date- 19/08/2026

E-NIT No.

SECTION I :- INTRODUCTION

The Principal, Malda Medical College & Hospital invites bids through E-Tender in Two-Bid System (Technical Bid & Financial Bid) from reputed, resourceful and bonafide agencies for “**Providing Canteen Services**” at the following locations within the campus of Malda Medical College & Hospital for a period of **03 (three) years**, subject to satisfactory performance of the selected bidder(s).

The intending bidders shall be required to submit an **Earnest Money Deposit (EMD) of Rs-5000/- (Rupees five Thousand only) for participation in the tender process for each canteen separately**. Accordingly, bidders intending to participate for more than one canteen shall submit a separate EMD of Rs. 5,000/- for each canteen for which they submit a bid..

The EMD shall be deposited strictly in accordance with the procedure prescribed in **Finance Department, Audit Branch Memorandum No. 3975-F(Y) dated 28.07.2016**, along with all subsequent amendments, modifications, or orders issued by the Government of West Bengal from time to time.

Necessary Earnest Money Deposit (EMD) is to be submitted for participation in the tender through the process as prescribed in Finance Department, Audit Branch **Memorandum No. 3975-F(Y) dated 28.07.2016** and subsequent amendments thereto, if any.

Serial No.	Location of Canteen Service	Nature of Service	Monthly Reasonable Rent *	E-NIT NO.
4.	Residential Doctors' Hostel canteen	Supply of breakfast, lunch, dinner and refreshments for hostel boarders	Rs 45,305/-	NleT-04/2026-2027

*The licensee/agency shall pay the reasonable rent as fixed by the Competent Authority for the period from 01.01.2026 to 31.12.2026. The rent shall be subject to revision by the Competent Authority from time to time during the currency of the agreement. The said rent shall be exclusive of charges towards electricity, water consumption, municipal levies, taxes, penalties, liquidated damages, and any other statutory or incidental charges, all of which shall be borne separately by the licensee/agency.

The Tender should be addressed to The Principal, Malda Medical College, Malda. Bidders may download tender enquiry documents from the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in and [https://www.maldamedicalcollege.co.in](http://www.maldamedicalcollege.co.in)

Important Dates-

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	19.08.2026
2	Online documents download start date	19.08.2026
3	Pre-bid meeting to be held at the Chamber of Principal , MMC, Malda	20.08.2026 2:00 pm
4	Online Bid submission start date	22.08.2026
5	Online documents download end date	20.08.2026
6	Dates for submission of Earnest Money Deposit on line.	22.08.2026
7	Online Bid Submission closing date	15.09.2026
8	Online Bid Opening date for Technical Proposals	18.09.2026
9	Date of online uploading of list for Technically Qualified Bidders	To be notified later
10	Date of online opening of Financial Proposal	To be notified later

Sd/-
Principal
Malda Medical College, Malda

Memo No. P/MLD-MC/ P/MLD-MC/NIT 5 (2nd Call)/2026-27

Dated, Malda, 19.08.2026

Copy forwarded for kind information and necessary action please to the:-

1. The Principal Accountant General (A&E) , Treasury Buildings , Kolkata -700 001
2. Director of Medical Education, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
3. Director of Health Service, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
4. Spl. Secretary (M.S. Branch), Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
5. District Magistrate, Malda & Chairman, RKS, Malda Medical College & Hospital.
6. MSVP , Malda Medical College & Hospital ,Malda.
8. Accounts Officer, MMC, Malda MCH, Malda.
9. IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata 700091 With request to upload the same in the department's website.
10. The DIO NIC, Malda with the request to upload the same in the Malda District website
11. Sri Arijit Chatterjee , Malda Medical College , Malda with the direction to upload this e-NIT in the Departmental Website of MMC&H.

Sd/-
Principal
Malda Medical College, Malda

SECTION II: PREAMBLE DEFINATIONS & ABBREVIATION

The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

- A. **"Purchaser"** means the organization purchasing goods and /or services as incorporated in the Tender Enquiry document. The purchasing organization is the Malda Medical College; Malda is represented through its Principal.
- B. **"Bid"** means Proposal/ Quotation received from a Firm / Bidder against the tender.
- C. **"Bidder"** means the Individual or Firm submitting Bids/ Quotation.
- D. **"Contractor"** means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
- E. **"Goods"** means food items, raw materials, kitchen utensils, cooking appliances, serving materials, cleaning materials and other allied consumables required for smooth operation of the canteen services at Malda Medical College & Hospital..
- F. **"Services"** means operation and management of canteen services including preparation and serving of food, cleaning of kitchen and dining areas, washing of utensils, waste disposal, maintenance of hygiene and sanitation, deployment of manpower, supervision and all other obligations of the Contractor covered under the contract at Malda Medical College & Hospital.
- G. **"Earnest Money Deposit"** (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
- H. **"Contract"** means the written agreement entered into between the Purchaser and the Contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- I. **"Performance Security"** means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- J. **"Specification"** means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
- K. **"Inspection"** means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and/ or service and comparing the same with the specified requirement to determine conformity.
- L. **"Day"** means calendar day.
- M. **"Bill of Quantity"** is the name for price schedule in e-tender software.
- N. (i) **"TE Document"** means Tender Enquiry Document
(ii) **"NIT"** means Notice Inviting Tender
(iii) **"GIB"** means General Instructions to Bidders
(iv) **"DSC"** means Digital Signature Certificate
(v) **"MMC"** means Malda Medical College, Malda
(vi) **"MMC&H"** means Malda Medical College & Hospital, Malda.

SECTION III: GENERAL INSTRUCTIONS TO BIDDERS (GIB)-

- A. The primary objective of engaging an outsourced agency is to ensure the provision of **safe, hygienic, nutritious, affordable, and high-quality food and beverage services** to students, interns, resident doctors, faculty members, employees, and visitors within the campus of Malda Medical College & Hospital. The outsourced agency shall be responsible for the efficient operation, management, supervision, and maintenance of the canteen facilities in accordance with the standards prescribed by the Government of West Bengal, **Food Safety and Standards Authority of India (FSSAI)**, and other applicable statutory authorities.
- B. **Bidder should visit the site before quoting rates in the e-tender.** Intending bidders should visit all designated canteen locations including Students' Hostel Canteens, Academic Building's and adjoining areas, and make themselves thoroughly acquainted with the site conditions, nature and requirements of the work, facilities for storage of food materials, cooking arrangements, water supply, electricity, waste disposal and other allied requirements necessary for operation of canteen services. The rate quoted by the bidder shall take into account all contingencies required for efficient operation and management of the canteen services. The successful bidder shall not be entitled to any claim of compensation for difficulties faced or losses incurred due to site conditions existing prior to commencement of the contract. Necessary permission for onsite assessment may be obtained from the Principal, Malda Medical College & Hospital on any working day between 11:00 AM and 4:00 PM.
- C. **The bidder shall ensure deployment of adequate trained manpower** at all designated canteen locations including Boys' Hostel Canteen, Girls' Hostel Canteen, College Campus Canteen and Hospital Canteen for smooth and hygienic operation of the canteen services.
- D. **In Girls Hostels, only female staffs are to be provided.**
- E. **Timings:** - The canteen shall remain operational on all working days and on holidays, as required, to ensure uninterrupted availability of hygienic food and refreshments for students, interns, resident doctors, staff, and visitors. The canteen shall function daily from **6:30 A.M. to 10:00 P.M.**, and breakfast, lunch, dinner, tea, and snacks shall be served within the timings prescribed by the Competent Authority of Malda Medical College & Hospital.
- F. The agency shall, at its own cost, install a **separate sub-meter** for measurement of electricity consumption in consultation with and subject to the approval of the competent authority. The agency shall be liable to pay the electricity charges based on the actual consumption recorded by the sub-meter and shall ensure payment of the electricity bill within the stipulated time period. Any delay in payment shall be treated as a breach of the terms and conditions of the contract.
- G. **Fuel Requirement:** The agency shall use **Liquefied Petroleum Gas (LPG) only** as fuel for cooking and other canteen operations. The entire arrangement for procurement, storage, installation, maintenance, refilling, and safe handling of LPG cylinders and allied equipment shall be made by the agency at its own cost and responsibility. Use of firewood, coal, kerosene, diesel, or any other unauthorized fuel shall be strictly prohibited. The agency shall comply with all applicable safety

