

SWAMI VIVEKANANDA STATE POLICE ACADEMY
WEST BENGAL, BARRACKPORE, PIN- 700120
An ISO 9001:2015 Certified Institution

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Tender Reference No.: SVSPA/CDI/NIT-44(e)/2025

The Inspector General of Police, Swami Vivekananda State Police Academy (SVSPA), West Bengal, Barrackpore invites E-tender for **Annual supply of Cooked food/ Foods (Breakfast, Lunch, Dinner, Tea, and Snakes)** for the trainees and Various Training programs at SVSPA, WB, Barrackpore. List of Items is mentioned in **Annexure -“A”**. All documents pertaining to this e-Tender can be downloaded by the interested bidders from the website: <https://wbtenders.gov.in> or collected from the office during the office hours on any working day. Tenders will not be considered unless all the required documents are submitted with the tenders:-

A. Tender Value – Rs. 0/-

B. Earnest Money of Rs. 5,000/- (Five Thousand) only must be deposited online in the e-tendering portal (<https://wbtenders.gov.in>) through RTGS/NEFT. **Companies with EMD exemption must submit relevant documents in support of their claim.**

C. Annexure-“A”: Bidders are required to mention specification of the food in this prescribed list. They must download the **Annexure-“A”** from the portal, fill up with relevant information and again upload during submission of the bid.

D. Settlement/Refund of EMD: The Earnest Money of all the unsuccessful Bidders deposited online will be refunded to the concerned bank accounts automatically as soon as the financial bids are published online. The EMD of the lowest bidder will be retained in the online portal till the publication of the AOC (Award of Contract) detail online. However, after successful execution of the work, the L1 bidder must submit a letter to the Tender Inviting Authority for early release of the EMD.

E. Submission of Earnest Money: - Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay- order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government, w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) online, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

- ✓ **Login by bidder:** A bidder desirous of taking part in an e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- ✓ He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the **following payments modes:**
 - i. Net-Banking** (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii. RTGS/NEFT** in case of off-line payment through bank accounts in any Bank approved by RBI in India.

✓ **EMD payment procedure:**

a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. 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 against unique codes for identification of the tendering authority.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an “UTR remittance number” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund get credited to 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.
- v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

F. Eligibility of Bidder:

- ✓ **Registration: Responding Bidder must have registered local office within Kolkata or suburb.** The responding Bidder should be registered under statutes of India. The organization should be of repute and be incorporated/registered in India.
- ✓ **The responding bidder must submit rates for all items given in BOQ otherwise bid will not considered.**
- ✓ **Company Registration:** The responding Bidder should be registered under statutes of India. The organization should be of repute and be incorporated/registered in India.
- ✓ **Trade License/Professional Tax/IT Return:** The responding Bidder should have valid and relevant Trade License issued by the competent authority for similar type of works and also valid Professional Tax Certificate & Income Tax Clearance Certificate.
- ✓ **Undertaking Regarding Blacklisting:** The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking for the tendered item and/or any

other item. An undertaking in this regard should be submitted by the bidder in the form of affidavit, otherwise the bid shall be summarily rejected.

- ✓ Persons and firms who have adverse report from the Police or other Govt. Authority and who are debarred from making business with the Govt. in their own names shall not be allowed to participate in this tender. If they set up new firm/company subsequently under a different name to avoid the existing ban on their original firm and if so detected they will be liable to be rejected even after acceptance of their tender.
- ✓ If the selected firm is found/detected Blacklisted by any Central/State Government/Public Sector Undertaking (for the tendered item or any other item) at any stage of procurement process, the acceptance of the selected firm and/or the work order etc., if issued would be treated as cancelled and the contract in whole will be terminated with immediate effect without any intimation to the concerned firm. In this case the EMD will be forfeited and the tendering authority reserves the right to initiate the proceedings against the selected vendor. In this regard, the tendering authority reserves the right to select the second lowest (L2) vendor for supply of the tendered item. The decision taken by tendering authority in the matter will be treated as full & final in this regard. The bidders will have to furnish an undertaking in this matter in standard format.
- ✓ The lowest total cost for one breakfast, one lunch, and one dinner will be considered at the time of finalization of tenders.

