

State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata – 700106

Email: wbsudadir@gmail.com

Memo No. [SUDA-14012\(99\)/3/2022-NULM SEC\(SUDA\)/7568](#)

Date: 22.02.2022

NOTICE INVITING E-TENDER FOR SELECTION OF AGENCY FOR FOOD & CATERING SERVICES

for

STATE SWAYAMSIDDHA MELA 2022

**Venue: Bidhannagar Mela Ground,
Karunamaye, Kolkata – 700 091**

Date: 25.03.2022 to 04.04.2022

Invitation for E-Tender:

E-Tenders are invited by SUDA under Department of Urban Development & Municipal Affairs, Government of West Bengal from reputed benefited suppliers for supply of foods & Hostilities Service for **STATE SWAYAMSIDDHA MELA 2022** on and from **25.03.2022 to 04.04.2022**

- a. Only the parties having experience in jobs (Any Govt. Mela) specially graced by high level dignitaries enjoying special security cover & other dignitaries may submit their E-tender.
- b. E-tenderers must furnish full data and information as required in this tender document.
- c. Award of work against the tender is at the sole discretion of State Urban Development Agency.
- d. E-tenders shall have to be uploaded to <https://wbtenders.gov.in> and <https://www.sudawb.org/> website.
- e. For any tender related queries intended bidders may send mail to smmwbsulm@gmail.com.
- f. State Urban Development Agency reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest tenderer.
- g. Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.
- h. Any disputes will be attended to within the jurisdiction of Kolkata
- i. Only the parties having experience in supply of bulk food may collect the Tender Documents and submit their tender.

Addl. Director, SUDA

Place: Kolkata

Date:

1. Instruction to Bidders:

I. General Guidance for e-tendering

Instructions/ guidelines for bidders for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

II. Registration of Bidder

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

III. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

IV. The Consultants / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of Proposal

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

➤ Eligibility Criteria for Participation of the tender :-

- a) Eligible tenderers must have registered office under Kolkata Municipal Corporation (KMC)/ Howrah MC/ Bidhannagar Municipal Corporation (BMC).
- b) Income Tax Return for the Assessment – Last 3 (three) years and Avrg. Annual Turnover not less than 17, 50,000/- (Rupees Seventeen Lakh fifty thousand Only).
- c) Cooking Place and Dining Place must have to be kept in the Stadium Complex and that is to be provided by the vendor.

- d) Intending Agency should also submit work order along with completion/ payment certificate issued by any Organization/ Department/ Office under Govt. of W.B.
- e) Have Avrg. Annual Turnover of **Rupees 17.50 Lakh (17, 50,000/-)** or above in the financial year of 2018-19,2019-20,2020-21 duly certified by a Chartered Accountant.
- f) The bidders also should have experience of carrying out similar work for any Govt. Mela at least 1(One) work (in any Govt. Mela) in last 5 (five) years, value of the work should not be less than **Rs. 14.00 Lakh (Rupees Fourteen Lakh)** only.
- g) The prospective bidders should not have been Black Listed from any Government Organization/ Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non- responsive) (Annexure—A, No.II)

➤ **Documents Required to be uploaded**

- a) Tender form as specified in Annexure –A, No. I
- b) Avrg. annual turnover detailed format (Annexure A, No. V)
- c) Details of work experience during the period of last 05 years along with documentary evidence. (Annexure A, No. IV)
- d) Photocopy of current and valid Trade License.
- e) Photocopy of valid GST Registration Certificate.
- f) Photocopy of P. Tax.
- g) Photocopy of Audited Balance Sheet with P.L. accounts of last three financial years.
- h) Photocopy of last three financial years IT Return.
- i) Photocopy of Food License
- j) Photocopy of Work order along with Completion certificate/ payment certificate issued by any Organization/ Department/ Office under Govt. of West Bengal in last three years.
- k) Declaration in letter head that cooking and dinning place have been arranged by the vender.
- l) Photocopy of Fire License.
- m) Valid PAN issued by the IT Dept. Govt. of India.

- All the documents need to be scanned in high resolution and to be uploaded, so that they can be read clearly.

2. Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rate shall be firm and shall not be subjected to any change whatsoever.

3. Earnest Money Deposit (EMD)

- a. **Rs.70,000.00 (Rupees Seventy thousand only)** as an initial Earnest Money Deposit shall be paid

through online mode of payment (Payment link will be available in the website).

This amount will be converted to security deposit for the successful bidder.

- b. The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 3 months of completion of the work. No interest shall be payable on the deducted amount.
- c. The EMD is interest free and will be refundable to the unsuccessful bidders within 15 days of signing of agreement with the Successful Bidder.