regulations, fire safety norms, and statutory requirements relating to the use of LPG within the premises.

- H. The successful bidder shall strictly adhere to the rates approved by the Authority and specified in **SECTION V: APPROVED RATE CHART OF FOOD ITEMS**. Under no circumstances shall the contractor charge any amount in excess of the approved rates for any food item, beverage, or service provided through the canteen. Packaged food items and beverages shall be sold at or below the Maximum Retail Price (MRP) printed on the package. The approved rate chart shall be prominently displayed at a conspicuous place within the canteen premises for information of the students, staff, and visitors. Any instance of overcharging, unauthorized price revision, or collection of excess amounts shall be treated as a serious breach of contract and may attract penal action, including imposition of fines, recovery of excess charges, forfeiture of Security Deposit, and/or termination of the contract by the Authority.
- I. The **College Authority reserves the right to revise, modify, increase, decrease, add, or delete any item(s) and/or rates** contained in the Approved Rate Chart from time to time, depending upon prevailing market conditions, price fluctuations of essential commodities, hostel's boarders' interest, or any other administrative considerations, as deemed fit by the Competent Authority. The contractor shall be bound to implement such revised rates with immediate effect or from such date as may be specified by the Authority.
- J. **Prohibition of Tobacco, Cigarettes, Alcohol, and Intoxicating Substances :-**The sale, storage, distribution, consumption, or display of cigarettes, bidis, tobacco products, gutkha, pan masala containing tobacco, alcoholic beverages, narcotic substances, or any other intoxicating items within the canteen premises or anywhere inside the campus of Malda Medical College & Hospital shall be strictly prohibited. The contractor shall ensure strict compliance with this condition by all employees and patrons of the canteen. Any violation of this clause shall be treated as a serious breach of contract and may result in the imposition of penalties, forfeiture of Security Deposit, and/or immediate termination of the contract without any prior notice.
- K. **Behaviour of the contractor and his/her staff** with students, visitors, college authorities and hospital personnel shall be courteous and respectful. The staff engaged for canteen services shall maintain proper discipline, hygiene and cleanliness during the course of their duty. The contracting agency shall ensure that all deployed personnel are dressed in neat and clean uniforms with valid I-Cards, as approved by the authority of Malda Medical College & Hospital.
- L. **The Agency shall maintain and keep available for inspection the following records/documents at all times:**
- (i) **Complaint and Suggestion Register** for recording complaints, feedback, suggestions, and action taken thereon.
 - (ii) **Daily Operational Records** relating to food preparation, serving of meals, cleaning and sanitization of kitchen and dining areas, cleaning of utensils and equipment, stock consumption, and waste disposal.
 - (iii) **Organizational Structure and Duty Chart** showing the supervisory hierarchy, line of authority, deployment pattern, and job descriptions of all canteen personnel.
 - (iv) **Identity and Personnel Records** containing copies of EPIC, Aadhaar Card, PAN Card, Police Verification (where applicable), and other relevant identity documents of all deployed staff.

(v) **Food Safety, Hygiene, and Sanitation Instructions/SOPs** to be followed by all canteen personnel.

(vi) **Approved Menu and Rate Charts** shall be prominently displayed at conspicuous locations in the canteen, dining halls, and hostel messes for the information of users. No change in the approved rates shall be made without prior written approval of the Competent Authority.

All records shall be kept updated and produced before the College Authorities whenever required for inspection.

M. The agency shall provide **proper uniforms and identity cards** to all personnel deployed for canteen services, strictly in accordance with the specifications, design, colour scheme, and other requirements as may be prescribed by the College Authority from time to time. All deployed personnel shall wear the prescribed uniform and display their identity cards prominently while on duty within the campus

N. **Before formulating the bid and submitting the same to the purchaser, the bidder should read** and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

O. Corrupt and Fraudulent Practices

The Purchaser reserves the right to reject any bid or declare a bidder ineligible, either indefinitely or for a specified period, if it is found that the bidder has engaged in corrupt, fraudulent, collusive, coercive, or unethical practices in bidding for or execution of the contract.

The bidder shall submit a **Notarized Undertaking confirming that the proprietor, promoter, director, partner, employee, or authorized representative of the firm has not been convicted** by any court of law for offences involving moral turpitude, bribery, corruption, fraud, misrepresentation, tax evasion, or other business malpractices, and that the firm does not employ any Government servant dismissed or removed from service on grounds of corruption.

Any substantiated complaint regarding misconduct or misbehavior of the contractor's personnel shall attract a penalty of **Rs. 1,000/- per incident**. If found guilty upon enquiry, the concerned personnel shall be removed from duty immediately. The College Authority shall also reserve the right to initiate appropriate legal and/or administrative action against the erring personnel, as deemed necessary.

The contractor shall ensure payment of wages/salaries to all deployed personnel on or before the **7th day of every month**. Delay in payment shall attract a penalty of **Rs. 5,000/- per day**, recoverable from the contractor's bills or Security Deposit.

P. **Performance Statement:** The bidder shall furnish a Performance Statement, along with documentary evidence, indicating details of similar canteen services successfully executed during the last **03 (three) years** in Government Hospitals, Semi-Government Institutions, Medical Colleges, Training Centres, Police Canteens, Administrative Offices, or other Government establishments. The statement shall include the name of the organization, nature of work, contract period, and value of the contract, supported by work orders, completion certificates, performance certificates, or other relevant documents issued by the concerned authority.

Q. Preparation & Submission of Bids for e-Tender:

- (i) **Registration of Bidder:** A bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- (ii) Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC).
- (iii) The bidder can search and download Notice Inviting Tender (NIT) & Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- (iv) Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:
- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
 - 2) Financial Proposal: containing Bill of Quantities
- (v) **1) Statutory Cover shall contain the following documents:**
- A) Tender Documents: a) Application to participate in tender as per : Tender Application Form.
b) Notice Inviting e-Tender
- B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD
- 2) Non Statutory Cover will contain the following documents:**
- All the technical documents which is asked in the particular NIT bidders are requested submit all the documents in the Tender Documents folder**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. Professional Tax Registration iii. GST Registration iv. EMD Exemption Certificate (if applicable)
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation ii. FSSAI/Food License from the competent authority iii. Trade License up to date iv. Power of Attorney
C.	Credential	Credential – 1	Performance Statement along with documentary evidence
D.	Documents	Documents	i. Name, address of banker, account number ii. Bidder's Undertaking iii. Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25

2) Financial Proposal: The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantities (BOQs). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQs are to be uploaded, virus scanned & digitally signed by the bidder. Please refer to the Price Schedule/ Bill of Quantity" for directions on quoting prices online.

