

E.O.I. No. WBSAMB/CEO/2/2024-25 Dated 11/03/2025

**TENDER PAPER**

**Invitation of Bid (Expression of Interest)**

**FOR**

**BUDGET CANTEEN**

**AT**

**West Bengal State Agricultural Marketing Board,**

**‘Kamal Guha Krishi Bipanan Bhawan’, 729, Anandapur, Kolkata 700 107**

**West Bengal State Agricultural Marketing Board**

**Bid invited by West Bengal State Agricultural Marketing Board**

**March, 2025**

## **Contents**

| <b>Section</b>                                   | <b>Page No.</b> |
|--------------------------------------------------|-----------------|
| 1. Invitation for Bid                            | 3               |
| 2. Tentative Time Schedule for Award of Contract | 3               |
| 3. Introduction to WBSAMB                        | 4               |
| 4. General Terms & Conditions                    | 8               |
| 5. Instruction to Bidders                        | 11              |
| 6. Bid Format & Contents                         | 14              |
| 7. Bid Evaluations                               | 17              |
| 8. Steps to be followed after Selection          | 19              |
| 9. Annexure-I : Form of Tender                   | 20              |
| 10. Annexure-2 : Affidavit                       | 21              |
| 11. Annexure-3 : Date & Time Scheduled           | 22              |

**West Bengal State Agricultural Marketing Board invites Bid (Expression of Interest) for running a Budget Canteen in the office premises of West Bengal State Agricultural Marketing Board, 'Kamal Guha Krishi Bipanan Bhawan', 729, Anandapur, Kolkata 700 107.**

## **SECTION 1**

### **INVITATION OF BID (Expression of Interest)**

#### **For short listing of**

Budget Canteen West Bengal State Agricultural Marketing Board, 'Kamal Guha Krishi Bipanan Bhawan', 729, Anandapur, Kolkata 700 107.

- 1.1 West Bengal State Agricultural Marketing Board invites EOI in two sealed envelopes comprising the Technical Experience details and the financial offer from bidder for running a Canteen at the Ground Floor of office Building of West Bengal State Agricultural Marketing Board.
- 1.2 The bidder should have successfully performed in running Canteen Services OR Catering Services OR Restaurant/ Hotel.
- 1.3 The Canteen of the aforesaid building shall be used on rental basis. The contract is being offered for an initial period of 1 (one) year with provision of extension subject to satisfactory performance upto 3 years.
- 1.4 Bidders must furnish full data and information as required in this bid document. Based on the evaluation of the proposal submitted by the bidder, one of the bidders will be selected.
- 1.5 Award of the bid is at the sole discretion of West Bengal State Agricultural Marketing Board. Proposal of the successful bidder would form the basis for future negotiations and lead to signing of a Contract Agreement for setting up the Canteen in the West Bengal State Agricultural Marketing Board office premises as identified on rental basis.
- 1.6 The Interested bidders may collect the bid document from the office of West Bengal State Agricultural Marketing Board :

**The Chief Executive Officer**  
**West Bengal State Agricultural Marketing Board,**  
'Kamal Guha Krishi Bipanan Bhawan',  
729, Anandapur,  
Kolkata 700 107

On payment of Tender Paper purchase fees Rs. 1,000/- by cash

Tender papers will be issued on the basis of applications with statutory documents fulfilling the criteria of (i) Trade License (ii) Catering License (iii) GSTN Registration (iv) Pan Card (v) Photo Identity Proof (EPIC/ Aadhar) for fulfilling the eligibility criteria.

- 1.7 The Bid Document contains (i) Invitation for bids, (ii) Introduction of West Bengal State Agricultural Marketing Board (iii) Scope of work (iv) Instruction to bidders, (v) Bid Format & Contents, (vi) Bid Evaluation & (vii) Steps to be followed after selection.
- 1.8 A pre-bid meeting will be held on in the office of West Bengal State Agricultural Marketing Board, at the address given above on **21/03/2025** (12.00 noon)

- 1.9 Date of submission of application for purchasing Tender papers with statutory document (i) Trade License (ii) Catering License (iii) GSTN Registration (iv) Pan Card (v) Photo Identity Proof (EPIC/ Aadhar) is from **26/03/2025** at 12.00 noon to **07/04/2025** upto 02.00 pm (excluding holidays)
- 1.10 Date of declaration of eligible bidder for purchasing Tender papers on **17/04/2025** at 01.00 pm.
- 1.11 Date of Sale of Tender documents is on **24/04/2025** at 01.30 pm to 5.00 pm.
- 1.12 Date of submission of Tender documents Technical/ Financial is on **29/04/2025** upto 03.00 pm.
- 1.13 The envelopes containing the Technical /Financial proposal shall be opened on **29/04/2025** at 04.00 pm in the office of the West Bengal State Agricultural Marketing Board at the address given above.
- 1.14 The name of awardee for running the budget canteen will be declared on **30/04/2025** at 02.00 pm.