4. Important Information Date and Time Schedule:

Sl. No.	Event	Date	Time
1.	Publication of E-NIT and other tender documents.	22.02.2022	06.00 pm
2.	Documents download start	23.02.2022	11.00 am
3.	Bid Submission start	23.02.2022	12 Noon
5.	Bid submission closing	09.03.2022	05.00 PM
6.	Opening of technical bid	11.03.2022	05.00 pm
7.	Date of opening financial bid	To be notified later	

5. Other Information

- Rates should be quoted per meal per head basis and the rate should be valid through the period.
- All food materials should be fresh and of the specified size and quantity as given in the menu chart and diet schedule.
- All raw food materials supplied by contractor should be thoroughly cleaned in 1. Hot clean water prior to cooking. 2. All vegetables are to be washed prior to dicing. 3. Potatoes should be fully peeled before cooking. Although the use of spices should be the bare minimum, care should also be taken to ensure that the cooked food is palatable and easily digestible. Cooking medium is mustard oil.
- All condiments and cooking medium used should be procured in sealed and branded packets/ tins/ containers and conform to Agmark Grade 1.
- Rice supplied should be IR 36 grade or superior.

- **Food is to be served in the stadium complex as well as in the Central Park, Salt Lake & VYBK, (if required) as details shown in the menu chart, attached in Annexure – II.**
- Transportation cost in this regard has to be borne by the vendor.
- Arrangement of cleaning in the dining is to be made by the Vendor.
- Inspection and supervision of food is to be supplied in respect of quality and quantity at any stage such as cleaning, cooking, serving, etc. shall be undertaken by the authorized officer.
- Cleanliness and Hygienic conditions should be maintained. Disposal of garbage should be the responsibility of the Vendor.
- The successful Tenderer shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.
- Failure to accomplish tendered work within stipulated time and to the satisfaction of competent authority shall invite penal measures, financial and / or otherwise as may be prescribed by competent authority
- In terms of the FD, Audit Branch, Govt. of West Bengal notification No.4374 dt.13/7/17, the bidder has to upload valid 15-digit GST No. under GST Act 2017 along with his bid, the bidder should note that the bid submitted without GST will be summarily rejected.
- The Financial offer of the prospective qualified tenderer(s) will be considered only if the technical bid of the tenderer(s) is found qualified by competent authority of SUDA. The decision of the competent authority of SUDA will be final and absolute in this respect and no challenge against such decision will be entertained.
- Tax Invoice needs to be issued by the supplier for raising claim under the contract showing separately the Tax charge in accordance with the provision of GST act,2017 vide FD Memo No. 4374 dt.13/7/17.
- No mobilization advance will be allowed.

6. Security Deposit

The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 3 months of completion of the work. No interest shall be payable on the deducted amount.

7. Date of Supply of Food

- 24.03.2022 to 05.04.2022 as per requirements and instructions of SUDA.

8. Place of Supply of Food

- Nabaprajanma State Youth Hostel within Vivekananda Yuba Bharati Kirangan compound and Central Park Salt Lake.

9. Inspection and Taste:

- Authorized representative of this office shall have the right to inspect and/or to taste the quality of the food to be prepared by the bidder. The inspection may be conducted at the premises where the food will be prepared.

10. Payment terms and conditions:

- Bill will be submitted within 7 (seven) days from the completion of the work.
- Bill will be paid only if the services of the caterer satisfactory.

Additional Director, SUDA

Annexure- A.

I. DATA-SHEET

To
SUDA

Sir/Madam

On the behalf of
..... (Name of the firm / Company) do
Hereby submit tender in response to your notification E-Tender No.....
Datedas details below;-

1	Name of the company	
2.	Address for correspondence	
3.	i)Trade license no ii) Food license no	
4.	Contact No	
5.	E-mail address	
6.	Fire License no	
7.	PAN No	
8.	GST No	

Declaration: - I do declare that I shall supply the cooked food to the participant and other
In term quoted above and abide by the terms and conditions stated in your Notification.

.....