- (vi) **EMD : Deposit, Refund & Forfeiture of Earnest Money shall be guided by the Finance Department's Order No. 3975-F(Y) Dated, 28th July 2016.**
- (vii) It is the responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement. A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected. Bid sent by paper/fax/telex/cable/email etc shall be ignored. Alternative and/or Conditional Bid shall also be rejected.
- (viii) **Bid Validity:** - The bids shall remain valid for acceptance for a period of **180 days (One hundred and Eighty days)** after the date of technical bid opening prescribed in the TE document. Any bid valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable/email followed by surface mail. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD. In case the day up to which the bids are to remain valid falls on/ is subsequently declared a holiday or closed day for the purchaser, the bid validity shall automatically be extended up to the next working day

R. Opening & Evaluation of Bids:-

- (i) The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening.
- (ii) The EMD of Service to be supplied shall be evaluated first. Then the Online Technical bids of EMD qualified bidders shall be opened and evaluated with reference to parameters prescribed in the After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation. Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC). In the Technical Proposal, the Cover (folder) for Statutory Docume
- (iii) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS/HER TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.
- (iv) **Evaluation of Financial Bid :-**The Financial Bid shall be evaluated on the basis of the **highest percentage (%) quoted over and above the Monthly Reasonable Rent** fixed by the Competent Authority for the respective canteen location. The bidder quoting the **highest percentage enhancement** over the prescribed Monthly Reasonable Rent shall ordinarily be considered for award of the contract, subject to fulfilment of all eligibility criteria, tender conditions, and approval of the competent authority.
- (v) Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this tender document. During

evaluation the Committee may summon bidders & seek clarification /information or additional documents, or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection. The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online.

- (vi) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- (vii) **Purchaser's Right to accept any bid and to reject any or all bids:-** The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- (viii) The contract will be awarded to the highest evaluated responsive bidder decided by the purchaser. The list of successful bidder(s) shall be uploaded online. **In case of tie, Tenderer will be selected in accordance with the existing provisions of relevant orders of Finance Department (Govt. Of West Bengal).**
- (ix) **Notification of Award:-** Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted. **The successful bidder must furnish to the purchaser the required Performance Security within fifteen (15) days from the date of issue of this notification, failing which the EMD will be forfeited, and the award will be cancelled. The Notification of Award shall constitute the conclusion of the Contract, and the 3 (Three) year contract period shall commence from this date of notification.** The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding. The name and address of the successful bidder(s) receiving the contract(s) will be published in the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in/.
- (x) **Performance Security:-** Within 15 (fifteen) days from date of the issue of notification of Award of Contract by the Purchaser, the Contractor, shall furnish performance security to the Purchaser for an amount equal to 2 (Two) Month Gross Amount Payable to as per applicable rent to the Govt. on date of commencement of contract.

The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor. The Performance Security shall be deposited in Indian Rupees to the state government through TR Challan under head of account 8443-00-103-Earnest Money-01-07-Deposit.

No other forms of deposit can /will be entertained by the college authority.

The Purchaser will release the Performance Security without any interest to the Contractor on completion of the Contractor's all contractual obligations.

In the event of any failure /default of the Contractor with or without any quantifiable loss to the Malda Medical College , the amount of the performance security is liable to be forfeited. The

MMC may do the needful to cover any failure/default of the Contractor with or without any quantifiable loss to the MMC.

(xi) Non-receipt of Performance Security and Contract by the Purchaser:- Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Purchaser against it as per the clauses.

(xii) Modification of Contract:- If necessary, the purchaser may, by a written order given to the Contractor at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following: a) Requirements and Specifications of the goods and /or services . b) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

S. Resolution of disputes:- If dispute or difference of any kind shall arise between the Purchaser and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the **Arbitration and Conciliation Act, 1996 of India**. In the case of a dispute or difference arising between the Purchaser and a Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Government of West Bengal, appointed to be the arbitrator by the Principal Secretary to that Department. The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One lakhs (Rs. 1,00,000/-). The venue of arbitration shall be decided by the Principal, Malda Medical College.

T. Termination of Contract: - The College Authority reserves the right to terminate the contract, either in whole or in part, at any time during the currency of the contract, without assigning any reason, by serving a written notice upon the contractor. The notice shall clearly specify that the termination is being effected at the convenience of the Authority and shall indicate, inter alia, the extent to which the contractor's obligations under the contract are being terminated and the date from which such termination shall take effect.

Without prejudice to the above, the Authority may also terminate the contract in the event of breach of any terms and conditions of the agreement, unsatisfactory performance, repeated complaints, non-compliance with statutory requirements, or any act prejudicial to the interests of the Institution. In such cases, the decision of the Authority shall be final and binding on the contractor. No compensation, damages, or claim whatsoever on account of such termination shall be entertained by the Authority. Further, such termination may result in the forfeiture, either wholly or partly, of the Performance Security Deposit, as deemed appropriate by the Authority, without prejudice to any other legal or contractual remedies available to it.

SECTION IV-: TENDER APPLICATION FORM

To,
The Principal, Malda Medical College, Malda

Sub:-e-Tender for "Providing Canteen service at t h e Hostel of Malda Medical College

Sub: Submission of Bid for Preparation and Supply of Food Items for the Girls' Hostel Canteen at Malda Medical College & Hospital, Malda.

Respected Sir,

Having carefully examined the Notice Inviting Tender (NIT), pre-qualification criteria, terms and conditions, specifications, and all other tender documents, I/We hereby submit the necessary information and relevant documents for evaluation and declare as follows:

1. Authorized Representation:

I/We submit this application on behalf of M/s. _____ in the capacity of _____, duly authorized to sign and submit this bid. The authorization letter/Power of Attorney issued by the competent authority of the firm/company is enclosed herewith.

2. Acceptance of Terms and Conditions:

I/We have thoroughly read and understood all the terms and conditions of the NIT and hereby unconditionally accept the same. I/We undertake to abide by and comply with all provisions contained therein throughout the contract period.

3. No Engagement of Middlemen or Intermediaries:

I/We confirm and declare that no agent, broker, middleman, or intermediary has been engaged or will be engaged for securing the award of this contract or for providing any services related to its execution, except duly authorized representatives of our organization.

4. No Agency Commission:

I/We further declare that no agency commission, brokerage, facilitation fee, or any payment which may be construed as such has been paid or shall be paid to any person or entity in connection with this tender. The quoted rates do not include any such amount.

5. Understanding of Tender Conditions:

I/We understand and acknowledge that:

- a) The Purchase & Tender Committee reserves the right to amend, modify, increase, decrease, or alter the scope and value of the contract as may be deemed necessary in the interest of the institution.
- b) The Purchase & Tender Committee reserves the absolute right to accept or reject any bid, wholly or partly, at any stage of the tender process without assigning any reason whatsoever, and its decision shall be final and binding on all bidders.
- c) Submission of this bid does not confer any right upon us to claim award of the contract.
- d) Any suppression, misrepresentation, or furnishing of false information in the bid documents may lead to rejection of the bid, forfeiture of Earnest Money Deposit (EMD)/Security Deposit, and such other action as deemed appropriate by the authority.