**For and on behalf of**

**West Bengal State Agricultural Marketing Board**

**Chief Executive Officer**

**West Bengal State Agricultural Marketing Board**

**Date : 13/03/2025**

**Place: Kolkata.**

**TERMS OF REFERENCE FOR RUNNING BUDGET CANTEEN AT WEST BENGAL STATE AGRICULTURAL MARKETING BOARD, 'KAMAL GUHA KRISHI BIPANAN BHAWAN', 729, ANANDAPUR, KOLKATA- 700 107.**

**Introduction**

Two organizations namely (i) West Bengal State Agricultural Marketing Board (ii) Paschimbanga Agri Marketing Corporation Ltd. are situated at Kamal Guha Krishi Bipanan Bhawan at the address mentioned above and have decided to let out Canteen space measuring approximately 42.75sq. mtr. on purely of rent basis for setting up a restaurant/ canteen inside the premises at Kamal Guha Krishi Bipanan Bhawan, 729, Anandapur, Kolkata 700 107. The canteen is equipped with necessary furniture/utensil/gas/ electrical fixtures inclusive of two A.C machine. The detailed state of the space is fully described below:

**ELECTRICAL**

|            |                   |             |                       |           |                  |             |          |            |
|------------|-------------------|-------------|-----------------------|-----------|------------------|-------------|----------|------------|
| Spot Light | Single Tube Light | Exhaust Fan | Angular Batten Holder | Bulk Head | Air Conditioning | Ceiling Fan | Wall Fan | Power Plug |
| 13 Nos.    | 2 Nos.            | 2 Nos.      | 5 Sets                | 1 No.     | 2 Nos.           | 2 Sets      | 1 Sets   | 5 Nos.     |

The Operator will not be allowed to use any extra electrical equipment without prior approval from West Bengal State Agricultural Marketing Board in writing.

**CIVIL**

| Sl.No | Description of items                                                                              | Unit | Quantity |
|-------|---------------------------------------------------------------------------------------------------|------|----------|
| 1     | stainless steel sink complete with waste fittings Sink with drain board 1050 mm X 450 mm X 180 mm | Nos  | 1        |
| 2     | Wash basin White vitreous china of approved make (ii) 550 mm X 400 mm size                        | Nos  | 2        |
| 3     | Supplying, fitting and fixing Pedestl of approved make for wash basin                             | Nos  | 2        |

| Sl.No | Description of items                                                                                                              | Unit | Quantity |
|-------|-----------------------------------------------------------------------------------------------------------------------------------|------|----------|
| 4     | Chromium plated Bib Cock with wall flange (Equivalent to Code No. 5047 & Model - Florentine of Jaguar or similar brand)           | Nos  | 2        |
| 5     | Chromium plated Angular Stop Cock with wall flange (Equivalent to Code No. 5047 & Model - Florentine of Jaguar or similar brand). | Nos  | 2        |
| 6     | P.V.C.CONNECTOR white flexible, with both ends coupling with heavy brass C.P. nut, 15 mm dia.750 mm long                          | Nos  | 2        |
| 7     | P.V.C. Waste pipe, with P.V.C. coupling at one end fitted with necessary clamps.1050 mm long                                      | Nos  | 3        |
| 8     | CP Pillar Cock-15 mm. (Equivalent to Code No. 507 & Model- Tropical / Sumthing Special of ESSCO or similar brand)                 | Nos  | 2        |
| 9     | Liquid soap holder with container.<br>(a) Cromium plated.                                                                         | Nos  | 2        |
| 10    | Bevelled edged mirror 5.5 mm thick silver red as per I.S. 3438 / 1965 together with brass C.P. hinges. 900 mm X 600 mm            | Nos  | 1        |
| 11    | Towel Ring.<br>(a) C.P. over brass                                                                                                | Nos  | 2        |
| 12    | Dining Table                                                                                                                      | Nos. | 4        |
| 13    | Fiber Chair                                                                                                                       | Nos  | 2        |
| 14    | Decorative laminated Counter Table with Glass topping                                                                             | Nos  | 1        |
| 15    | Stainless steel cass box                                                                                                          | Nos  | 1        |
| 16    | Steel Rack                                                                                                                        | Nos  | 2        |

