



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
MAHARAJA JITENDRA NARAYAN MEDICAL COLLEGE & HOSPITAL
(Previously Cooch Behar Govt. Medical College & Hospital)
Vivekananda Street, Pilkhana, Cooch Behar -736101

Tel: 75010 37888

Email: principalmjnmch@gmail.com

Web: www.mjnmch.ac.in

Memo No: MJNMC/Prin/ 78 /2025

Date: 13/01/2025

Expression of Interest for Mess Services for Girls' Hostel

Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar invites Bids through EOI in Two bid system (Technical & Financial) for "Mess Services for Girls' Hostel at Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar.

General Instructions:

Interested intending Bidders may please visit and download the EOI Documents free of cost from the website www.wbhealth.gov.in (Organization - Health & Family Welfare Department), www.coochbehar.gov.in & www.mjnmch.ac.in. For any further assistance, please visit the Office of the Principal, Maharaja Jitendra Narayan Medical College & Hospital, Vivekananda Street, Pilkhana, Cooch Behar.

1. SUBMISSION OF BIDS:

Both Technical Bid & Financial Bid are to be submitted concurrently duly signed by the company personnel only (having Authorization from the company). All papers must be submitted in English Language with page marking. All of the Documents submitted in sealed envelope should reach (Drop Box) at Office of the Principal, MJN Medical College & Hospital, Vivekananda Street, Pilkhana Coochbehar.

2. TIME & SCHEDULES FOR THE EOI:

Sl. No.	Particulars	Date & Time
1.	Date of publishing of EOI	13/01/2025
2.	EOI Document download start date	13/01/2025
3.	Bid submission start date	13/01/2025
4.	Bid Submission end date	28/01/2025 at 4pm
5.	Date of opening of EOI (Technical & Financial Proposal) (Interested bidders are asked to be present during opening of EOI)	30/01/2025 at 12pm

3. SUBMISSION OF BID:

The EOI is to be submitted in two bid system

[A] Technical Bid

[B] Financial Bid

P. Anwar

4. TECHNICAL PROPOSAL (ENVELOPE-1):

A	EMD: Rs. 10,000/- (Ten Thousand) only as Earnest Money for the whole EOI or EMD Exemption NSIC Certificate / SSI (MSME) Acknowledgement must be submitted. Deposition of earnest Money: By any Demand Draft in favour of "Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar".
B	Checklist in the prescribed format
C	Application in the prescribed format given in Annexure 1

OTHER - STATUTORY CONTAINS THE FOLLOWING DOCUMENTS

(Enclose certified Photocopies)

SL	Category	Category Description
A	Certificates	PAN CARD of the Bidder / Authorize Signatory (Digital Signatory Holder) FSSAI LICENSE / Food Safety License from competent authority
B	Company Details	Valid Trade License GST Registration Certificate
C	Credential	The bidder should have at least 1 (one) year of experience in satisfactorily running or serving canteen/ catering/ food supply experience in a Government/ Government undertaking/ Private / Public Organizations / Institutes of repute (Preferably in running canteens for Doctors, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution.
D	Financial Info	Income Tax Returns submitted for the last 3 financial Years (2021-22, 2022-23, 2023-24)

FINANCIAL PROPOSAL (ENVELOPE -2):

The folder (specified in separate sheet) as "Financial Bid" shall contain: Fixed user charges to be quoted on and below base price i.e. for Mess Service specified in separate chart as Annexure-1.

SELECTION CRITERIA

TECHNICAL: As mentioned above.

FINANCIAL: The technically qualified vendor / agency who will bid the lowest rate in the Annexure-1, will be selected i.e. L1 bidder will be selected as a whole for item (on the base of rate fixed by the authority).

TERMS & CONDITION OF EOI:-

1) Minimum Eligibility Criteria-

a) The bidder should have at least 1 (one) year of experience in satisfactorily running or serving canteen/catering/food supply experience in a Government / Government undertaking / Private / Public Organizations / Institutes of repute (Preferably in running Canteens for Doctors, Staff and Students in Government Medical Colleges / Pvt. Medical Colleges / Government Educational Institution.

b) Vendor / Agency / Supplier (s) insist have FSSAI LICENSE and/or Food Safety License from competent authority.