6. Declaration of Authenticity:

I/We certify that all information furnished by us in connection with this tender is true, complete, and correct to the best of our knowledge and belief. All supporting documents submitted are genuine and authentic.

7. Undertaking:

I/We undertake that, if awarded the contract, we shall faithfully perform all obligations under the agreement and comply with all statutory requirements, labour laws, food safety regulations, and instructions issued by the competent authority from time to time.

Yours faithfully,

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

E-mail ID: _____

Date: _____

Place: _____

SECTION V: APPROVED RATE CHART OF FOOD ITEMS

Category	Sl. No.	Name of the Items	Quantity	Maximum Approved Rates
BREAKFAST	1)	Black Tea	Big	Rs. 10.00
	2)	Regular Tea (Milk)	Small	Rs. 5.00
	3)	Black Coffee	Normal (100 ml)	Rs. 15.00
	4)	Regular Coffee	Normal (100 ml)	Rs. 15.00
	5)	Egg (Boiled)	Per Pc	Rs. 10.00
	6)	Omelet	Per Pc	Rs. 15.00
	7)	Plain Toast	Per Plate (2 Pcs)	Rs. 10.00
	8)	Butter Toast	Per Plate (2 Pcs)	Rs. 20.00
	9)	El?e.Toast	(2 Slice+ 1 &£)	Rs.26.00
	10)	Puri with Cholar DaVGhul?.D.i	Per Plate (3 Pcs)	Rs. 25.00
	11)	Ghugni	Half Plate	Rs. 10.00
			Full Plate	Rs. 16.00
	12)	AloorDom	Half Plate	Rs. 10.00
			Full Plate	Rs. 15.00
	13)	Paratha	Per Pc	Rs. 10.00
	14)	AlooParatha	Per Pc	Rs. 15.00
SNACKS	1)	Veg Pakora	Per Plate Containing 08 Pcs	Rs. 40.00
	2)	Chicken Pakora	Per Plate Containing 08 Pcs	Rs. 80.00
	3)	Ee.e. Devil	Per Plate	Rs. 20.00
	4)	"Veg Chop	Per Plate	Rs. 10.00
	5)	Chicken Roll	Per Plate	Rs. 60.00
	6)	El?.1?.Roll	Per Plate	Rs. 35.00
	7)	Chicken Cbowmein	Half Plate(100 gm)	Rs. 45.00
			Full Plate(200 e.m)	Rs. 75.00
	8)	Egg Chowmein	Half Plate(100 gm)	Rs. 35.00
			Full Plate(200 gm)	Rs. 55.00
	9)	Egg Chowmein	Half Plate(100 e.m)	Rs. 25.00
			Full Plate(200 1m1)	Rs. 40.00
MEAL	1)	Veg Thali (Fine Rice, Dal, Bhaja, Sabji, Salad/ Chutney)	Per Thali	Rs. 55.00
	2)	Egg Thali	Per Thali	Rs. 65.00
	3)	Chicken Thali	Per Thali	Rs. 90.00
	4)	Mutton Thali	Per Thali	Rs. 180.00
	5)	Fish Thali	PerThali	Rs. 80.00
	6)	Chapati/Roti	Per Pc	Rs. 5.00
	7)	Veg Tarka	Half Plate(50 gm)	Rs. 20.00
			Full Plate (100 gm)	Rs. 40.00
	8)	Egg Tarka	Half Plate(50 gm)	Rs. 30.00
			Full Plate(100 e.m)	Rs. 50.00
	9)	Masala Paneer	Half Plate(50 gm)	Rs. 60.00
			Full Plate(100 gm)	Rs. 80.00

Package Food& Beverage	1)	Dahi	Per Pc	As Per MRP	As Per MRP
	2)	Cold Drinks	Per Pc		
	3)	Rasogolla	Per Pc		
	4)	Fruit Juice	Per Pc		
	5)	Lassi	Per Pc		

SECTION V: BIDDER'S UNDERTAKING

(To be furnished on a Non-Judicial Stamp Paper of Rs. 10/- or of appropriate value, duly notarized)

Name of Work: _____

I, the undersigned, hereby solemnly affirm and declare that:

1. All information and documents submitted by me/us in connection with this tender are true and genuine. If any information is found to be false or misleading, my/our bid shall be liable to rejection.
2. Neither I/we nor my/our firm/company have been debarred, blacklisted, or prohibited from participating in any Government tender during the last five (05) years.
3. I/We authorize the Authority to verify any information or document submitted by me/us from any source deemed appropriate.
4. I/We shall furnish any additional information or documents as may be required by the Authority during the tender process.
5. I/We have submitted only one bid for this tender and have not participated in any other capacity for the same tender.
6. Neither I/we nor my/our firm/company has been convicted in any criminal, vigilance, corruption, or fraud-related case, nor is any such case pending against us.
7. There is no material litigation pending against the firm which may affect the execution of the contract.
8. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.
9. I/We confirm that no agent, broker, middleman, or intermediary has been engaged for obtaining this contract.
10. I/We further declare that no commission, brokerage, or similar payment has been made or shall be made in connection with this tender.

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Bidder/Authorized Signatory

Name: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

:

SECTION VI :- CHECKLIST FOR PRE-QUALIFICATION BID

FOR PROVIDING CANTEEN SERVICES AT THE HOSTELS , MALDA MEDICAL COLLEGE & HOSPITAL

Bidders are advised not to upload any document other than those specifically required under the tender. Submission of unnecessary documents may lead to avoidable complications during evaluation.

Sl. No.	Particulars	Uploaded (Yes/No)	Page No.
1	Name of the Bidder/Firm/Agency (in Block Letters)		
2	Full Address, E-mail ID and Contact Number		
3	Local Address (if any)		
4	Authorization Letter from the Competent Authority in favour of the Authorized Signatory		
5	Proof of Earnest Money Deposit (EMD)		
6	EMD Exemption Certificate (if applicable)		
7	Document in Support of Legal Status of the Bidder		
8	Valid FSSAI/Food Safety Licence		
9	GST Registration Certificate		
10	Professional Tax Registration Certificate		
11	Valid Trade License		
12	PAN Card		
13	TAN Certificate (if applicable)		
14	Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25		
15.	SECTION IV: TENDER APPLICATION FORM		
15	Affidavit regarding Non-Conviction / Non-Blacklisting- - SECTION V: BIDDER'S UNDERTAKING		
16	Experience/Credential Certificates of at least 03 (Three) Years in Food/Canteen Services		
17	Any Other Document Specifically Required under the Tender Document		

DECLARATION

I/We hereby certify that all the information furnished above and the documents uploaded in support thereof are true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.

Name of the Bidder/Firm: _____

Name of Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Signature of Authorized Signatory
(With Seal of the Firm/Agency)

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL**

P.O.- Malda, Dist.- Malda, PIN – 732101 (WB) Phone: 03512-221087 | Website: www.maldamedicalcollege.co.in

Memo No. P/MLD-MC/NIT 6 (2nd Call)/2026-27

Date- 19.08.2026

E-NIT No.