| Utensils and Gas Cylinder |                             |               |
|---------------------------|-----------------------------|---------------|
| Sl. No.                   | Name of the Item            | Present Stock |
| 1                         | Gas Cylinder                | 1             |
| 2                         | Gas Oven LPG Bhatti 13x13   | 1             |
| 3                         | Iron Kadai                  | 2             |
| 4                         | Iron Tawa                   | 1             |
| 5                         | Iron DabuHata               | 1             |
| 6                         | Iron Chanta                 | 1             |
| 7                         | Iron Khunti                 | 1             |
| 8                         | Sanrashi                    | 1             |
| 9                         | Small Chancha               | 1             |
| 10                        | Roti Chakni                 | 1             |
| 11                        | Onion Scaper                | 1             |
| 12                        | Baithi                      | 1             |
| 13                        | Tarer Chancha               | 1             |
| 14                        | Belcha                      | 1             |
| 15                        | Water Bottle                | 5             |
| 16                        | Jar (Big)                   | 3             |
| 17                        | Jar (Medium)                | 7             |
| 18                        | Salt Pot (Plastic)          | 12            |
| 19                        | Different Size Bati         | 24            |
| 20                        | Mixi Machine                | 1             |
| 21                        | Jhangri Tub                 | 1             |
| 22                        | Steel Drum                  | 2             |
| 23                        | Tea Containeer 10 Lt. &SLt. | 2             |
| 24                        | Steel Dubba (Small)         | 2             |
| 25                        | Eating Plate (Thala)        | 30            |
| 26                        | Meat Choper Board           | 1             |
| 27                        | Steel Glass Sets            | 12            |
| 28                        | Mug (Steel)                 | 1             |
| 29                        | Fri Pan                     | 2             |
| 30                        | Khunti (VIP)                | 1             |
| 31                        | Steel Big Knife             | 1             |
| 32                        | Steel Small Knife           | 1             |
| 33                        | Small Steel Spoon           | 7             |
| 34                        | Steel Gamla (Carry Boul)    | 6             |
| 35                        | Big Batti (700 gm.)         |               |
| 36                        | Panja Spoon                 | 1             |
| 37                        | Catcher                     | 2             |
| 38                        | Steel Hata (7 No.)          | 5             |
| 39                        | Steel Dabu Hata (5 No.)     | 1             |
| 40                        | Jug (VIP)                   | 5             |

| <b>Sl. No.</b> | <b>Name of the Item</b>        | <b>Present Stock</b> |
|----------------|--------------------------------|----------------------|
| 41             | Deg - 20" Inc.                 | 1                    |
| 42             | Deg- 14 & 16" Inc.             | 1                    |
| 43             | Deg- 22" Inc.                  | 2                    |
| 44             | Tub - 22" Inc.                 | 2                    |
| 45             | Tub- 20" Inc.                  | 2                    |
| 46             | Gamla- 22 & 24" Inc.           | 4                    |
| 47             | Sashpan                        | 2                    |
| 48             | Aluminium Tra                  | 4                    |
| 49             | Ketlee                         | 1                    |
| 50             | Mug (Steel)                    | 1                    |
| 51             | Fiber Tra                      | 4                    |
| 52             | Steel Salt Pot                 | 2                    |
| 53             | Steel Saagdan (charbati Patra) | 1                    |
| 54             | Pressure Cooker (10 lt.)       | 1                    |

## **SECTION 3**

### **GENERAL TERMS AND CONDITIONS**

- 3.1 West Bengal State Agricultural Marketing Board shall let out the Canteen Space (with kitchen) measuring 42.75sq. mtr. on rental basis for setting up a Canteen inside premises Kamal Guha Krishi Bipanan Bhawan with all electrical and civil infrastructure mentioned in Section 2 of the documents.
- 3.2 The Permission for running the Canteen at premises Kamal Guha Krishi Bipanan Bhawan shall be for a period of six months which may be extended for next 6 months on satisfactory performance for a maximum of 3 years from the date of award.
- 3.3 The Canteen Operator shall pay to West Bengal State Agricultural Marketing Board a lump sum rent not less than Rs. 5,000/- per month within the 10<sup>th</sup> day of every month without any delay. In default of payment of the rent, interest @ 5% per month will be charged till realization.
- 3.4 The Canteen Operator shall deposit an amount of Rs. 10,000/- (Rupees Ten Thousand) only as interest free refundable Security Deposit to the West Bengal State Agricultural Marketing Board which will be refunded on expiry of the contract agreement simultaneously with delivery of vacant and peaceful possession of the canteen space by the canteen operator to the West Bengal State Agricultural Marketing Board and / or to be adjusted against any damage caused to the canteen space with all fixture.
- 3.5 If the canteen operator fails to deliver vacant and peaceful possession on expiry of the agreement or earlier, the canteen operator will be liable to pay Rs.200/- per day by way of Liquidated Damages to West Bengal State Agricultural Marketing Board till the canteen space is vacated.
- 3.6 The Canteen operator is allowed to serve food to the employees of West Bengal State Agricultural Marketing Board & Paschim Banga Agri. Marketing Corporation Ltd. at subsidized rates, service of the canteen operator shall be open to the outside visitors also from the premises Kamal Guha Krishi Bipanan Bhawan, 729, Anandapur, Kolkata 700 107. Since employees of West Bengal State Agricultural Marketing Board & Paschim Banga Agri. Marketing Corporation Ltd. would have to be given priority during the lunch hours, i.e. from 1 p.m. to 3 p.m. Services for regular Tea with Biscuits have to be rendered to the offices at least 2 times a day at a rate fixed by West Bengal State Agricultural Marketing Board & Paschim Banga Agri. Marketing Corporation Ltd.
- 3.7 The Canteen operator shall bear and pay the cost of repairs and maintenance of the canteen space with the approval of West Bengal State Agricultural Marketing Board.
- 3.8 The canteen operator shall keep the canteen space in good and usable conditions. If any damage is caused by the canteen operators it shall be repaired at their own cost.
- 3.9 The canteen operator shall not do any act of nuisance or annoyance or inconvenience to the other occupiers in the building, or neighbours.
- 3.10 The Canteen operator shall not store or allow to be stored any inflammable or obnoxious article in the canteen space excepting those as may be required for the use of the canteen operator which is covered by necessary lawful license.
- 3.11 Authorized officials of the West Bengal State Agricultural Marketing Board will have the right to enter upon the canteen space and inspect any area during the day and night time.