G. Bidders must attend the pre-bid meeting as per scheduled time table. Bidders who will not attend the pre-bid meeting shall be rejected forthwith.

- ✓ **Local Office** – The bidder should have a registered office/workplace in Kolkata, West Bengal). Supporting documents in support of this must be uploaded.

H. Bid Validity: - Rates shall be valid for the period from **01/04/2024 to 31/03/2026**

I. Credential

- ✓ Bidders must have credential of similar work in Govt. Sectors/Semi-Govt. Sectors, which is applicable for eligibility in this tender.

J. Scope of Work:

- ✓ The maximum total cost for Cooked Foods/Foods is **Rs. 600/-** (Rupees Six hundred) only per head per day.
- ✓ The daily cooked foods/ foods include one Breakfast, Lunch, Dinner, Tea, and Snakes per head.
- ✓ Rent-free space within the campus of SVSPA shall be given to the selected firm for cooking, serving and keeping of utensils, gas cylinders, oven and other required items. However cooking utensils, containers, food trolley, plates, gas cylinders, oven etc. to be used for supplying foods are to be provided by the selected firm.
- ✓ The responsibility of cleaning the used cooking utensils and space so provided shall be upon the selected firm.
- ✓ SVSPA shall provide accommodation for the Cook and helper etc. However, the responsibility for upkeep and cleanliness of the accommodation so provided shall be upon the selected firm.
- ✓ The selected contractors will be required to supply cooked foods / foods in time (Breakfast, Lunch, Dinner, Tea, and Snakes). The Time Schedule for supply of the cooked food shall be discussed and agreed upon after selection of lowest bidder and before signing of Agreement in this regard.
- ✓ All Staff (Cook, helper, cleaner etc.) employed by the tenderer shall have to be provided with valid identity cards. The cost of the identity cards will be borne by the tenderer. No

person employed by the tenderer shall work in the SVSPA campus without wearing the identity card.

- ✓ The Cooked Foods/Foods to be supplied must be of good quality, safe for consumption and in strict conformity with the specification.
- ✓ Sanitation of kitchen and cleanliness of the utensils involving supply of eco-friendly washing powder/disposal of garbage associated with the supply shall have to be ensured by the contractor at his/her own cost.
- ✓ Normal electricity consumption of two lamps/lights and two fans only will be allowed but electricity consumption for electric heater or any such electric gadget/induction cooker etc. will be chargeable and shall be borne by the Contractor.
- ✓ Any damage of Government property by way of preparation of cooked food & servicing will be recovered from the firm.
- ✓ In case of non-availability of one or more items of the prescribed cooked foods/ foods schedule, the supplier shall bring the information to the notice of the Tender Inviting Authority and seek advice regarding replacement of such item(s) by item(s) of similar calorific and nutritive value.
- ✓ The Cooked Foods/Foods to be supplied to the trainees shall be as per the suggested Cooked Foods/Foods Schedule. In case due to non availability of certain items it is not possible to provide the Cooked Foods/Foods as per the prescribed Schedule, the local authorities may replace such items with items having similar calorific & nutritional value in the interest of the trainees.

K. Quality/General Specification of the food:- The selected bidder for supply of cooked foods/foods shall ensure the following:-