Signature with Stamp

II Work Details

i) VYBK

25.03.2022 to 04.04.2022 (400 heads), 24.03.2022-Dinner- 100 heads, 05.04.2022 – Breakfast- 300 heads
Morning Tea & Biscuit #
Breakfast:# Breed with Jam, Boiled Egg. Banana, Sweet, Tea /Cake, Boiled Egg.Banana, Sweet
Lunch & Dinner # Rice, Dal, Sabji (Changeable), Fish / Egg / Chicken, Chatni/ Salad, Papad

ii) Mela Ground. -25.03.2022 to 04.04.2022 (1200 heads)

Packet:- Butter fry, Sandwich, Lassi/Frooty/Juice. Egg Devil/ Veg Cutlet ** Rumali Roti, Chicken Kasha, Ghol (Matha)** Fish Fry, Lassi/ Frooty/Juice, Egg Devil/Veg Cutlet, Mafin/Cake** Fish Finger, Sandwich, Lassi/Frooty/Juice, Sweet** Polaw, Chiken Kasha, Ghol (Matha)

iii) Mela Ground. 25.03.2022 (100 heads)

Working Lunch Packet:- Polao , Chiken Kasha, Doi/ Fried Rice, Chilly Chicken, Doi

iv) Mela Ground.

Water Bottle:- 25.03.2022-- 700 Bottle (250 ml) & 26.03.2022 to 04.04.2022 – 500 bottle (250 ml) per day + 100 bottle (500ml)

v) Mela Ground.

Guest (Hi-Tea & snacks) – 25.03.2022—150 Heads & 26.03.2022 to 04.04.2022 – 50 Heads & Tea/Coffee (300 Cups Per Day

III. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)

Date:

To,

The Director,

State Urban Development Agency (SUDA),

ILGUS Bhawan, HC Block, Sector III,

Salt Lake City, Kolkata - 700106,

West Bengal, India

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)

Seal of applicant Name:

Designation:

IV. Work experience during the period of last 05 years along with work order copy

	Year ending on 31st March	Client company	Event	Venue & location	Job value (in `)	Work order from client	Photo enclosed (yes/no)	Awards won Documentary evidence to be submitted
Experience of last 5 years	2016-2017							
	2017-2018							
	2018-2019							
	2019-2020							
	2020-2021							

(Successful completion Certificate if any and Work order to be attached herewith)

.....
Signature with office stamp

V. Financial Statement

1. Name of Applying Agency:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (three) financial years.

	2018-19 (Rs. In Lakh)	2019-20 (Rs. In Lakh)	2020-21 (Rs. In Lakh)	Average
Annual Turnover				

Average Annual Turnover is.....(Rs in Lakh)

Signed by a Practicing Chartered Accountant

Name: Membership No.:

Name of the Firm with Seal

Date _____

Note: This form is required to be certified by a practicing Chartered Accountant

Bill of Quantities (BOQ)

Sl. No.	Item	Quantity (per head/day)	Total Quoted Rate (inclusive of all taxes & duties, except GST) in Rs.	GST in Rs.	Total Quoted Rate (inclusive of all taxes & duties, GST, transportation, freight & sample testing) in Rs.
1	2	3	4	5	6= (4+5)
1.	i) VYBK	1			
	*25.03.2022- 04.04.2022 (400 heads), 24.03.2022- Dinner- 100 heads, *05.04.2022 – Breakfast- 100 heads				
	Morning Tea & Biscuit #				
	Breakfast:# Bread with Jam, Boiled Egg.Banana, Sweet, Tea /Cake, Boiled Egg. Banana, Sweet,				
	Lunch / Dinner # Rice, Dal, Sabji (Changeable), Fish / Egg / Chicken, Chatani/ Salad, Papad				
2	ii) Mela Ground. -25.03.2022 to 04.04.2022 (1200 heads)	1			
	Packet:- Butter fry, Sandwich,Lassi/Frooty/Juice. Egg Devil/ Veg Cutlet ** Rumali Roti, Chicken Kasha, Ghol (Matha)** Fish Fry Lassi/ Frooty/Juice, Egg Devil/ Veg Cutlet, Mafin/Cake** Fish Finger, Sandwich, Lassi/Frooty/Juice, Sweet** Polaw, Chiken Kasha, Ghol (Matha)				
3	iii) Mela Ground. 25.03.2022 (100 heads)	1			
	Working Lunch Packet:- Polao , Chicken Kasha, Doi/ Fried Rice, Chilly chicken, Doi				
4	iv) Mela Ground.	1			
	Water Bottle:- 25.03.2022-- 700 Bottle (250 ml) & 26.03.2022 to 04.04.2022 – 500 bottle (250 ml) per day + 100 bottle (500ml)				
5	v) Mela Ground.	1			
	Guest (Hi-Tea & snacks) – 25.03.2022— 150 Heads & 26.03.2022 to 04.04.2022 – 50 Heads & Tea/Coffee with snacks (300 Cups Per Day				
	Total=	1			