- 3.12 The Canteen operator at the end of their term of contract will peacefully surrender to the West Bengal State Agricultural Marketing Board the space and goods in good initial/ usable state and condition in all respect.
- 3.13 If there is any genuine complaint on the hygienic aspect or quality of food, the contract is liable to be terminated after a hearing and the canteen operator shall be responsible for making good the loss caused due to service of unhygienic food. Simultaneously, financial penalty shall be imposed as per the Terms and condition of the Agreement.
- 3.14 The Canteen operator shall have the option to revise the rates of items once a year for the customers outside West Bengal State Agricultural Marketing Board & Paschim Banga Agri. Marketing Corporation Ltd.
- 3.15 If the monthly rent remains unpaid for a period of two (2) consecutive months, then in that case the West Bengal State Agricultural Marketing Board shall have the right to terminate the contract by giving 30 days notice to the Canteen Operator and for non fulfillment of terms of contract.
- 3.16 The Canteen operator shall bear the cost in respect of the canteen space as fixed by the West Bengal State Agricultural Marketing Board for water supply, peripheral security, conservancy services, and fire fighting system, lighting charges for the common areas, fixture and furniture and any other services provided by the West Bengal State Agricultural Marketing Board. But the canteen operator will have to pay electric consumption charges separately for use of electricity within canteen premises. A sub meter will be provided.
- 3.17 The Canteen operator shall be allowed to use for water, urinal/ privy and toilet at Ground Floor on common usage basis. The canteen operator or his workers will not normally be allowed to stay inside the canteen on holidays and between 7 p.m. and 6 a.m. on working days.
- 3.18 The Canteen operator shall obtain all the necessary licenses registration and approvals including all insurance coverage for running its business in the canteen at West Bengal State Agricultural Marketing Board building. The operator will abide by the labour law of the Government in respect of employees working in the Canteen.
- 3.19 Canteen space shall not be used for any other catering services, unless specifically approved by West Bengal State Agricultural Marketing Board.
- 3.20 Any public may be allowed to utilize service of the Canteen between 9 a.m. to 6 p.m. However, employees of WBSAMB & PBAMCL would have to be priority during lunch hours i.e 1.00 p.m. to 3.00 p.m.. No liquor would be served in the Canteen.
- 3.21 The Canteen furniture will be provided by West Bengal State Agricultural Marketing Board for the canteen space which would have 18 (eighteen) Sitting arrangements in the building. Canteen operator will not be allowed to construct any permanent fixtures inside the canteen space.
- 3.22 All canteen staff engaged by the Agency shall have photo identity cards/ Aadhar Card duly signed by the selected Agency.
- 3.23 The successful bidder will have to execute necessary agreement for running the canteen with the West Bengal State Agricultural Marketing Board.
- 3.24 The Canteen operator shall be liable to pay CGST/ SGST and any fees that may be applicable.
- 3.25 Waste Management : The selected canteen operator is liable to remove in wastes in regular basis.

## **SECTION 4**

### **INSTRUCTION TO BIDDERS**

#### **4.1 Site Visit**

A bidder shall be deemed to have full knowledge of the facilities and infrastructure in the building/ surroundings that the successful bidder is required to operate from.

Prior to the site visit, the bidder shall fix up an appointment with the West Bengal State Agricultural Marketing Board authorized officer from Monday to Friday.

#### **4.2 Pre-bid Conference**

Interested bidders can attend a pre-bid conference at (12.00) noon on **21/03/2025** at the office of West Bengal State Agricultural Marketing Board. The purpose of the conference will be to clarify issues and to answer questions on any matter relating to this document that may be raised at that stage. Any amendment of the bid document that may become necessary as a result of the pre-bid conference shall be made by West Bengal State Agricultural Marketing Board and distributed to all bidders.

#### **4.3 Time of Submission**

The indicative time schedule of the submission process, described in different parts of the document, is provided in the Annexure-3.

Sealed bids have to be submitted to the office of West Bengal State Agricultural Marketing Board by 15.00 hours on **29/04/2024**. West Bengal State Agricultural Marketing Board may, at its own, sole discretion, extend the deadline for submission of bids by issuing an amendment in which case all rights and obligations of West Bengal State Agricultural Marketing Board and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

#### **4.4 Late Bids**

Any bid received by West Bengal State Agricultural Marketing Board after the deadline for submission of bids will be outrightly rejected.

#### **4.5 Fees Payable**

The following fees are payable at various stages of the bidding process:

1. Tender document purchase fee: Rs. 1,000/- (Rupees One Thousand) only is payable by cash from office of the West Bengal State Agricultural Marketing Board.

#### **4.6 Amendment of Bid Document**

At any time prior to 3 days from the deadline for submission of the bid, West Bengal State Agricultural Marketing Board reserves the right to add/ modify/ delete any portion of the bid document by the issue of an addendum, which will be sent to all bidders. In case of amendment of bid document, West Bengal State Agricultural Marketing Board may, at their own discretion, extend the bidding period only under exceptional circumstances. West Bengal State Agricultural Marketing Board will not entertain any request from any bidder to extend the bidding period.

