



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
DEBEN MAHATA GOVERNMENT MEDICAL COLLEGE & HOSPITAL  
Vill.:Hatuaara, P.O.:Vivekananda Nagar, P.S.:Purulia Muffasil.PIN: 723 147  
[dmgmch.edu.in](http://dmgmch.edu.in); [prinpuruliagmch@gmail.com](mailto:prinpuruliagmch@gmail.com)

Memo No: DMGMCH/PRL/

Date: March , 2025

**Notice Inviting Expression of Interest (EOI) (3<sup>rd</sup> Call) for Tea Stall at Deben Mahata Government Medical College, Hatuara Campus**

Principal, Deben Mahata Government Medical College & Hospital, Purulia invites Bids through EOI in Two Bids System (Technical & Financial Bid) for "Tea Stall" at Deben Mahata Govt Medical College, Purulia for Doctors, Residential, Staff & Students in the Hatuara Campus of Deben Mahata Government Medical College and Hospital, Purulia.

**General Instructions:**

For Details and Downloading the EOI, interested Intending Bidders may please visit and download the EOI Documents free of Cost from the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) (Organization - Health & Family Welfare Department) & [www.dmgmch.edu](http://www.dmgmch.edu) (Organization- Deben Mahata Government Medical College & Hospital, Purulia) For any further assistance, please visit O/O the Principal, Deben Mahata Government Medical College & Hospital, Purulia.

**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.

**2. Time & Schedules for the EOI:**

**IMPORTANT DATES:**

Sl. No.	Particulars	Date & Time
1.	Date of publishing of EOI	12/03/2025
2.	EOI Document download start date	13/03/2025
3.	Pre-bid meeting to be held at office of EOI Inviting Authority	21/03/2025 at 12:30 pm in the Office Chamber of the Principal
4.	Bid submission start date	22/03/2025
5.	Bid Submission end date	02/04/2025 till 4:00 p.m.
6.	Date of opening of EOI (Technical & Financial Proposal) In presence of the interested bidders / authorised representatives	03/04/2025 at 12:30 pm in the Office Chamber of the Principal
7.	Date of publishing of name of selected vendor	Will be intimated later on

**3. Eligibility for Quoting:**

**SUBMISSION OF EOIS:**

The EOI is to be submitted in two bid system. Envelope -1 + Envelope -2= Envelope -3 ( Super scribed Memo no., date and subject of the EOI.) and submitted in the drop box kept in the Office of the Principal, Deben Mahata Government Medical College & Hospital, Purulia (Hatuara Campus) within 28/01/2025 till 4:00 p.m.

**Technical Proposal:**

a) **'BID A': Technical Documents (Envelope - 1)**

Statutory Cover, containing the following documents:

<b>A</b>	EMD: Rs.2,000/- (Two 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 Pay Order / Draft in favour of "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C NO: 0742050011875, IFSC Code- PUNB0074220"
<b>B</b>	Checklist in the prescribed format (Annexure -1)
<b>C</b>	Application in the prescribed format (Annexure -2)

**OTHER - STATUTORY CONTAINING THE FOLLOWING DOCUMENTS:**

(Enclose certified Photocopies)

Company Specific Technical Documents:

SL.NO.	Category	CATEGORY Description
A	Certificates	PAN CARD of the Bidder / Authorized Signatory (Digital Signatory Holder) (PAN & Aadhaar should be linked) FSSAI LICENSE / Food Safety License from competent authority
B	COMPANY DETAILS	Trade License GST Registration certificate Professional Tax Registration Certificate Trade License in similar Trade
C	CREDENTIAL	The bidder should have at least 1 (one) year of experience in satisfactorily running a tea stall/cafe/catering services /food supply services in a Government/Government undertaking /Private /Public Organizations /Institutes of repute(Preferably in running similar stall for Doctors, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution of repute)
D	FINANCIAL INFO	Income Tax Returns submitted for the last 3 financial Years GST Returns of the last Quarter

**Financial Proposal:**

b) **'BID B': Financial Cover: (Envelope -2)**

The folder as "Financial Bid" shall contain: Rate per cup of Tea (60 ml) & Coffee (60 ml) together (Annexure 3 - BOQ).

**Selection Criteria:**

**Technical:** As mentioned above.

**Financial:** The technically qualified vendor / agency who will bid the lowest amount for Tea (60 ml) & Coffee (60 ml) together below the ceiling price will be selected [as in Annexure - 3 (BOQ)].



## **TERMS AND CONDITIONS OF THE EOI:**

### **1) Minimum Eligibility Criteria:**

a. Only those firms / agencies (having Trade License of such type of Business) & who have experience of serving satisfactorily in such type of job for at least one (1) year (The bidder should have at least 1 (one) year of experience of running a tea stall/cafe/catering services /food supply services in a Government/Government undertaking /Private /Public Organizations Government Educational Institution of repute/ Pvt. Educational Institution of repute).