SECTION I :- INTRODUCTION

The Principal, Malda Medical College & Hospital invites bids through E-Tender in Two-Bid System (Technical Bid & Financial Bid) from reputed, resourceful and bonafide agencies for **“Providing Canteen Services”** at the following locations within the campus of Malda Medical College & Hospital for a period of **03 (three) years**, subject to satisfactory performance of the selected bidder(s).

The intending bidders shall be required to submit an **Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees five Thousand only) for participation in the tender process for each canteen separately**. Accordingly, bidders intending to participate for more than one canteen shall submit a separate EMD of Rs. 5,000/- for each canteen for which they submit a bid..

The EMD shall be deposited strictly in accordance with the procedure prescribed in **Finance Department, Audit Branch Memorandum No. 3975-F(Y) dated 28.07.2016**, along with all subsequent amendments, modifications, or orders issued by the Government of West Bengal from time to time.

Necessary Earnest Money Deposit (EMD) is to be submitted for participation in the tender through the process as prescribed in Finance Department, Audit Branch **Memorandum No. 3975-F(Y) dated 28.07.2016** and subsequent amendments thereto, if any.

Serial No.	Location of Canteen Service	Nature of Service	Monthly Reasonable Rent *	E-NIT NO.
5.	Main Girls Students Hostel Canteen	Supply of breakfast, lunch, dinner and refreshments for hostel boarders	Rs 53,289/-	NleT-05/2026-2027

*The licensee/agency shall pay the reasonable rent as fixed by the Competent Authority for the period from 01.01.2026 to 31.12.2026. The rent shall be subject to revision by the Competent Authority from time to time during the currency of the agreement. The said rent shall be exclusive of charges towards electricity, water consumption, municipal levies, taxes, penalties, liquidated damages, and any other statutory or incidental charges, all of which shall be borne separately by the licensee/agency.

The Tender should be addressed to The Principal, Malda Medical College, Malda. Bidders may download tender enquiry documents from the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in and [https://www.maldamedicalcollege.co.in](http://www.maldamedicalcollege.co.in)

Important Dates-

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	19.08.2026
2	Online documents download start date	19.08.2026
3	Pre-bid meeting to be held at the Chamber of Principal , MMC, Malda	20.08.2026 2:00 pm
4	Online Bid submission start date	22.08.2026
5	Online documents download end date	20.08.2026
6	Dates for submission of Earnest Money Deposit on line.	22.08.2026
7	Online Bid Submission closing date	15.09.2026
8	Online Bid Opening date for Technical Proposals	18.09.2026
9	Date of online uploading of list for Technically Qualified Bidders	To be notified later
10	Date of online opening of Financial Proposal	To be notified later

Sd/-
Principal
Malda Medical College, Malda

Memo No. P/MLD-MC/NIT 6 (m2nd Call)/2026-27

Date- 19.08.2026

Copy forwarded for kind information and necessary action please to the:-

1. The Principal Accountant General (A&E) , Treasury Buildings , Kolkata -700 001
2. Director of Medical Education, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
3. Director of Health Service, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
4. Spl. Secretary (M.S. Branch), Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
5. District Magistrate, Malda & Chairman, RKS, Malda Medical College & Hospital.
6. MSVP , Malda Medical College & Hospital ,Malda.
8. Accounts Officer, MMC, Malda MCH, Malda.
9. IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata 700091 With request to upload the same in the department's website.
10. The DIO NIC, Malda with the request to upload the same in the Malda District website
11. Sri Arijit Chatterjee , Malda Medical College , Malda with the direction to upload this e-NIT in the Departmental Website of MMC&H.

Sd/-
Principal
Malda Medical College, Malda

SECTION II: PREAMBLE DEFINATIONS & ABBREVIATION

The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

- A. **"Purchaser"** means the organization purchasing goods and /or services as incorporated in the Tender Enquiry document. The purchasing organization is the Malda Medical College; Malda is represented through its Principal.
- B. **"Bid"** means Proposal/ Quotation received from a Firm / Bidder against the tender.
- C. **"Bidder"** means the Individual or Firm submitting Bids/ Quotation.
- D. **"Contractor"** means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
- E. **"Goods"** means food items, raw materials, kitchen utensils, cooking appliances, serving materials, cleaning materials and other allied consumables required for smooth operation of the canteen services at Malda Medical College & Hospital..
- F. **"Services"** means operation and management of canteen services including preparation and serving of food, cleaning of kitchen and dining areas, washing of utensils, waste disposal, maintenance of hygiene and sanitation, deployment of manpower, supervision and all other obligations of the Contractor covered under the contract at Malda Medical College & Hospital.
- G. **"Earnest Money Deposit"** (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
- H. **"Contract"** means the written agreement entered into between the Purchaser and the Contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- I. **"Performance Security"** means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- J. **"Specification"** means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
- K. **"Inspection"** means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and/ or service and comparing the same with the specified requirement to determine conformity.
- L. **"Day"** means calendar day.
- M. **"Bill of Quantity"** is the name for price schedule in e-tender software.
- N. (i) **"TE Document"** means Tender Enquiry Document
(ii) **"NIT"** means Notice Inviting Tender
(iii) **"GIB"** means General Instructions to Bidders
(iv) **"DSC"** means Digital Signature Certificate
(v) **"MMC"** means Malda Medical College, Malda
(vi) **"MMC&H"** means Malda Medical College & Hospital, Malda.

SECTION III: GENERAL INSTRUCTIONS TO BIDDERS (GIB)-

- A. The primary objective of engaging an outsourced agency is to ensure the provision of **safe, hygienic, nutritious, affordable, and high-quality food and beverage services** to students, interns, resident doctors, faculty members, employees, and visitors within the campus of Malda Medical College & Hospital. The outsourced agency shall be responsible for the efficient operation, management, supervision, and maintenance of the canteen facilities in accordance with the standards prescribed by the Government of West Bengal, **Food Safety and Standards Authority of India (FSSAI)**, and other applicable statutory authorities.
- B. **Bidder should visit the site before quoting rates in the e-tender.** Intending bidders should visit all designated canteen locations including Students' Hostel Canteens, Academic Building's and adjoining areas, and make themselves thoroughly acquainted with the site conditions, nature and requirements of the work, facilities for storage of food materials, cooking arrangements, water supply, electricity, waste disposal and other allied requirements necessary for operation of canteen services. The rate quoted by the bidder shall take into account all contingencies required for efficient operation and management of the canteen services. The successful bidder shall not be entitled to any claim of compensation for difficulties faced or losses incurred due to site conditions existing prior to commencement of the contract. Necessary permission for onsite assessment may be obtained from the Principal, Malda Medical College & Hospital on any working day between 11:00 AM and 4:00 PM.
- C. **The bidder shall ensure deployment of adequate trained manpower** at all designated canteen locations including Boys' Hostel Canteen, Girls' Hostel Canteen, College Campus Canteen and Hospital Canteen for smooth and hygienic operation of the canteen services.
- D. **In Girls Hostels, only female staffs are to be provided.**
- E. **Timings:** - The canteen shall remain operational on all working days and on holidays, as required, to ensure uninterrupted availability of hygienic food and refreshments for students, interns, resident doctors, staff, and visitors. The canteen shall function daily from **6:30 A.M. to 10:00 P.M.**, and breakfast, lunch, dinner, tea, and snacks shall be served within the timings prescribed by the Competent Authority of Malda Medical College & Hospital.
- F. The agency shall, at its own cost, install a **separate sub-meter** for measurement of electricity consumption in consultation with and subject to the approval of the competent authority. The agency shall be liable to pay the electricity charges based on the actual consumption recorded by the sub-meter and shall ensure payment of the electricity bill within the stipulated time period. Any delay in payment shall be treated as a breach of the terms and conditions of the contract.
- G. **Fuel Requirement:** The agency shall use **Liquefied Petroleum Gas (LPG) only** as fuel for cooking and other canteen operations. The entire arrangement for procurement, storage, installation, maintenance, refilling, and safe handling of LPG cylinders and allied equipment shall be made by the agency at its own cost and responsibility. Use of firewood, coal, kerosene, diesel, or any other unauthorized fuel shall be strictly prohibited. The agency shall comply with all applicable safety