#### **4.7 Settlement of disputes**

For any dispute arising during the bidding process, the decision of West Bengal State Agricultural Marketing Board shall be final and binding on all parties.

#### **4.8 Clarifications**

West Bengal State Agricultural Marketing Board may call for clarifications regarding certain aspects of the bids received. Such clarifications are required to be provided in writing within the specified time frame and would be considered as part of the bid. However, bidding will not be permitted to change any aspect of their financial bid or any term that might materially affect the financial bid after the last date for submission of bids.

#### **4.9 Law applicable**

Indian Laws shall be applicable for the process. No cases shall be entertained beyond the jurisdiction of Kolkata.

#### **4.10 Right to accept/ reject**

West Bengal State Agricultural Marketing Board reserves the right to accept or reject any bid without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

#### **4.11 Indemnification**

The bidder will be required to indemnify West Bengal State Agricultural Marketing Board against all liabilities, direct or indirect arising out of the bidding process.

#### **4.12 Period of Contract**

The period of the Canteen Contract is one year. The Contract may be renewed after one year after further negotiations based on the Canteen operator's performance during the initial contract period. Alternatively, fresh bid may be invited.

#### **4.13 Payments**

Canteen Operator shall pay to the West Bengal State Agricultural Marketing Board the monthly rental for the Canteen space within 10<sup>th</sup> of the following month.

#### **4.14 Technical Bid**

The technical bid will be constituted of (i) Status of the bidder (SHG, Cooperative, Others); (ii) Experience in Canteen/ Catering business (iii) Annual Turnover in Canteen/ Catering business (iv) Trade License, Catering License, Pollution Certificate, GSTN, Income Tax clearance.

#### **4.15 Financial Bid**

- ❖ The Price quoted shall be a fixed lump sum price on a monthly rental basis for the canteen space, bidders are also required to quote the subsidized food rates as per the given format in the chapter "Bid Format".
- ❖ The price quoted by the Canteen Operator shall include all applicable taxes, duties, levies, etc. as per Acts, Rules, Regulations and Statutes of the State or Central Government as on the date of submission of the bid.

- ❖ Monthly rental will be fixed for the period of one year (contract period). It shall not be subject to any escalation.
- ❖ Taxes, if any, that may be payable for running the canteen to the Gol/ State Government shall be borne by Canteen Operator.

#### **4.16 Selection of Canteen Operator**

Both technical and financial offer shall be considered for evaluation the bid. West Bengal State Agricultural Marketing Board has no obligation to select the highest financial bidder or any other bidder. For selection of Canteen Operator, the Organisation will give preference to the SHGs/Cooperative Societies having experience in this type of service business.

#### **4.17 Employees' Statutory norms:**

The Canteen operating Agency shall adhere to all statutory norms of payments to employees' provident fund, ESI gratuity, minimum wage to be given to them.

#### **4.18 Bid Security:**

After receiving the Letter of Acceptance (Clause 7.1 of section-7) and before entering into the Contract Agreement, the successful bidder has to furnish an amount of Rs. 10,000/- (Rupees Ten Thousand) only as interest free refundable Security Deposit to the West Bengal State Agricultural Marketing Board which will be refunded on expiry of the contract agreement and fulfillment of terms and conditions of the agreement.

## **SECTION 5**

### **BID FORMAT & CONTENTS**

#### **5.1 Sealing, Marking and Submission of Bids**

Each bid shall contain the bid security, technical proposal and the financial proposal. The original bid shall be enclosed in two separate covers and sealed. Each sealed cover shall be marked "Strictly Confidential-Bid for Canteen at West Bengal State Agricultural Marketing Board office and should be addressed to:

Chief Executive Officer  
West Bengal State Agricultural Marketing Board,  
Kamal Guha Krishi Bipanan Bhawan,  
729, Anandapur,  
Kolkata 700 107

Individual envelopes will be marked envelope I (Technical bid) or envelope II (Financial Bid) depending on the contents. If the envelopes are not sealed and marked, West Bengal State Agricultural Marketing Board will assume no responsibility for the misplacement or premature opening of the bid. A bid opened prematurely due to this reason may be rejected by West Bengal State Agricultural Marketing Board within the stipulated date.

#### **5.2 Modification of Bids**

If the bid is submitted prior to the formal submission date, the bidder can modify or make corrections to it. The modification/ correction has to be submitted in sealed envelopes and has to be received in writing by West Bengal State Agricultural Marketing Board.

#### **5.3 Initialing of Bids**

The bid shall be typed and each page shall be initiated by the bidder (Authorised Signatory)

#### **5.4 Bid opening Procedure**

Envelope 1(Technical Bid) of the bid, with requisite documents shall be opened first and thereafter envelope 2 (Financial Bid) shall be opened.

#### **5.5 Bidder's Declaration**

All bidders have to provide an Affidavit in accordance to the format given in Annexure 2. If, at any stage, the information is found to be materially (in the assessment of West Bengal State Agricultural Marketing Board) incomplete or incorrect or false, West Bengal State Agricultural Marketing Board reserves the right to reject the bid and also legal action may be taken.