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

**2) Bidder will be required to deposit Rs. 2,000 (Rs. Two thousand only as EMD) (Earnest Money Deposit) as stated.**

a) **The successful bidder (s) will have to deposit security Money Rs. 10000/- (Rupees Ten Thousand only) in the form of Pay Order / Bank Draft in favour of "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C. NO - 0742050011875 , IFSC Code- PUNB0074220".**

The Earnest money will be forfeited if the bidder(s) fails to deposit the security Money Deposit within 7 (Seven days) of acceptance of the Offer Letter.

b) The unsuccessful Bidder (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 bidder(s) on receipt of written request.

c) The Earnest money will be forfeited if the bidder (s) withdraw(s) the EOI after opening of bids.

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

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

**4) The selected bidder will have to pay the user charges @ Rs. 3,000 /- (Rupees Three Thousand only) per month which may be revised at the discretion of the authority at defined frequencies for Tea Stall.**

**5) The selected bidder will have to pay a) Rent b) electricity bill as decided by the competent Government Authority from time to time.**

**All the monthly payable charges (rent, user charges & electricity bill) will have to paid by the selected bidders within 10<sup>th</sup> day of every month by cheque / draft in favour of "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C. NO. - 0742050011875, IFSC Code- PUNB0074220".**

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

7) The Maintenance and general cleaning of the tea stall and its premises is the sole responsibility of the agency concerned, and the college authority will review and monitor the cleanliness on regular basis.

**8) However, if the maintenance of cleanliness is found to be unsatisfactory, Rs. 5000/- (Five Thousand only) per month will be imposed for maintenance of the premises of said services to the agency. The sum is to be deposited to the "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C. NO- 0742050011875, IFSC Code- PUNB0074220".**

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 one year at the discretion of the college authority, but not more than three years with the existing terms and conditions.

10) The EOI is valid for Tea Stall Services under the control of Principal, Deben Mahata Government Medical College & Hospital, Purulia.

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

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

- 13) All terms and conditions as mentioned above will have to be accepted by the Bidder/EOler (s).
- 14) Timelines for submission of EOI along with other deadlines has as mentioned in the document.
- 15) EOI should be addressed to the **Principal**, Deben Mahata Government Medical College & Hospital, Purulia. Bidders may download EOI enquiry documents from the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & [www.dmgmch.edu.in](http://www.dmgmch.edu.in).
- 16) Any subsequent notice regarding this EOI shall be uploaded in the above two websites only.
- 17) Financial Bids are attached herewith (BOQ): Annexure - 3
- 18) **The authority reserves the right to accept or reject any EOI in part or in full or even cancel the entire EOI process at any time prior to the award of contract without assigning any reasons thereof.**

**Other Terms & Conditions for FOOD SUPPLY**

- 1) The utensils & other furniture should be in good condition.
- 2) The Food should be hygienic & fresh as per specifications.
- 3) Quality should be maintained otherwise supplier will be rejected.
- 4) In case of refusal of supply and poor quality of food, mis-behaviour of supplier, etc. The contract will be terminated.
- 8) All packaged items should be sold on MRP (Maximum Retail Price) & in no way more than that.

  
Principal

Deben Mahata Government Medical College & Hospital  
Purulia


Date: March 11, 2025

Memo No: DMGMCH/PRL/ 277/1 (16)

Copy forwarded for information & necessary action to:

1. The Sabhadhipati, Purulia Zilla Parishad, Purulia
2. The Director of Medical Education & ex-officio Secy, Department of H & F.W. Swasthya Bhawan, Kol-91
3. The District Magistrate, Purulia
4. The MSVP, DMGMCH, Purulia
5. The Nodal Officer H & FW Dept. & Deputy Secretary, Department of H & FW, Swasthya Bhawan, Kol-91  
With request to communicate to I&CA Dept. GOWB, for publication in 3 daily newspapers (One English, One Hindi & One Bengali)
6. The CMOH, Purulia
7. The District Information & Cultural Officer, Purulia with request for publishing in district website
8. The Officer in charge - NIC, Purulia with request to upload in NIC web portal
9. The Additional Medical Superintendent, DMGMCH, Purulia
10. The Accounts Officer, DMGMCH, Purulia
11. The all concerned members of the Purchase & EOI Committee, DMGMCH, Purulia
12. The IT Cell, Dept. of Health & Family Welfare, Swasthya Bhaban, Kol- 91 with request to upload in the official website of the department ([www.wbhealth.gov.in](http://www.wbhealth.gov.in))
13. The DSM & IT Manager, Purulia District for uploading in district health website
14. DMGMCH, Purulia Website
15. Notice Board, DMGMCH, Purulia
16. Office Copy/ Guard File