- ✓ All items shall have to be prepared after proper dressing, cleaning and washing and cooked in a hygienic manner.
 - ✓ Weight indicated in the schedule is the weight in raw condition.
- i. **MILK**- Cow milk/Double toned milk should be obtained from Central Dairy or from any other Semi-Govt. Dairy in 250 ml and 500 ml packets (as applicable) only.
 - ii. **ROTI/CHAPATI** – For good quality and fresh atta should be used to prepare per pieces of roti/chapati.
 - iii. **RICE** – Rice should be fresh & good quality variety Rice.
 - iv. **PURI/Luchi** – Good quality and fresh maida should be used to prepare six pieces of puri.
 - v. **DAL**- Good quality dal are to be used and quantity should be strictly as per cooked foods/ foods schedule
 - vi. **VEGETABLES**- All types of vegetables must be good & fresh and the quantity should strictly follow the Cooked Foods/Foods schedule to maintain the desired nutritive value.
 - vii. **FRUITS** - must be fresh and of good quality and the weight mentioned in the Cooked Foods /Foods schedule should be strictly followed to maintain the desired nutritive value.
 - viii. **SPICES**- of all variety should be of brands of repute having AGMARK.
 - ix. **COOKING OIL**- Mustard oil / Rice bran oil of only reputed brand should be used.
 - x. **FISH**- should be of Carp variety, such as good Quality . Weight of a whole fish should be 1kg. to 2.5 kg.
 - xi. **CHICKEN**- Fresh good quality chicken should be provided. Chicken pieces should be free from head, neck, liver and gizzard.
 - xii. **SOYABEAN**- Fresh Soyabean of Nutrella brand should be used.
 - xiii. **PANEER** – Fresh good quality paneer should be used.
 - xiv. **CURD** – Fresh and good quality curd prepared from milk obtained from Central dairy or from any other Semi Govt. Dairy in packet should be provided.
 - xv. **MUTTON**- Fresh good quality mutton should be provided. Mutton pieces should be free from head, liver and gizzard.

L. Committee to examine the quality of food:

- ✓ The Committee for acceptance of Cook Foods / Foods shall check the quality & quantity of the cooked foods/foods supplied as frequently as possible. The Committee shall also submit a report regarding the same to Inspector of Police, SVSPA, WB, Barrackpore. An

officer of the rank of Deputy Superintendent or Assistant Commandant of Police shall surprise check in this regard to ensure quality & quantity of the Food.

M. Agreement/Contract: -

- ✓ Selected bidder shall be required to sign at their own cost a duly stamped Agreement Form within 7 (seven) days from the date of issue of the Work Order.
- ✓ The Agreement/Contract may be terminated at any time during its existence, on the ground of supply of inferior quality, or supply of short quantity, or irregular supply or non-supply of any or more of the prescribed items mentioned in the cooked foods / foods Schedule, after due service of show cause notice upon the tenderer and giving him/her an opportunity of being heard.
- ✓ The Agreement/Contract may also be terminated at 30 days' notice.

N. Documents: - Bidders shall submit their Valid Trade License, The Food Safety and Standards Authority of India (FSSAI) License, GST Registration Certificates, PAN No. and P. Tax and all other documents required by the Tender Inviting Authority.

O. Others: -

- ✓ The bid price must be final price inclusive of all taxes (with GST), transportation charges & other charges.
- ✓ If, after the finalization of tenders and selection of the successful tenderer, the tenderer withdraws his offer or fails to deposit the Security money, and/or fails to enter into an agreement in writing, or fails to supply the food items in the accepted rates and strictly as per specification, the firm will be blacklisted with the forfeiture of Earnest Money Deposit or any other penalty as imposed by the authority, and initiate action for fresh selection of the next lowest bidder amongst the offers already received, who may be willing to supply food.
- ✓ In the event the selected bidder(s) are unable to do the work satisfactorily, the IGP, SVSPA, WB, may without notice to the firm(s) get the work done by/from elsewhere. Any loss incurred by reason that the schedule price or any other loss or expenses incurred by reason of such default on the part of the supplier (s) may be deducted from the bills or any money payable to the supplier(s) or from the Earnest Money Deposit of the concerned supplier(s).
- ✓ The quantity of food items noted in the Annexure-"A" may reasonably increase or decrease as per requirement.
- ✓ The IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore does neither bind himself to accept the lowest rates of any tender nor to assign any reason thereto for non-acceptance of the tender. He also reserves the right to divide the contract amongst any number of the tenderers'.
- ✓ The Cooked Foods / Foods to be supplied must conform to the specifications indicated in the Annexure-"A".
- ✓ Offers received in response to the Tender shall be dealt with as per rules 47 & 47A of the West Bengal Financial Rules Volume-1, as amended from time to time.
- ✓ The contract placed on a contractor shall not be assigned wholly or partly to any other person i.e, sub-contract will not be allowed.
- ✓ Any changes in the terms and conditions under the direction of the Govt. and/or of the Hon'ble High Court or any other competent Court will be taken into consideration, if officially communicated to the undersigned.
- ✓ All terms & conditions laid down herein above shall have to be accepted by the tenderers. No representation will be entertained for modification of such terms and conditions outlined herein.