regulations, fire safety norms, and statutory requirements relating to the use of LPG within the premises.

- H. The successful bidder shall strictly adhere to the rates approved by the Authority and specified in **SECTION V: APPROVED RATE CHART OF FOOD ITEMS**. Under no circumstances shall the contractor charge any amount in excess of the approved rates for any food item, beverage, or service provided through the canteen. Packaged food items and beverages shall be sold at or below the Maximum Retail Price (MRP) printed on the package. The approved rate chart shall be prominently displayed at a conspicuous place within the canteen premises for information of the students, staff, and visitors. Any instance of overcharging, unauthorized price revision, or collection of excess amounts shall be treated as a serious breach of contract and may attract penal action, including imposition of fines, recovery of excess charges, forfeiture of Security Deposit, and/or termination of the contract by the Authority.
- I. The **College Authority reserves the right to revise, modify, increase, decrease, add, or delete any item(s) and/or rates** contained in the Approved Rate Chart from time to time, depending upon prevailing market conditions, price fluctuations of essential commodities, hostel's boarders' interest, or any other administrative considerations, as deemed fit by the Competent Authority. The contractor shall be bound to implement such revised rates with immediate effect or from such date as may be specified by the Authority.
- J. **Prohibition of Tobacco, Cigarettes, Alcohol, and Intoxicating Substances :-**The sale, storage, distribution, consumption, or display of cigarettes, bidis, tobacco products, gutkha, pan masala containing tobacco, alcoholic beverages, narcotic substances, or any other intoxicating items within the canteen premises or anywhere inside the campus of Malda Medical College & Hospital shall be strictly prohibited. The contractor shall ensure strict compliance with this condition by all employees and patrons of the canteen. Any violation of this clause shall be treated as a serious breach of contract and may result in the imposition of penalties, forfeiture of Security Deposit, and/or immediate termination of the contract without any prior notice.
- K. **Behaviour of the contractor and his/her staff** with students, visitors, college authorities and hospital personnel shall be courteous and respectful. The staff engaged for canteen services shall maintain proper discipline, hygiene and cleanliness during the course of their duty. The contracting agency shall ensure that all deployed personnel are dressed in neat and clean uniforms with valid I-Cards, as approved by the authority of Malda Medical College & Hospital.
- L. **The Agency shall maintain and keep available for inspection the following records/documents at all times:**
- (i) **Complaint and Suggestion Register** for recording complaints, feedback, suggestions, and action taken thereon.
 - (ii) **Daily Operational Records** relating to food preparation, serving of meals, cleaning and sanitization of kitchen and dining areas, cleaning of utensils and equipment, stock consumption, and waste disposal.
 - (iii) **Organizational Structure and Duty Chart** showing the supervisory hierarchy, line of authority, deployment pattern, and job descriptions of all canteen personnel.
 - (iv) **Identity and Personnel Records** containing copies of EPIC, Aadhaar Card, PAN Card, Police Verification (where applicable), and other relevant identity documents of all deployed staff.

(v) **Food Safety, Hygiene, and Sanitation Instructions/SOPs** to be followed by all canteen personnel.

(vi) **Approved Menu and Rate Charts** shall be prominently displayed at conspicuous locations in the canteen, dining halls, and hostel messes for the information of users. No change in the approved rates shall be made without prior written approval of the Competent Authority.

All records shall be kept updated and produced before the College Authorities whenever required for inspection.

M. The agency shall provide **proper uniforms and identity cards** to all personnel deployed for canteen services, strictly in accordance with the specifications, design, colour scheme, and other requirements as may be prescribed by the College Authority from time to time. All deployed personnel shall wear the prescribed uniform and display their identity cards prominently while on duty within the campus

N. **Before formulating the bid and submitting the same to the purchaser, the bidder should read** and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

O. Corrupt and Fraudulent Practices

The Purchaser reserves the right to reject any bid or declare a bidder ineligible, either indefinitely or for a specified period, if it is found that the bidder has engaged in corrupt, fraudulent, collusive, coercive, or unethical practices in bidding for or execution of the contract.

The bidder shall submit a **Notarized Undertaking confirming that the proprietor, promoter, director, partner, employee, or authorized representative of the firm has not been convicted** by any court of law for offences involving moral turpitude, bribery, corruption, fraud, misrepresentation, tax evasion, or other business malpractices, and that the firm does not employ any Government servant dismissed or removed from service on grounds of corruption.

Any substantiated complaint regarding misconduct or misbehavior of the contractor's personnel shall attract a penalty of **Rs. 1,000/- per incident**. If found guilty upon enquiry, the concerned personnel shall be removed from duty immediately. The College Authority shall also reserve the right to initiate appropriate legal and/or administrative action against the erring personnel, as deemed necessary.

The contractor shall ensure payment of wages/salaries to all deployed personnel on or before the **7th day of every month**. Delay in payment shall attract a penalty of **Rs. 5,000/- per day**, recoverable from the contractor's bills or Security Deposit.

P. **Performance Statement:** The bidder shall furnish a Performance Statement, along with documentary evidence, indicating details of similar canteen services successfully executed during the last **03 (three) years** in Government Hospitals, Semi-Government Institutions, Medical Colleges, Training Centres, Police Canteens, Administrative Offices, or other Government establishments. The statement shall include the name of the organization, nature of work, contract period, and value of the contract, supported by work orders, completion certificates, performance certificates, or other relevant documents issued by the concerned authority.

Q. Preparation & Submission of Bids for e-Tender:

- (i) **Registration of Bidder:** A bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- (ii) Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC).
- (iii) The bidder can search and download Notice Inviting Tender (NIT) & Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- (iv) Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:
- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
 - 2) Financial Proposal: containing Bill of Quantities
- (v) **1) Statutory Cover shall contain the following documents:**
- A) Tender Documents: a) Application to participate in tender as per : Tender Application Form.
b) Notice Inviting e-Tender
- B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD
- 2) Non Statutory Cover will contain the following documents:**
- All the technical documents which is asked in the particular NIT bidders are requested submit all the documents in the Tender Documents folder**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. Professional Tax Registration iii. GST Registration iv. EMD Exemption Certificate (if applicable)
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation ii. FSSAI/Food License from the competent authority iii. Trade License up to date iv. Power of Attorney
C.	Credential	Credential – 1	Performance Statement along with documentary evidence
D.	Documents	Documents	i. Name, address of banker, account number ii. Bidder's Undertaking iii. Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25

2) Financial Proposal: The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantities (BOQs). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQs are to be uploaded, virus scanned & digitally signed by the bidder. Please refer to the Price Schedule/ Bill of Quantity" for directions on quoting prices online.