#### **5.6 Time Schedule**

The indicative time schedule of the submission process, described in different parts or the document, is provided in the Annexure-3.

#### **5.7 Language of the Bid**

All correspondence and contracts shall be in English

## 5.8 Currency of Bid

All amounts in the bid shall be expressed in Indian Rupees and if there be a different between words and figures, the bid shall stand cancelled.

## 5.9 Bid Contents

The submissions shall be made in 2 Envelopes, namely, envelope I and envelope 2. The desired content(s) of such envelope is described below.

### 5.9.1 Envelope 1 (Technical Bid)

It should contain:

- I. The money receipt of Rs. 1,000/- for tender paper purchasing fees.
- II. Authorisation of the person signing the Bid
- III. Technical Proposal

The submissions should be done in the sequence as shown below.

- I. Information about the Organisation:
  - i. Name of the bidder
  - ii. Contact address and name of person duly authorized to clarify, negotiate and finalise the bid (with telephone, e-mail and fax number)
- II. Technical Experience & Qualifying Criteria Documentation:
  - i. Experience in managing Canteen OR Catering Services or any Restaurant/ Hotel.
  - ii. Average turnover of the bidder for last three Financial Years.
  - iii. Certificate for Enlistment with an gradation by DRDC for Canteen/ Catering Trade (in respect of SHGs), Trade license, GSTN, Income Tax Return for last 3 Financial Years.
- III. Bidder's request for amendment to bid document:

If desired the bidder may indicate the amendment(s) in the bid document.
- IV. Annual reports and audited/ self signed balance sheet for last three years.
- V. Return of Bid Document:

The Original Bid document shall be returned duly initialed on all pages as a mark of acceptance and complete understanding of the bid document.

- VI. Additional Information:

The bidder may add any further information that he/ she considers relevant for the evaluation of their bid. The bidder may attach other documents giving a clear list. Any paper will not be accepted after opening of bid.

### 5.9.2 Envelope 2 :(Financial Bid)

It should contain:

- I. **MONTHLY RENTAL :**The monthly lump-sum rental for Budget Canteen of West Bengal State Agricultural Marketing Board, Kaman Guha Krishi Bipanan Bhawan, 729, Anandapur, Kolkata 700 107 in the format given below. A copy of this format is to be used for Envelope 2 (Financial Bid).

| DESCRIPTION                              | BID AMOUNT (in Rs. In figure and in words) |
|------------------------------------------|--------------------------------------------|
| Monthly rent of Canteen of WBSAMB office |                                            |

However, the price should not be quoted in Envelope 1 (Technical Bid).

- II. **SUBSIDIZED FOOD PRICE :** Following are the approved rates of items for the employees of West Bengal State Agricultural Marketing Board& Paschim Banga Agri. Marketing Corporation Ltd..

The bidders shall quote percentage rate on the base price of the menus in the format.

#### A. Essential Items

| ITEM                       | QUANTITY    | RATES FOR EMPLOYEES |
|----------------------------|-------------|---------------------|
| TEA with BISCUIT           | 1 CUP       | ₹6.00               |
| COFFEE                     | 1 CUP       | ₹8.00               |
| ROTI                       | 1 PC        | ₹4.00               |
| KOCHURI WITH SABJI         | 4 PICE      | ₹30.00              |
| PARATHA                    | 1 PC        | ₹5.00               |
| VEGETABLES                 | 1 PLATE     | ₹10.00              |
| ALUR DOM                   | 1 PLATE     | ₹10.00              |
| OMLET EGG-1                | 1 PC        | ₹10.00              |
| OMLET EGG-2                | 1 PC        | ₹18.00              |
| TOAST BUTTER (Amul)        | 2 PCS       | ₹15.00              |
| TOAST JAM                  | 2 PCS       | ₹15.00              |
| TOAST EGG                  | 2 PCS       | ₹15.00              |
| CHOWMIN VEG                | FULL        | ₹20.00              |
| CHOWMIN-1 EGG              | FULL        | ₹30.00              |
| TARKA (VEG)                | FULL        | ₹25.00              |
| TARKA (EGG)                | FULL        | ₹30.00              |
| THALI VEG                  | THALI       | ₹30.00              |
| THALI FISH (RUHI-1 Piece)  | THALI       | ₹45.00              |
| THALI FISH (KATLA-1 Piece) | THALI       | ₹50.00              |
| THALI CHICKEN (2 Pieces)   | THALI       | ₹55.00              |
| THALI EGG                  | THALI       | ₹35.00              |
| RICE EXTRA                 | 1 PLATE     | ₹4.00               |
| CHICKEN EXTRA              | 2 PCS       | ₹30.00              |
| MUTTAN                     | 3 PCS       | ₹120.00             |
| KHICHURI                   | 1 PLATE     | ₹40.00              |
| FISH FRY                   | 1 PC        | ₹40.00              |
| CHICKEN POKORA             | 1 PLATE (5) | ₹60.00              |
| FISH FINGER                | 1 PLATE (4) | ₹60.00              |
| SMOSHA                     | 1 PC        | ₹6.00               |