P. Payment: -

- ✓ Payment shall be made after executing the order satisfactory in all respect.
- ✓ The payment of bills shall be withheld, in case of violation of any tender terms & conditions.

Date & Time Schedule:

Sl. No.	Particulars	Date	Time
1	Date of Uploading of NIT Documents	25/02/2025	16:00
2	Documents Download Start Date (Online)	25/02/2025	16:00
3	Documents Download End Date (Online)	17/03/2025	15:00
4	Pre-Bid Meeting (Offline)	03/03/2025	12:00
5	Bid Submission Start Date (Online)	03/03/2025	16:00
6	Bid Submission Closing Date (Online)	17/03/2025	15:00
7	Last Date of Submission of Earnest Money Deposit (Online)	17/03/2025	15:00
8	Bid Opening Date (Online)	19/03/2025	15:00

Bid Opening Location: Office of the IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore, Mangal Pandey Uddyan, North 24 Parganas, PIN - 700 120.

Sd/-

Inspector General of Police,
Swami Vivekananda State Police Academy
Barrackpore, West Bengal

Instructions to Bidders

General guidance for E-Tendering: The following are the instructions / guidelines for electronic submission of the tenders for assisting the contractors to participate in E-Tendering:

- I. **Registration of Contractor:** Any manufacturer/contractor/distributor/supplier willing to take part in the process of E-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging on to <https://wbenders.gov.in>.
- II. **Digital Signature Certificated (DSC):** Each manufacturer/contractor/distributor/supplier is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above. DSC is given as a USB e-Token. The manufacturer/contractor/distributor/supplier can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- III. **Submission of Tenders:** Tenders are to be submitted through online to the website stated in Clause-I in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).
- IV. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders):
 - A) **Statutory Cover** Containing the following documents –
 - a) NIT (Online)
 - b) EMD (Online)
 - B) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	✓ Relevant Trade License ✓ FSSAI Relevant Certificate/ License ✓ GST Registration Certificate ✓ PAN (Organisation or Individual) ✓ P.Tax (Challan) ✓ Latest IT Receipt ✓ A Statement whether the firm was blacklisted earlier.
B.	Company Detail(s)	Company Detail	✓ Proprietorship Firm (Trade License) ✓ Partnership Firm (Partnership Deed, Trade License) ✓ Ltd. Company (Incorporation Certificate, Trade License) ✓ Society (Society Registration Copy, Trade License) ✓ Power of Attorney.
C.	Credential	Credential – 1	✓ As noted in the NIT
D.	Balance Sheet	Latest Balance Sheet 1 Year	✓ Audited
E.	Annexures	Annexures “A, I & II”	✓ Annexure-“I & II” filled in.

V. **Financial Proposal:**

- BOQ: The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the website.
- If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- Opening & Evaluation of Tender:
Opening of Bid Proposal: A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
- Intending tenderers may remain present if they so desire.
- Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- Summary list of technically qualified tenderers will be uploaded online.
- Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible tenderers and the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- During evaluation the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- **Rejection of Bid:** The IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore reserves the right to reject any / or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding. The IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore does not bind himself to accept the lowest rate.

Sd/-

Inspector General of Police,
Swami Vivekananda State Police Academy
Barrackpore, West Bengal