EMD: Rs. 10,000/- (Ten Thousand) only as Earnest Money for the whole EOI or EMD Exemption NSIC Certificate / SSI [MSME] Acknowledgement must be submitted. Deposition of earnest Money: By any Demand Draft in favour of "Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar"

3) The unsuccessful Bidder/Tenderer (s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of security Money of successful Tenderer(s). on receipt of written request.

4) The Earnest money will be forfeited if the bidder/tenderer(s) withdraw(s) the tender after opening of bids.

5) EMD exemption is allowed for those having SSJ (MSME) Part 11 or NSIC certificate.

6) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.

7) The selected bidder will have to pay

a) Electricity bill based on sub-meter,

b) Rent as decided by the competent Government Authority from time to time

c) User charges (Water etc.)

All the monthly payable charges (rent, electricity bill and/or user charges) will have to pay by the selected bidders within 10th day of every month by cheque / draft/account transfer in favour of "Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar".

8) Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.

9) Validity of the EOI will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and in case of failure in this aspect, the authority deserves the right to terminate the contract. The period of one year can be extended for a further period of Two year at the discretion of the hospital authority, but not more than two years with the existing terms and conditions.

10) The Tender is valid only for the above mentioned one no. Mess only under the control of Principal, MJN Medical College & Hospital, Cooch Behar

11) Earnest Money will be refunded to the unsuccessful bidders on receipt of written request.

12) In case if it is found that two or more bidders have quoted the same rates, the successful bidder will be decided by draw of lottery.

13) Any Co-operative without having proper permission (from Competent Authority for such business) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.

14) All terms and conditions as mentioned above will have to be accepted by the Bidder/Tenderer (s).

15) EOI should be addressed to the Principal, MJN Medical College & Hospital, Cooch Behar and they may download tender enquiry documents from the website a) www.wbhealth.gov.in b) www.coochbehar.gov.in c)

www.mjnmch.ac.in

- 16) Any subsequent notice regarding the said EOI shall be uploaded in the above two websites only.
- 17) Financial Bids will be submitted in the official pad by the agency.
- 18) The authority reserves the right to accept or reject any tender In part or in full or even cancel the entire tender process at any time prior to the award of contract without assigning any reasons thereof.
- 19) Successful bidder has to engage female staffs for Girls' Hostel.

Other Terms & Conditions for Food Supply -


- 1) The utensils and other items should be of good condition.
- 2) The Food should be hygienic as per specifications.
- 3) Timely supply of cooked food should be ensured.
- 4) Quality should be maintained otherwise supplier will be rejected.
- 5) Rates which will be finalized at the time of agreement will be inclusive of all charges (Tax, servicing or packaging charges).
- 6) In case of refusal of supply and poor quality or food, misbehavior of supplier etc. the contract will be Terminated.
- 7) Any other packaged items which are not included in the food item list maybe provided as per market price.

Additional Terms & Conditions:

Rules and regulations:

1. Monthly Payables: Rent for Government premises, to be paid monthly as per Government norms.
2. Mess owner should pay electric bill on monthly basis.
3. User charges as quoted in the bid – on monthly basis.
4. Mess owner should take care of day-to-day maintenances activity including cleaning of total canteen area, wash basins and toilet etc.
5. Hygiene to be maintained during Cooking and serving of food in the following ways-
 - a) Proper use of gown and gloves
 - b) Proper use of clean utensils
 - c) Cooked food should be kept in covered container
6. Food items will not be same for lunch and dinner. Items for lunch and dinner should be freshly prepared and without repetition of items.
7. Time Slot:

A) Breakfast	- 06 AM	- 11 AM
B) Lunch	- 12 Noon	- 03 PM
C) Dinner	- 08 PM	- 11 PM

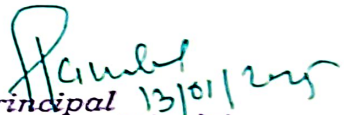

Principal 13/01/2015
M.J.N. Medical College & Hospital
Cooch Behar
Principal 736101 (W.B.)
M.J.N. Medical College & Hospital
Cooch Behar