|                |         |        |
|----------------|---------|--------|
| KOCHURI LUCHI  | 4 PCS   | ₹20.00 |
| GHUGNI         | 1 PLATE | ₹15.00 |
| CHOLAR DAL     | 1 PLATE | ₹10.00 |
| CHANA MASALA   | 1 PLATE | ₹20.00 |
| MATOR PANIR    | 1 PLATE | ₹40.00 |
| THALI MUTTAN   | THALI   | ₹90.00 |
| FISH EXTRA     | 1 PC    | ₹15.00 |
| EGG EXTRA      | 1 PC    | ₹8.00  |
| NOODLES VEG    | 1 PLATE | ₹20.00 |
| NOODLES EGG-1  | 1 PLATE | ₹30.00 |
| POSTO BORA     | 2 PCS   | ₹20.00 |
| BEGUNI         | 1 PC    | ₹5.00  |
| EGG CHOP       | 1 PC    | ₹15.00 |
| MOGLAI PAROTHA | 1 PC    | ₹35.00 |

**N.B.** If Office issues any supply order normal rate of items for employees will be applicable.

Sd/-  
**Chief Executive Officer**  
**West Bengal State Agricultural Marketing Board**

## SECTION 6

### BID EVALUATION

#### 6.1 Uncovering Procedure:

First of all Envelope No. 1 of the bid will be opened in the presence of the representatives of the bidders. If the Bid Security and other documents do not meet the requirements as per clause 5.9.1 (Envelope No. 1), Envelope 2 will not be considered for further action.

If documents are considered to be acceptable by the Tender Committee of the West Bengal State Agricultural Marketing Board only then Envelope 2 will be opened. Information regarding the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract shall not be disclosed to the bidders or any other personnel officially concerned with such process until the award to the successful bidder has been announced.

#### 6.2 Validity of Bids:

The bid shall remain valid and open for acceptance for a period of 180 days after the due date of submission of bid.

In exceptional circumstances, prior to the expiry of the original bid validity period, Chief Executive Officer, West Bengal State Agricultural Marketing Board may request the bidder for specified extension in the period of validity. The request and the responses thereto shall be made in writing or by fax, followed by written confirmation.

A bidder may refuse the request. A bidder agreeing to request will neither be required nor permitted to modify their bid, but will be required to extend validity of their bid and bid security correspondingly.

No bidder shall be allowed to withdraw the bid during the interval between the deadline for submission of bid and the expiry of the period of validity of bids specified in bid documents or as extended by the bidder.

#### 6.3 Presentation:

The bidders may be invited to make a presentation and offer necessary clarification on their bid as may be required by West Bengal State Agricultural Marketing Board on a pre-appointed date.

#### 6.4 Evaluation:

In the evaluation process, all the information sought from the bidder should be submitted.

**The technical proposals will be evaluated on the following basis:**

| Sl. No. | Parameters                                                                                                                                                          | Maximum Marks                             | Documents                                                    |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------|
| 1       | Experience in similar business (Upto three years will carry mark-1, more than three year will carry maximum mark-5 on prorated basis.                               | No weightage                              | Authenticated documents.                                     |
| 2       | Average turnover of the bidder for last three Financial Years upto (Rs. 5 lakh) will carry mark-1 and more than 5 lakh will carry maximum mark-5 on prorated basis. | No weightage                              | Audited / Self-signed balance sheet as per Income Tax norms. |
| 3       | Enlistment with and gradation by DRDC for Canteen/ Catering Trade in respect of Women SHGs/ SHGs                                                                    | Women SHGs/ SHGs:- Privilege weightage- 5 | Certificate of DRDC                                          |

|    |                                                                             |                                                                                        |                          |
|----|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------|
| 4. | Presentation on proposed work plan, methodology and implementation schedule | Presentation of proposed work plan methodology and implementation schedule :- 20 marks | Authenticated documents. |
|----|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------|

**The financial proposals will be evaluated on the following basis:**

|    |                      |                                                                                                                                                                                         |                    |
|----|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. | Monthly Rent Offered | Above Rs. 5,000/- Rs. 500 or part will carry Marks-1 as weightage. Rent offered below Rs. 5,000/- will be treated as disqualified.                                                      | Bid Offer Document |
| 2. | Food Price Offered   | +/- 0.5 of every 1% down / upward variation from base price for essential items as per list (inversely calculated) each bidder will have to submit the following format duly filled up* | Bid offer Document |

\*I do hereby agree to submit bid / ----- % downward variation / ..... % upward variation (maximum 15% less is allowed)

{Please stick out which is not applicable)

**6.5 Final Selection:**

Scorings based on the technical and financial evaluation shall be combined to arrive at the overall weighted average score. The bidder with the highest weighted average score shall be selected.

The selected agency may introduce extra item of food, rate of which will be determined by negotiation and approval of the Board.

## **SECTION 7**

### **STEPS TO BE FOLLOWED AFTER SELECTION**

#### **7.1 Notification of Award:**

Prior to the expiry of the period of bid validity or subsequent extension West Bengal State Agricultural Marketing Board will issue a Letter of Acceptance (LOA) to the successful bidder in writing.