- (vi) **EMD : Deposit, Refund & Forfeiture of Earnest Money shall be guided by the Finance Department's Order No. 3975-F(Y) Dated, 28th July 2016.**
- (vii) It is the responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement. A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected. Bid sent by paper/fax/telex/cable/email etc shall be ignored. Alternative and/or Conditional Bid shall also be rejected.
- (viii) **Bid Validity:** - The bids shall remain valid for acceptance for a period of **180 days (One hundred and Eighty days)** after the date of technical bid opening prescribed in the TE document. Any bid valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable/email followed by surface mail. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD. In case the day up to which the bids are to remain valid falls on/ is subsequently declared a holiday or closed day for the purchaser, the bid validity shall automatically be extended up to the next working day

R. Opening & Evaluation of Bids:-

- (i) The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening.
- (ii) The EMD of Service to be supplied shall be evaluated first. Then the Online Technical bids of EMD qualified bidders shall be opened and evaluated with reference to parameters prescribed in the After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation. Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC). In the Technical Proposal, the Cover (folder) for Statutory Docume
- (iii) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS/HER TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.
- (iv) **Evaluation of Financial Bid :-**The Financial Bid shall be evaluated on the basis of the **highest percentage (%) quoted over and above the Monthly Reasonable Rent** fixed by the Competent Authority for the respective canteen location. The bidder quoting the **highest percentage enhancement** over the prescribed Monthly Reasonable Rent shall ordinarily be considered for award of the contract, subject to fulfilment of all eligibility criteria, tender conditions, and approval of the competent authority.
- (v) Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this tender document. During

evaluation the Committee may summon bidders & seek clarification /information or additional documents, or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection. The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online.

- (vi) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- (vii) **Purchaser's Right to accept any bid and to reject any or all bids:-** The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- (viii) The contract will be awarded to the highest evaluated responsive bidder decided by the purchaser. The list of successful bidder(s) shall be uploaded online. **In case of tie, Tenderer will be selected in accordance with the existing provisions of relevant orders of Finance Department (Govt. Of West Bengal).**
- (ix) **Notification of Award:-** Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted. **The successful bidder must furnish to the purchaser the required Performance Security within fifteen (15) days from the date of issue of this notification, failing which the EMD will be forfeited, and the award will be cancelled. The Notification of Award shall constitute the conclusion of the Contract, and the 3 (Three) year contract period shall commence from this date of notification.** The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding. The name and address of the successful bidder(s) receiving the contract(s) will be published in the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in/.
- (x) **Performance Security:- Within 15 (fifteen) days from date of the issue of notification of Award of Contract by the Purchaser, the Contractor, shall furnish performance security to the Purchaser for an amount equal to 2 (Two) Month Gross Amount Payable to as per applicable rent to the Govt. on date of commencement of contract.**

The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor. The Performance Security shall be deposited in Indian Rupees to the state government through TR Challan under head of account 8443-00-103-Earnest Money-01-07-Deposit.

No other forms of deposit can /will be entertained by the college authority.

The Purchaser will release the Performance Security without any interest to the Contractor on completion of the Contractor's all contractual obligations.

In the event of any failure /default of the Contractor with or without any quantifiable loss to the Malda Medical College , the amount of the performance security is liable to be forfeited. The

MMC may do the needful to cover any failure/default of the Contractor with or without any quantifiable loss to the MMC.

(xi) Non-receipt of Performance Security and Contract by the Purchaser:- Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Purchaser against it as per the clauses.

(xii) Modification of Contract:- If necessary, the purchaser may, by a written order given to the Contractor at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following: a) Requirements and Specifications of the goods and /or services . b) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

S. Resolution of disputes:- If dispute or difference of any kind shall arise between the Purchaser and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the **Arbitration and Conciliation Act, 1996 of India**. In the case of a dispute or difference arising between the Purchaser and a Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Government of West Bengal, appointed to be the arbitrator by the Principal Secretary to that Department. The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One lakhs (Rs. 1,00,000/-). The venue of arbitration shall be decided by the Principal, Malda Medical College.

T. Termination of Contract: - The College Authority reserves the right to terminate the contract, either in whole or in part, at any time during the currency of the contract, without assigning any reason, by serving a written notice upon the contractor. The notice shall clearly specify that the termination is being effected at the convenience of the Authority and shall indicate, inter alia, the extent to which the contractor's obligations under the contract are being terminated and the date from which such termination shall take effect.

Without prejudice to the above, the Authority may also terminate the contract in the event of breach of any terms and conditions of the agreement, unsatisfactory performance, repeated complaints, non-compliance with statutory requirements, or any act prejudicial to the interests of the Institution. In such cases, the decision of the Authority shall be final and binding on the contractor. No compensation, damages, or claim whatsoever on account of such termination shall be entertained by the Authority. Further, such termination may result in the forfeiture, either wholly or partly, of the Performance Security Deposit, as deemed appropriate by the Authority, without prejudice to any other legal or contractual remedies available to it.

SECTION IV-: TENDER APPLICATION FORM

To,
The Principal, Malda Medical College, Malda

Sub:-e-Tender for "Providing Canteen service at t h e Hostel of Malda Medical College

Sub: Submission of Bid for Preparation and Supply of Food Items for the Girls' Hostel Canteen at Malda Medical College & Hospital, Malda.

Respected Sir,

Having carefully examined the Notice Inviting Tender (NIT), pre-qualification criteria, terms and conditions, specifications, and all other tender documents, I/We hereby submit the necessary information and relevant documents for evaluation and declare as follows:

1. Authorized Representation:

I/We submit this application on behalf of M/s. _____ in the capacity of _____, duly authorized to sign and submit this bid. The authorization letter/Power of Attorney issued by the competent authority of the firm/company is enclosed herewith.

2. Acceptance of Terms and Conditions:

I/We have thoroughly read and understood all the terms and conditions of the NIT and hereby unconditionally accept the same. I/We undertake to abide by and comply with all provisions contained therein throughout the contract period.

3. No Engagement of Middlemen or Intermediaries:

I/We confirm and declare that no agent, broker, middleman, or intermediary has been engaged or will be engaged for securing the award of this contract or for providing any services related to its execution, except duly authorized representatives of our organization.

4. No Agency Commission:

I/We further declare that no agency commission, brokerage, facilitation fee, or any payment which may be construed as such has been paid or shall be paid to any person or entity in connection with this tender. The quoted rates do not include any such amount.

5. Understanding of Tender Conditions:

I/We understand and acknowledge that:

- a) The Purchase & Tender Committee reserves the right to amend, modify, increase, decrease, or alter the scope and value of the contract as may be deemed necessary in the interest of the institution.
- b) The Purchase & Tender Committee reserves the absolute right to accept or reject any bid, wholly or partly, at any stage of the tender process without assigning any reason whatsoever, and its decision shall be final and binding on all bidders.
- c) Submission of this bid does not confer any right upon us to claim award of the contract.
- d) Any suppression, misrepresentation, or furnishing of false information in the bid documents may lead to rejection of the bid, forfeiture of Earnest Money Deposit (EMD)/Security Deposit, and such other action as deemed appropriate by the authority.

