



Government of West Bengal
Office of the Chief Medical Officer of Health
SOUTH 24 PARGANAS
241, D.P.S Road, Tollygunge, Kolkata-33
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Phone No-033-2422-1037, 033-2422-0124

Memo No.-CMOH/(SPG)/Food/NIT / 4080

Dated:- 15.05.2026

NOTICE INVITING E- TENDER FOR SUPPLY OF FOOD FOR DIFFERENT OF HEALTH PROGRAMMES AT CMOH OFFICE, SOUTH 24 PARGANAS FOR THE YEAR 2026-2027 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, SOUTH 24 PARGANAS
(Through Pre-qualification)

(Submission of Bid through NIC e tender portal)

The CMOH & Secretary, District Health & Family Welfare Samity, South 24 Parganas invites bids through E-tenders in two bid systems (Technical and Financial Bid) for the work "SUPPLY OF FOOD for different of Health Programmes at CMOH office" For details and downloading of tender, intending one bonafied bidders may please visit website: <https://wbtenders.gov.in> (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, South 24 Pgs during office hours on & from 15/05/2026 to 25/05/2026. (excluding Holiday)

1. GENERAL INSTRUCTIONS:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate also to be documented through e-filing.

2. SUBMISSION OF BIDS:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel only (having Authorization from the company management) in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

3. The e-tender shall be evaluated under the two-bid system i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e-tender websites of <https://wbtenders.gov.in>.

The Tender Committee has reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

4. Time Schedules for the e-tender

Sl. No	Particulars	Date & Time
1	Publishing of NIT & Other documents online	15.05.2026 at 06.00 pm
2	Online documents download start date	15.05.2026 at 06.00 pm
3	Online document download end date	27.05.2026 at 03.00 pm
4	Online bid submission start date	15.05.2026 at 06.00 pm
5	Pre-bid meeting to be held at the office of CMOH South 24 Parganas.	21.05.2026 at 2.00 pm
6	Online bid opening date for Technical proposals	28.05.2026 at 04.00 pm
7	Date of online uploading list for Technically qualified Bidders	To be notified later
8	Date of online opening of Financial Proposal	To be notified later

5. SUBMISSION OF THE TENDERS:

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 will get encrypted (transformed into non readable formats) on uploading. The two folders are:

- 1) Technical Bid: containing Statutory Cover and Non-statutory cover
- 2) Financial Bid: containing Bill of Quantity

6. Technical Bid (SINGLE FILE MULTIPLE PAGE SCANNED)

6.1. Statutory Cover shall contain the following documents:

A) Tender Documents:

- i) Notice Inviting Tender
- ii) Application to participate in e-tender as per prescribed format
- iii) Check List in the prescribed format
- iii) Non Conviction certificate

B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD

6.2. NON-STATUTORY/ MY DOCUMENTS, Containing the following documents:-

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder/Authorized Signatory (Digital Signatory Holder) GST Registration.
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	Updated Trade Licence 2025-26 Enlistment from competent authority. Updated Food license (Food vender, Caterer, Restaurants, SHG) from competent authority.
C	CREDENTIAL	C1: CREDENTIAL	Notarized declaration on stamp paper self declaration for any experience in similar supply food and also submitted payment details.
D	Financial Information	Documents	Income Tax Returns Submitted for the financial Year 24-25
	Financial Information	Balance Sheet & Profit & Loss A/c with Income Tax Return	P/L & Balance sheet 2024-25FY

Please note,

- A. The documents are to be submitted in the same sequence, mentioned above.
- B. No extra documents are to be uploaded. Bidders are also requested to check the quality of the scanned documents before uploading. Any document or its part, found illegible, will be treated as blank document & will not be reckoned as valid document.
- C. Selected L1 bidder must be submitted water testing report & food testing report.

7. Financial Bid: Bill of Quantity

The financial bid (cover) or prices quoted should be uploaded online through the Bill of Quantity (BOQ). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQ are to be uploaded, virus scanned and digitally signed by the bidder. The bidders should quoted the rate exclusive of GST (wherever applicable)

8. Evaluation of the tenders

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their Financial Bid will be opened. The Financial Bid of those tenderer failing to meet the Technical & Other requirements of participating in the tender will not be opened and be rejected. In case it is found that 2 or more bidders have quoted same rate and that happens to be lowest, then lowest bidder will be decided by draw of lots.

THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

1. "BID B": FINANCIAL COVER : BOQ

The folder as "Financial Bid" shall contain: Base Rate per Accounting Unit *exclusive of GST* to be quoted.

TERMS AND CONDITIONS OF THE TENDER

Minimum Eligibility Criteria:

a) Only those agencies (any food supply agency) who have experienced in such type of job of at least 1 (One) years will be eligible.

b) Earnest Money Deposit (EMD)

The amount of Earnest Money to be submitted shall be

SL No	Name of the Health Facility	EMD Amount	In words
1	CMOH, South 24 Parganas	Rs.25000/-	Rupees Twenty Five Thousand Only

c) The process may be followed as per memorandum of the finance Department Audit Branch bearing Memo No 3975-F(Y) dated 28th July 2016,(GRIPS).