#### **7.2 Contract Agreement:**

Within 7 days of the receipt of LOA, the selected bidder shall enter into a Contract Agreement with West Bengal State Agricultural Marketing Board duly signed and executed on Stamp paper of appropriate value adjudicated by relevant competent authority. At the time of the execution of the Agreement, the successful bidder has to submit a refundable Security Deposit as stipulated in this documents.

The successful bidder must have to submit pollution certificate from the appropriate Authority for running the budget canteen.

## **Annexure I**

### **Form of Tender**

The Chief Executive Officer  
West Bengal State Agricultural Marketing Board  
729, Anandapur,  
Kolkata 700 107

Sub:- Invitation for Tender of Canteen at West Bengal State Agricultural Marketing Board

Dear Sir,

We refer to the Invitation for Tender issued by West Bengal State Agricultural Marketing Board for setting up a Budget Canteen at the office premises of West Bengal State Agricultural Marketing Board.

1. We do hereby offer to perform and execute the canteen services in conformity with conditions of contract, at the respective rates quoted.
2. We have satisfied ourselves of the site conditions, examined the canteen space, and all aspects of the Tender Document.

Subject to the above, we do hereby agree, should this Tender be accepted, in whole or in part, to:

- a) Abide by, perform and fulfill the terms and conditions set out in the Tender Document and the Contract Agreement to be entered upon.
  - b) Commence the Canteen services within 15 days of the order in writing to commence works.
3. We agree that the acceptance of any tender shall be at the sole and absolute discretion of West Bengal State Agricultural Marketing Board, (hereinafter referred to as West Bengal State Agricultural Marketing Board) and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received. If above mentioned conditions are not fulfilled or are incomplete in any respect, the Tender is liable to be rejected. West Bengal State Agricultural Marketing Board, also reserves the right to accept the entire or any part of the Tender and the Tenderer shall be bound to perform, fulfill, observe and carry out the work thus required at the quoted respective item rates in accordance with the stipulated conditions of the contract.
  4. We agree to abide by the Tender for a period of one year from the date fixed for opening the same and it shall remain binding upon at any time before the expiration of that period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

Name :

Signature:

Designation:

Address:

TO BE SIGNED BY THE AUTHORISED SIGNATORIES OF COMPANIES UNDER ITS COMMON SEAL IN ACCORDANCE WITH ITS ARTICLES OF ASSOCIATION OR BY THEIR CONSTITUTED ATTORNEY, ALONG WITH PROOF THEREOF.

## **Annexure 2**

### **AFFIDAVIT**

(On non judicial stamp paper of Rs. 10)

I, the undersigned, do hereby certify that all the information supplied is accurate, true and correct. The undersigned authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested for by the Chief Executive Officer, West Bengal State Agricultural Marketing Board, to verify out Company's standing.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of West Bengal State Agricultural Marketing Board.

I understand that furnishing of false information could result in our disqualifying for the award of the contract.

(Signed by an Authorized Signatory of the firm)

Title of Officers:

Name of the firm:

Date:

**E.O.I. No. WBSAMB/CEO/2/2024-25 Dated 11/03/2025**

**Name of the work: For running a Budget Canteen in a office premises of West Bengal State Agricultural Marketing Board, 'Kamal Guha Krishi Bipanan Bhawan', 729, Anandapur, Kolkata 700 107.**

**Annexure 3**

**Date and Time Schedule**

| <b>Sl. No.</b> | <b>Particulars</b>                                                                                                                                                                                           |                                                                                               |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>1.</b>      | Date of Publishing of E.O.I.                                                                                                                                                                                 | <b>13/03/2025</b>                                                                             |
| <b>2.</b>      | Date of Pre-bid meeting                                                                                                                                                                                      | <b>21/03/2025</b> (12.00 noon)                                                                |
| <b>3.</b>      | Date of submission of application for purchasing Tender papers with statutory document (i) Trade License (ii) Catering License (iii) GSTN Registration (iv) Pan Card (v) Photo Identity Proof (EPIC/ Aadhar) | From <b>26/03/2025</b> at 12.00 noon to <b>07/04/2025</b> upto 02.00 pm. (excluding holidays) |
| <b>4.</b>      | Date of declaration of eligible bidder for purchasing Tender paper                                                                                                                                           | <b>17/04/2025</b> at 01.00 pm.                                                                |
| <b>5.</b>      | Date of Sale of Tender documents                                                                                                                                                                             | <b>24/04/2025</b> at 01.30 pm to 5.00 pm.                                                     |
| <b>6.</b>      | Date of submission of tender document                                                                                                                                                                        | <b>29/04/2025</b> upto 03.00 pm.                                                              |
| <b>7.</b>      | The envelopes containing the Technical /Financial proposal shall be opened on                                                                                                                                | <b>29/04/2025</b> at 04.00 pm                                                                 |
| <b>8.</b>      | Date of declaration of awarding the contract                                                                                                                                                                 | <b>30/04/2025</b> at 02.00 pm.                                                                |