Memo No: MJNMC/Prin/ 78 /2025

Date: 13/01/2025

Copy to forward for Information & Necessary action please-

1. The DME, Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata- 91
2. The District Magistrate, Cooch Behar
3. The MSVP, MJNMCH, Cooch Behar
4. The CMOH, Cooch Behar.
5. The Chairman, Cooch Behar Municipality, Cooch Behar
6. The SDO, Cooch Behar Sadar
7. The Accounts Officer, MJNMCH, Cooch Behar
8. IT Cell, Department of H & F.W. Swasthya Bhawan- with a request to upload this notice in the **Health Departmental website.**
9. The DIO, NIC, Cooch Behar - **with a request to upload this notice in the District website.**
10. The IT Cell, MJNMCH - **with a request to upload this notice in the college website.**
11. Office copy.


Principal 13/01/2025
M.J.N. Medical College & Hospital
Cooch Behar (WB)
Principal
M.J.N. Medical College & Hospital
Cooch Behar

To be furnished in the official pad of bidder/vendor(s) with proper address & contact no.
Otherwise, it will be treated as cancelled.

To
The Principal,
MJN Medical College & Hospital,
Cooch Behar

Sub.: Authorization for Mess Services for Girls Hostel in the premises of MJN Medical College & Hospital, Cooch Behar.

Ref: EOI Notice No.

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

1. That the application is made by me/us on behalf of.....in the capacity.....duly authorized and submitted for the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the EOI mentioned above and declare that we shall abide by it throughout the contract / agreement period.
3. We are offering the rate (user charges) for MESS SERVICES FOR GIRLS HOSTEL with manufacturing capacity and assured supply to the Principal, MJN Medical College & Hospital, Cooch Behar.
4. We understand that:
 - a) EOI Selection Committee can amend the scope value of the contact bid under this project.
 - b) EOI Selection Committee reserves the right to reject any application without assigning any reason.

Date:

Full Signature of the Bidder/ Vendor
(Authorized person) with Seal

- a) Contact:
- b) Mobile:
- c) Email:



All points are to be filled up and no places are to be kept vacant

1. Name of Work	
2. Demand Draft No./Online Transfer Certificate for EMD	
3. Are you claiming exemption of EMD (Y/N)	
4. Name of the bidder in block letters	
5. Full Address of the bidder	
6. Legal entity of the bidder whether Firm/Society/Company/other entity	
7. Name & Address of banker of the bidder	
8. Trade License No. of the bidder with validity	
9. Pan Card No.	
10. FSSAI Registration No. with date of validity	
11. GST Registration No.	
12. 1 (one) year of experience in satisfactorily running or serving canteen/catering/food supply experience in a Government/Government undertaking /Private /Public Organizations /institution of repute (Preferably in running canteens for Doctors, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution of repute)	Yes No
13. Black Listed by any Government Authority /Govt. undertaking at any time, if yes, provide details	Yes No
14. Has the firm or principal has any case pending in any court or any vigilance matter	Yes No
15. Any litigation against the Firm Or its proprietors or its principals? If yes, provide details	Yes No
16. Any other relevant information	
17. Income Tax returns for the last 3 financial year	

I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled. I have read the General & Special Terms & Condition, including the penal provision, as given in the EOI documents as per EOI notice quoted above. I have accepted them and agree to abide them. I have also read the memorandum of agreement and do agree to abide by it if declared successful in my bid.

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case, any information found incorrect latter on, I, the under signatory, will be personally responsible for the same.

Date:

**Full Signature of the Firm / Vendor
(Authorized person) with Seal**

[Handwritten Signature]



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Annexure-I

Weekly Meal Plan	
Non-Veg 1 serving	Veg Item 1 serving (standard portion)
Chicken (100gm) 3 Meals per week	Paneer 3 Meals per week
Fish (75gm) 5 Meals per week	Rajma 3 Meals per week
Egg (1Pc) 6 Meals per week	Chana 3 Meals per week
	Special sabji 5 Meals per week
Common Items (Every Meals)	
Rice / Roti (night only) as required	
Dal as required	
Curry (Sabji) as required	
Fry (Bhaja) as required	

** Base Rate: 50/- per Meal


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