Deposition of earnest money:

a) Net banking (any of the banks listed in the ICICI Bank gateway) in case of payment through ICICI bank Payment Gateway.

b) RTGS/NEFT in case of offline payment through bank account in any bank.

2.1 Payment by Net Banking:

a) On selection of net banking as payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a UNIQUE ID) where he will select the bank through which he/ she wants to do the transaction.

b) Bidder will make payment after entering his/her Unique ID and password of the bank to process the transaction.

c) Bidder will receive a confirmation message regarding success / failure of the transaction.

d) If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD / Tender fees.

e) If the transaction is failure, the bidder will again try for payment by going back to the first step.

2.2, Payment through RTGS/ NEFT:

a) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having details to process RTGS/NEFT transaction.

b) The bidder will print the challan and use the pre-filled information to make RTGS / NEFT payment using his bank account.

c) Once payment is made , the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT / RTGS process to complete , in order to verify the payment made and continue the bidding process.

d) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

e) But if the payment verification is unsuccessful, the amount will be returned to bidder's account.

2.3 Refund / Settlement Process:

a) After opening of the bids and technical evaluation of the same by the tender inviting authority (TIA) through electronic processing in the e-Procurement portal of the State Government, the TIA will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web service.

b) On receipt of the information through e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which transaction was made. Such refund will take place within T+2 Bank Working Days (Where T means the date on which information on rejection of bid is uploaded to e-Portal by the TIA.)

c) Once the Financial bid evaluation is electronically processed in the e-Procurement Portal, EMD of the technically qualified bidders other than that of L1 & L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which payment was made. Such refund will take place within T+2 Bank working days. However, the L2 bidder should NOT BE REJECTED till the LOI (Letter of Intent) process is successful.

d) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement Portal, EMD of the L2 bidder will be refunded through an automated process, to the his bank account from which payment was made. Such refund will take place within T+2 Bank working days. (Here T means the date on which information on Award of Contract to the L1 bidder is uploaded in the e-Procurement Portal by the TIA)

e) As soon as the L1 bidder is awarded the contract and the same is processed electronically in the e-Procurement Portal:-

f) EMD of the L1 bidder for tenders of the State Government Offices will automatically get transferred from the pooling account to the State Govt. Deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of L1 bidder.

ii) Such transfer will take place within T+1 Bank working Days (Here T means the date on which Award of Contract is issued)

iii) All refunds will be made mandatorily to the Bank A/C from which payment of EMD was initiated.

2.4 The TIA of the government offices will be using their respective e-Procurement User ID and password to view the EMD deposited by the bidders in the pooling accounts.

Performance Security

2.5 Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor/ agency shall furnish performance security deposited to the total tender value 3%.

2.6 The performance security shall be deposited in Indian Rupees to the state government through TR Challan only under budgetary head of account 8443-00-103-Earnest Money-01-07-Deposits. No other form of deposit will/ can be entertained except the term mentioned herewith.

2.7 In the event of any failure /default of the contractor/ agency with or without any quantifiable loss to the health facility/ purchaser/ government, the amount of the performance security is liable to be forfeited by the health facility/ purchaser/ Administrative Hospital/Medical College.

2.8 In the event of any amendment issued to the contract, the contractor/ agency shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

a) EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.

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

Rate (s) to be quoted against each specified item in specified unit as mentioned in Financial Bid (BOQ) Form. (Exclusive of all taxes)

TERMS AND CONDITIONS OF THE TENDER

1. Minimum Eligibility Criteria:

1. Only those agencies who have done such type of works and satisfactory food supply of there of order value of Rs. 1, 00, 000/- (Rupees One Lakhs), in last financial year will be eligible.
 2. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
 3. Rate (s) to be quoted against each specified item as mentioned in Financial Bid (BOQ) Form.
 4. Any dislocation, delay, willful negligence will make this office compelled to forfeit the entire claim without assigning any reason whatsoever & initiate penal action against the defaulting agencies/ poor quality as per rules. . If at any time quality is found to be objectionable the undersigned reserves the right for nonpayment of the order value of that particular day.
 5. Packets should be inclusive of all cost of hygienic packaging and carrying up to the venue from the supplying point.
 6. Actual number that would be required to be served would be informed to the vender on the evening of the previous day.
 7. Caterer has to arrange sufficient manpower for serving of foods and for cleaning thereafter (removing the plates, used tumblers, cleaning the tables, used Crockery etc.) at all times when the food is served. The basic cleaning should be taken care by the Caterer only.
 8. All items including vegetables, fish, and chicken should be fresh and well within the expiry dates in case of packaged goods.
 9. The contractor shall read the specification carefully before submitting the tender.
 10. All the foods items the quality of the items should be standard.
 11. Utensils should be nicely cleaned daily.
 12. Services are to be provided by professional service men with uniform.
 13. The Caterer should ensure that the team wears a neat & clean dress. The male should present themselves with neatly shaved face.
 14. The count of heads for serving the food will be provided by CMOH office South 24 Parganas representative on daily basis.
 15. The Caterer should provide the sanitation items like soap oil / hand wash liquids for washing the hands & tissue papers where the food is served. Replenishing of the items is the responsibility of the Caterer only.
 16. The Caterer should provide proper and required number of Cutlery/Crockery items like Glasses, serving bowls, plates etc., for serving the food. Replenishing of the items due to breakage/damage is the responsibility of the Caterer only.
- The food should be served in separate containers (food grade) packed in a cardboard box, with paper napkin, soap paper, spoon and forks as required, Fssai Packaged drinking water and mineral water must be provided.
17. Items like Black Pepper, Pickles, Salt, and Sauce should be kept / stored properly in a neat and clean place near food service areas to avoid insects / mosquitoes. The items should be checked at regular intervals and should be replenished based on the requirement
 18. The Caterer should provide required dustbin-covers and garbage packets at all the locations at food serving area and the disposal of garbage on daily basis is the responsibility of the caterer only.
 19. The Selected bidder termination of contracted may be terminated within one month notice to the either side if require.
 20. Any dispute of supply of the items within the jurisdiction of Kolkata High Court.
 21. Any co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get any rate preference.
 22. The Security deposit of the successful selected tenderer may be forfeited for failure to supply within specified time and/or, for supplying unsatisfactory articles in quantity and quality.
 23. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
 24. Downloaded Tender (technical) will be verified by the tender committee as per specified date in times.