Principal  
Deben Mahata Government Medical College & Hospital  
Purulia

  
Principal  
Debenmahata Govt Medical College & Hospital  
Hatuara, Purulia  
11/03/25



**Annexure-1**

**APPLICATION FORMAT**

**(To be furnished in the vendor's official pad with full address and contact no, etc. otherwise it will be treated as cancelled)**

To  
Principal  
Deben Mahata Government Medical College & Hospital  
Purulia

**Sub: Expression Of Interest (EOI) (3<sup>rd</sup> Call) For Tea Stall At Deben Mahata Government Medical College, Hatuara Campus**

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 4 (to be provided by the participating bidder in their official letter head).
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 for the following TEA STALL with manufacturing capacity and assured supply to the Principal, Deben Mahata Government Medical College & Hospital, Purulia.
4. In the event of being selected, will make the supply within the stipulated period the condition which is beyond our control.
5. 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 (Authorised person)  
with Seal**

Contact:  
Telephone:  
Mobile:  
Email:

**Annexure - 2  
CHECKLIST**

(All points are to be filled up and no places are to be kept vacant. For statutory clearances / registration not applicable to be mentioned as NOT APPLICABLE instead of keeping blank.)

1.	Name of the work	Notice Inviting Expression Of Interest (EOI) for Tea Stall Services at Deben Mahata Government Medical College, Hatuara Campus.	
2.	EOI Notice No.		
3.	Name of the institution EOled for.		
4.	DD No. for Earnest Money with Date.		
5.	Are you exempted from EMD (Y / N)		
6.	FSSAI and/or food license	Yes	No
7.	Name of the bidder in block letters		
8.	Full address		
9.	Legal entity of the bidder whether Firm / Society / Company / other entity		
10.	Registration No Authority with whom registered		
11.	License No.....		
12.	Name & address of the banker of the bidders.		
13.	a) PAN No / TAX No		
14.	GST Registration No		
15.	1 (one) year of experience in satisfactorily running a tea stall/cafe/catering/food supply experience in a Government/Government undertaking /Private /Public Organizations /Institutes of repute (Preferably in running similar stall for Doctors, Residential, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution of repute)	Yes	No
16.	Black Listed by any Government Authority / Govt undertaking at any time, if yes, provide details	Yes	No
17.	Has the firm or principal has any case pending in any court or any vigilance matter	Yes	No
18.	Any litigation against the Firm Or its proprietors or its principals? If yes, provide details	Yes	No
19.	Any other relevant information		

I have gone through the eligibility criteria for participating in the EOI 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 of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

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

**Annexure-3  
BOQ Format**

**Ceiling Rate: Total: Rs. 20/- for one cup of Tea (60 ml) & Coffee (60 ml) together**

**(To be furnished in the vendor's official pad with full address and contact no. etc. otherwise it will be treated as cancelled)**

To  
Principal  
Deben Mahata Government Medical College & Hospital  
Purulia

**Sub: Financial bid in response to Expression of Interest (EOI) (3<sup>rd</sup> Call) for Tea Stall Services at Deben Mahata Government Medical College, Hatuara Campus**

Ref: EOI notice no. ....

<b>Name of Items</b>	<b>Quoted Rate (in INR)</b>
Total quoted rate for one cup of Tea (60 ml) & Coffee (60 ml) together	
Packed items will be charged on MRP & in no way more than MRP	

The undersigned (Owner/Proprietor/ Director/Authorized Signatory) do hereby state & declare that:

1. I accept & declare to abide by all the terms & conditions as mentioned in the EOI notice for Tea Stall Services at Deben Mahata Government Medical College, Hatuara Campus
2. I abide to pay all the charges (rent & electricity & offered user charges) by the 10<sup>th</sup> of every month.
3. I understand the penal provisions if I fail to comply to any of above terms or conditions as mentioned in the EOI document and I will be liable for the same.