6. Declaration of Authenticity:

I/We certify that all information furnished by us in connection with this tender is true, complete, and correct to the best of our knowledge and belief. All supporting documents submitted are genuine and authentic.

7. Undertaking:

I/We undertake that, if awarded the contract, we shall faithfully perform all obligations under the agreement and comply with all statutory requirements, labour laws, food safety regulations, and instructions issued by the competent authority from time to time.

Yours faithfully,

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

E-mail ID: _____

Date: _____

Place: _____

SECTION V: APPROVED RATE CHART OF FOOD ITEMS

Category	Sl. No.	Name of the Items	Quantity	Maximum Approved Rates
BREAKFAST	1)	Black Tea	Big	Rs. 10.00
	2)	Regular Tea (Milk)	Small	Rs. 5.00
	3)	Black Coffee	Normal (100 ml)	Rs. 15.00
	4)	Regular Coffee	Normal (100 ml)	Rs. 15.00
	5)	Egg (Boiled)	Per Pc	Rs. 10.00
	6)	Omelet	Per Pc	Rs. 15.00
	7)	Plain Toast	Per Plate (2 Pcs)	Rs. 10.00
	8)	Butter Toast	Per Plate (2 Pcs)	Rs. 20.00
	9)	El?e.Toast	(2 Slice+ 1 &£)	Rs.26.00
	10)	Puri with Cholar DaVGhul?.D.i	Per Plate (3 Pcs)	Rs. 25.00
	11)	Ghugni	Half Plate	Rs. 10.00
			Full Plate	Rs. 16.00
	12)	AloorDom	Half Plate	Rs. 10.00
			Full Plate	Rs. 15.00
	13)	Paratha	Per Pc	Rs. 10.00
	14)	AlooParatha	Per Pc	Rs. 15.00
SNACKS	1)	Veg Pakora	Per Plate Containing 08 Pcs	Rs. 40.00
	2)	Chicken Pakora	Per Plate Containing 08 Pcs	Rs. 80.00
	3)	Ee.e. Devil	Per Plate	Rs. 20.00
	4)	"Veg Chop	Per Plate	Rs. 10.00
	5)	Chicken Roll	Per Plate	Rs. 60.00
	6)	El?.1?.Roll	Per Plate	Rs. 35.00
	7)	Chicken Cbowmein	Half Plate(100 gm)	Rs. 45.00
			Full Plate(200 e.m)	Rs. 75.00
	8)	Egg Chowmein	Half Plate(100 gm)	Rs. 35.00
			Full Plate(200 gm)	Rs. 55.00
	9)	Egg Chowmein	Half Plate(100 e.m)	Rs. 25.00
			Full Plate(200 1m1)	Rs. 40.00
MEAL	1)	Veg Thali (Fine Rice, Dal, Bhaja, Sabji, Salad/ Chutney)	Per Thali	Rs. 55.00
	2)	Egg Thali	Per Thali	Rs. 65.00
	3)	Chicken Thali	Per Thali	Rs. 90.00
	4)	Mutton Thali	Per Thali	Rs. 180.00
	5)	Fish Thali	PerThali	Rs. 80.00
	6)	Chapati/Roti	Per Pc	Rs. 5.00
	7)	Veg Tarka	Half Plate(50 gm)	Rs. 20.00
			Full Plate (100 gm)	Rs. 40.00
	8)	Egg Tarka	Half Plate(50 gm)	Rs. 30.00
			Full Plate(100 e.m)	Rs. 50.00
	9)	Masala Paneer	Half Plate(50 gm)	Rs. 60.00
			Full Plate(100 gm)	Rs. 80.00

Package Food& Beverage	1)	Dahi	Per Pc	As Per MRP	As Per MRP
	2)	Cold Drinks	Per Pc		
	3)	Rasogolla	Per Pc		
	4)	Fruit Juice	Per Pc		
	5)	Lassi	Per Pc		

SECTION V: BIDDER'S UNDERTAKING

(To be furnished on a Non-Judicial Stamp Paper of Rs. 10/- or of appropriate value, duly notarized)

Name of Work: _____

I, the undersigned, hereby solemnly affirm and declare that:

1. All information and documents submitted by me/us in connection with this tender are true and genuine. If any information is found to be false or misleading, my/our bid shall be liable to rejection.
2. Neither I/we nor my/our firm/company have been debarred, blacklisted, or prohibited from participating in any Government tender during the last five (05) years.
3. I/We authorize the Authority to verify any information or document submitted by me/us from any source deemed appropriate.
4. I/We shall furnish any additional information or documents as may be required by the Authority during the tender process.
5. I/We have submitted only one bid for this tender and have not participated in any other capacity for the same tender.
6. Neither I/we nor my/our firm/company has been convicted in any criminal, vigilance, corruption, or fraud-related case, nor is any such case pending against us.
7. There is no material litigation pending against the firm which may affect the execution of the contract.
8. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.
9. I/We confirm that no agent, broker, middleman, or intermediary has been engaged for obtaining this contract.
10. I/We further declare that no commission, brokerage, or similar payment has been made or shall be made in connection with this tender.

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Bidder/Authorized Signatory

Name: _____

Name of Firm/Agency: _____

Address: _____

Contact No.: _____

:

SECTION VI :- CHECKLIST FOR PRE-QUALIFICATION BID

FOR PROVIDING CANTEEN SERVICES AT THE HOSTELS , MALDA MEDICAL COLLEGE & HOSPITAL

Bidders are advised not to upload any document other than those specifically required under the tender. Submission of unnecessary documents may lead to avoidable complications during evaluation.

Sl. No.	Particulars	Uploaded (Yes/No)	Page No.
1	Name of the Bidder/Firm/Agency (in Block Letters)		
2	Full Address, E-mail ID and Contact Number		
3	Local Address (if any)		
4	Authorization Letter from the Competent Authority in favour of the Authorized Signatory		
5	Proof of Earnest Money Deposit (EMD)		
6	EMD Exemption Certificate (if applicable)		
7	Document in Support of Legal Status of the Bidder		
8	Valid FSSAI/Food Safety Licence		
9	GST Registration Certificate		
10	Professional Tax Registration Certificate		
11	Valid Trade License		
12	PAN Card		
13	TAN Certificate (if applicable)		
14	Income Tax Return Acknowledgements for FY 2022-23, 2023-24 & 2024-25		
15.	SECTION IV: TENDER APPLICATION FORM		
15	Affidavit regarding Non-Conviction / Non-Blacklisting- - SECTION V: BIDDER'S UNDERTAKING		
16	Experience/Credential Certificates of at least 03 (Three) Years in Food/Canteen Services		
17	Any Other Document Specifically Required under the Tender Document		

DECLARATION

I/We hereby certify that all the information furnished above and the documents uploaded in support thereof are true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all terms and conditions of the tender document and agree to abide by the same.

Name of the Bidder/Firm: _____

Name of Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Signature of Authorized Signatory
(With Seal of the Firm/Agency)