25. Validity of Tender will normally be 1(One) year from the date of acceptance of tender. The procurement will be made as per requirement during validity period.
26. The successful bidder will be bound to provide services the item(s) within specific dates.
27. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
28. Timelines for downloading and submission of E Tender along with other datelines has been noted below.
29. E- Tender should be addressed to the Chief Medical Officer of Health, South 24 Parganas, Bidders may download tender enquiry documents from the website www.spghealthgov.in and www.wbhealth.gov.in.
30. Any subsequent notice regarding this tender shall be uploaded in above website only.
31. In the event of any of the above mentioned dates being declared as a holiday for the CMOH, South 24 Parganas the tenders will be opened on the next working day at the appointed time or as desired by Tender selection Committee.
32. The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.
33. If any bidder is found to be guilty of producing fabricated / false documents and /or under took an unfair means will be liable to be punishment as decided by the Tender Committee /or ,any appropriate authority.
34. Financial Bid are attached herewith (BOQ).

15.05.26

**Chief Medical Officer of Health & Secretary,
Dist. Health and Family Welfare Samity
South 24 Parganas,**

Annexure I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact No. etc)

To
THE CMOH
South 24 Parganas

Sub: NIT for E-Tender for **SUPPLY OF FOOD FOR DIFFERENT OF HEALTH PROGRAMMES AT CMOH OFFICE SOUTH 24 PGS 2026-27.**

Ref: -

dated:

Sir,

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

1. That the application is made by me / us on behalf of.....
In the capacity.....duly authorized to submit 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 NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items with manufacturing capacity* and assured supply to the CMOH, South 24 Parganas.
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:
 - (a) Tender Selection Committee/ CMOH, South 24 Parganas can amend the scope & value of the contract bid under this project.
 - (b) Tender Selection Committee/ CMOH, South 24 Parganas reserves the right to reject any application without assigning any reason.

Date:

**Signature of applicant including title
and capacity in which application is made.**

Contact no:

Tele :

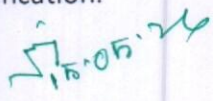
Mobile :

SPECIFICATION OF ITEM

SNACKS ITEMS

	FOOD ITEMS	Rate to be Quoted in Unit	Rate Quoted
Breakfast/Tiffin Items			
SI No	SPECIFICATION OF ITEM SNACKS & LUNCH		
1	Egg Devil -1 pcs	1.000	Rate per Pc.
2	Fish Fry - 1 pcs	1.000	Rate per Pc.
3	Steamed Rice - 200gm[Basmati / Chamarmani, Mixed Vegetable (seasonal) curry - 150gm, Moong Dal - 75gm[Sona Moong], Alu Vaja , Fish curry -1 pc (100gm)(local Rui/Katla) , Green Salad - 50 gm, Chatni - 75gm, Rasgulla-1 pc (Rs. 10) , Mineral water-1 bottle (500ml)	1.000	Rate per Plate
4	Steamed Rice - 200gm[Basmati / Chamarmani, Mixed Vegetable (seasonal) curry - 150gm, Moong Dal - 75gm[Sona Moong], Alu Vaja, Chicken curry -3 pc (150gm), Green Salad - 50 gm , Chatni - 75gm, Rasgulla-1 pc (Rs. 10) Mineral water-1 bottle (500ml)	1.000	Rate per Plate
5	Mutton Birayani with 1 pc mutton(150gm) + 1 pc Egg + 1 pc Aloo, Mineral water-1 bottle (500ml)	1.000	Rate per Plate
6	Chicken Birayani with 1 pc mutton(150gm) + 1 pc Egg + 1 pc Aloo, Mineral water-1 bottle (500ml)	1.000	Rate per Plate

The above item is accepted by the tender evaluation Committee in reference to specification.


Chief Medical Officer of Health & Secretary,
Dist. Health and Family Welfare Samity
South 24 Parganas,