Date:

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

Contact:  
Telephone:  
Mobile:  
Email:



## SPECIAL TERMS AND CONDITIONS FOR TEA STALL SERVICE ON CONTRACT

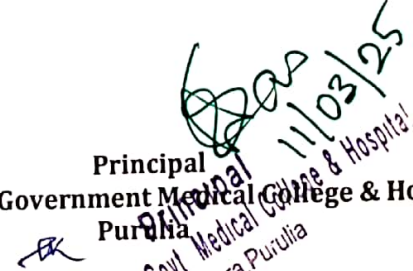
1. Tea Stall services at Deben Mahata Government Medical College & Hospital, Purulia for Doctors, Residents, Staff & Students at College Campus in Hatuara is purely on contractual basis. The bidder should have at least 1(one) year of experience in running a tea stall/cafe/catering/food supply experience of serving in a Government Medical College/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution and repute. Suitable documentary evidence to be supported along with the Expression of Interest application.
2. Tea Stall shall be meant for serving tea, coffee, snacks etc. and such other items and at such prices, as may be settled between the contractor and the Medical College authority.
3. The services of the tea stall will be at the disposal of the Doctors, Residents, Staff and Students in this Medical College and bona fide visitors.
4. The tea stall will run on all days excluding Sundays & Holidays and shall remain open during such hours as may be decided by the authority.
5. The contractor selected for tea stall services will be required to maintain highest level of cleanliness standard of hygiene with regard to the persons under his employment and utensils for serving the food.
6. Furniture (Dining Tables & chairs) will be provided by the authority single time only. Maintenance of furniture will be done by the selected vendors. All utensils to be used in tea stall shall be provided by the vendor.
7. The canteen managing committee will pay regular visit to the tea stall premise to supervise and check the quality & quantity of the food items served in the tea stall.
8. The personnel appointed by the vendor must have proper and clean uniform and I.D. cards for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
9. The quality of the raw materials to be used for preparation of tea/coffee should be of highest standard and fresh.
10. The vendor should keep the tea stall complex clean. If at any point of time the tea stall & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
11. The vendor shall bear all the expenses for running the tea stall and the authority shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused its workmen during discharging their duty.
12. The vendor shall not be entitled to use the accommodation allotted by the authority for any other purpose or business other than tea stall service.
13. The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
14. The persons with preparation and distribution of the tea, coffee or other food items for the said services will be required to undergo periodical medical check-ups to rule out the possibilities of communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he/she is fully recovered.
15. The list of personnel deployed for the services have to be intimated to the authority from time to time with the valid ID documents like Aadhar card/Voter card/PAN card.
16. There shall be no compromise on the quality of tea, coffee or other food items supplied by the vendor and if any such incidence or Taste adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
17. The agency will be responsible for complying with payment of minimum wages (State Government) and Other Social Security benefits including prescribed number of leave/ holidays and prescribed hours of works Schedule as per Labour Laws in force from time to time to its employees deployed in the tea stall all related to Social Security( P.F., etc in case the contractor engages manpower more than the specified number), wherever applicable, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule / provision.
18. The contractor will be responsible for such conduct of the persons engaged by him in the tea stall, which will be conducive for maintaining the harmonious atmosphere in the hospital and will be responsible for any act of commission & omission of such persons.
19. Raw materials, cooking medium, fruits, biscuits, and other eatables should be as desired.



20. The contract, awarded, will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and a failure on this aspect, the authority deserves the right to terminate the contract. The period of one year can be extended for a further period of one year at the discretion of the Medical College authority, but not more than three years with the existing terms and conditions.
21. This Institution Campus is a "NO SMOKING ZONE" hence sale and use of tobacco is prohibited.
22. The tea stall in the Medical College premises should abide by the rules and regulation of Fire Safety norms.
23. Serving the items must be hygienic Maintaining proper cleanliness of the Utensils should get top priority. At the time of serving the food, one should use hand gloves and apron.
24. The selection of vendor will be taken upon as per EOI specifications.
25. The qualified vendors should maintain cleanliness and beautification of the specified tea stall area.
26. No sound system will be allowed inside the tea stall.
27. Proper display of rate chart should mandatorily be made at reception or cash counter area.
28. The services of the tea stall will be at the disposal of the staff of this Medical College including Doctors, Residents, Staff and MBBS Students bona fide visitors.
29. Vendor is not allowed to qualify Technical Bid if he/she/agency is committed any defalcations on running tea stall within preceding one year from the publication of the said EOI.
30. For any addition in the provided menu and its corresponding rate, prior approval is to be taken from the concerned authority on case to case basis.
31. All staff working in the tea stall should be appropriately vaccinated at defined frequencies as per prevalent guidelines.

**Penalty clauses:**

1. The selected vendor will be penalized for default in payment of rent & other charges at the rate of 10% (inclusive of user charges & electricity charges) for every week of default.
2. Maximum grace period of three months will be given for clearance of dues with penal charges as mentioned.
3. In case of failure to clear pending dues within three months, the contract will be terminated forthwith & the next eligible vendor will be offered the contract (H2).
4. If the H2 Vendor is not interested at that period of time, the process will continue till the list of eligible vendors is exhausted, thereafter fresh EOI will be invited.

  
Principal  
Deben Mahata Government Medical College & Hospital  
Purulia  
Debenmahata Govt Medical College & Hospital  
Hatua, Purulia