



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID,

New Town, Kolkata - 700 156

**NOTICE INVITING ITEM RATE E-TENDER
FOR
ENGAGEMENT OF SELF HELP GROUP FOR OPERATION, MAINTENANCE AND
MANAGEMENT
OF MAA AAHAR CANTEENS OF NKDA**

New Town Kolkata Development Authority,
Plot No. DG/13, Premises No. 04-3333 Action Area 1-D, New Town, Kolkata - 700156
Email: ceo@nkda.in

Notice Inviting e-Tender No.: 01/WBNKDA/EM SEC/2026-27

Administrative Officer, New Town Kolkata Development Authority invites e-tender for engagement of Self Help Groups having experiences of similar nature of works for Operation, Maintenance and Management of Maa Aahar Canteens of NKDA at different locations.

- 1) For e-filing, intending bidder may download the tender documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate.
- 2) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://etender.wb.nic.in> as well as hard copies of Technical Bid are to be submitted to the office of New Town Kolkata Development Authority, as stated in DATE AND TIME schedule.
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be as per time schedule as stated.
- 4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL DOCUMENTS of the tenderer are found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' shall be final and absolute in this respect. The list of qualified bidders will be displayed in the website.
- 5) Bid shall have to remain valid for a period of 180 (one hundred eighty) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money deposited will be forfeited forthwith without any notice and assigning any reason thereof and will be debarred in participation in the next tender on this.
- 6) Payment Procedure for EMD: Online.
- 7) Payment of EMD

The Earnest Money Deposit (EMD) is Rs. 50,000/- (Rs. Fifty thousand) only.
The EMD shall have to be paid online and without any relaxation.

- (a) The bidder desirous to take part in the tender need to log in to the e-Procurement portal of the Government of West Bengal <https://wbtennders.gov.in> using its Login Id and Password.
 - (b) The bidder will select the tender to bid and initiate the payment of EMD for the tender by selecting from either of the following payment modes:
 - i. Net Banking in case of payment through bank payment gateway;
 - ii. RTGS/NEFT in case of offline payment through bank account in any bank.
- 8). A. Payment Method
- a) Payment by Net Banking (from any listed bank) through Payment Gateway

- On selection of Net Banking as payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage where he will select the bank through which he wants to do the transaction.
- Bidder will make the payment after entering his unique ID and Password of the bank to process the transaction.
- Bidder will receive a confirmation message regarding success/ failure of the transaction.
- If the transaction fails, the bidder can again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

- On selection of RTGS/ NEFT as payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/ NEFT transaction.
- The bidder will print the challan and use the challan and use the pre-filled information to make the RTGS/ NEFT payment using his Bank Account.
- Once the payment is made, the bidder will have to come back to the e-Procurement portal after expiry of a reasonable time to enable the RTGS/ NEFT process to complete in order to verify the payment made and continue the bidding process.
- If the payment is successful the bidder will need to go to the e-Procurement portal submission of the bid response documents.
- If the payment verification is unsuccessful, the amount will be returned to the bidder's account.

8).B. Refund/ Settlement Process:

- Once the evaluation of the tender is done, the EMD amount of the unsuccessful bidder will be returned through an automated process to the respective bank accounts from which they have made the payment transaction.
- After the financial evaluation the EMD of the bidders other than L1 and L2 bidder will be refunded through the process mentioned above.
- After the Award of Contract issued to the L1 bidder, the EMD amount of the L2 bidder will be refunded through the process mentioned above.

8).C. Security Deposit:

- The EMD of the successful bidder(s) will be automatically converted to Security Deposit/ a part of security deposit. The successful bidder/s will require to submit the remaining part of the security deposit (if any) by way of Bank Guarantee.

ADDENDUM / CORRIGENDUM / CLARIFICATION / MODIFICATION

Before the deadline for submission of Tenders, the Tender Document may be modified by the NKDA by issue of Addenda / Corrigenda which will be available in <http://etender.wb.nic.in> and shall be a part of the tender document.

Any modification of the Tender Documents which may become necessary shall be made exclusively through the issue of Addendum/ Corrigendum/Clarification / Modification and will form a part of the tender document and must be submitted with authorized signature along with seal both in the form of soft copy and hard copy.

A) General conditions of the contract:

- (a) The SHG to be eligible for the tender/engagement must have an office or establishment in Kolkata in case the agency is having its headquarters located outside Kolkata.
- (b) NKDA reserves the right to accept or reject any or all the tenders received without assigning any reason thereof.
- (c) Conditional tenders will not be accepted and shall be liable to be rejected outright.
- (d) If any of the conditions of the tender is not fulfilled, such tender / tenders shall be summarily rejected and objections raised in this regard will not be entertained.
- (e) The bids received without prescribed performance certificate shall be rejected.
- (f) Validity of the Contract : The period of contract shall be for a period of 2(two) years from the dated of issue of Work Order.
- (g) The quoted rate should be per meal which includes supply of plates, man power and transportation cost for delivery of the meal to the beneficiaries at designation NKDA's Maa Aahar Canteens in New Town.
- (h) The rate should be mentioned in figures as well as words.
- (i) TDS and any other statutory Government levies applicable shall be deducted from the bill amount as per rules and instruction issued from time to time, if applicable.
- (j) The Tender Inviting Authority reserves the right to deny or accept or reject any or all the bids and even to annul the tendering process at any point of time without prejudice to further action and without assigning reason thereof.
- (k) The undersigned reserves the right to terminate the contract at any point of time giving upon 10 (ten) days prior notice in writing without compensating the bidder in case of any breach of tender clause.
- (l) The SHG selected shall provide standard photo identity cards in at their own cost to the employee. The details of the employee/s with photograph and contact details are to be provided to the concerned Section of NKDA.
- (m) The price quoted by the agency and accepted shall be firm and fixed during the entire period of the contract and shall not be subject to any variation or escalation whatsoever on any account until or unless the matter has been reconsidered and specific approval of the competent authority of the NKDA has been obtained.
- (n) No worker below the age of 18 (Eighteen) years and above the age of 60(Sixty) years shall be engaged in any above-mentioned job. All workers must be Indian in nationality and must read, write and speak Bengali language.
- (o) The Chief Executive Officer, NKDA will form an evaluation committee for evaluation of the technical bids and financial bids Opinion of the Tender Committee may be sought as usual at appropriate stages if the minimum criteria are found fulfilled and required documents are submitted during scrutiny, before finalizing of the selection.
- (p) All workers of the selected SHG will have to perform duty as per rules and regulations of NKDA.
- (q) No arbitration clause is there in this tender except for first appeal by any tenderer to the Administrative Officer, NKDA and the second to the Chief Executive Officer, New Town Kolkata Development Authority whose decision shall be final and binding. In case of any dispute the same may be referred to courts having jurisdiction over Kolkata and not outside.
- (r) The prospective SHG shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without the prior written consent of the NKDA and a declaration about the same must be documented along with all necessities both in soft and hardcopy.

(s) The SHG shall not have a conflict of interest that may affect Selection Process (the "Conflict of Interest"). Any bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, NKDA will forfeit and appropriate the Bid Security as mutually agreed genuine pre estimated compensation and damages payable to NKDA for, inter alia, the time, cost and effort of NKDA including consideration of such bidder's Proposal without prejudice, to any other right or remedy that may be available to NKDA hereunder or otherwise.

(t) The SHG shall maintain all the statutory registers under the Law. The Agency shall produce the same, on demand, to the concerned authority of the NKDA or any other authority under Law.

NKDA reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at any subsequent stage.

Last Date of receipt of tenders and such other points are given on the Date and time schedule.

(u) The SHG shall comply with acts, laws or other statutory rules, regulation by laws applicable or which might become applicable to the NKDA pertaining to the Contract Labour & Abolition Act, 1970.

SCOPE OF WORK:

Supply of cooked food (full meal) consisting of Rice, Dal, One Sabji (Seasonal Vegetables), fish (for at least twice in a week) and Egg (twice in a week) Curry and improved egg/sabji meals for the other days may be provided to the beneficiaries initially for 375 people in the designated locations which may be increased or decreased. Rice grain will be supplied by the Authority.

Rice plate (other than thermocol) is to be supplied by the agency.

Distribute cooked food (hygienic) from 1:00 PM to 3:00 PM to the beneficiary on collection of coupons which has been given in the morning on the same day.

BID EVALUATION PROCESS:

1. Opening of Technical Proposal:

Technical proposals will be opened by the Administrative Officer Section, NKDA, and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

2. Intending tenderers may remain present if they so desire.

3. Cover (folder) for NIT Documents will be opened first. If there is any deficiency in the NIT Documents during scrutiny the tender will be summarily rejected.

4. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee for consideration and marking as per the enclosed marking system.

5. During evaluation the committee may summon one/ some/ all of 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.

6. Pursuant to scrutiny of documents and marking as per the marking sheets for technical proposal the decision of the Tender Evaluation Committee the summary list of eligible tenderers will be uploaded in the web portal.

2. Financial Proposal

1. The financial proposal should contain the documents in one cover (folder) i.e. Bill of Quantities (BOQ) which is to be mentioned in both figures and words for supply each meal, as specified, to the beneficiaries at the designated NKDA's Maa Aahar Canteens.
2. Only downloaded copies of the BOQ are to be uploaded virus scanned and digitally signed by the contractor.
3. Penalty for suppression / distortion off acts:
If any tenderer fails to produce the original hard copies of the documents already submitted on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies even at a later stage, the same may be treated as submission of false documents by the tenderer and the case may be referred to the appropriate authority for prosecution as per relevant legal provisions.

ELIGIBILITY CONDITIONS:

1. The SHG shall have an experience for supply of food to the State Government /Central Government, Autonomous or Statutory body under State/Central Government establishments.
 2. The bidder should have valid Trade License
 3. Xerox copy of valid GST Registration Certificate
 4. PAN/TAN No.
 5. Valid FASSAI License issued by the competent authority.
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- (1) The Credential Certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Statutory/Autonomous bodies constituted under the Central/State statute, on the executed value of completed/running work will be taken as credential. Tenderer must accept the above terms and conditions and in token thereof sign with office stamps at the bottom of all the pages of their respective tender documents including corrigenda/ addenda, if any.
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- (6) Bidder have not been blacklisted or debarred in last 5(five) years.

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the agencies to participate in e-Tendering.

a. Registration of Agency (SHG):

Any agency willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in>, the agency is to click on the link for e-Tendering site as given on the web portal.

b. Digital Signature certificate (DSC):

Each SHG is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. After the receipt of the digital signature, if the vendor feels for any assistance, they can contact IT Department of NKDA for assistance.

c. The SHG can search and download N.I.T. and Tender Document(s) electronically. From computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Submission of Tenders:

Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover/ Technical Cover containing the following documents:

i. Pre-qualification Document

Tender Form and N.I.T. (download properly and upload the same Digitally Signed as well as self attestation). The rate will be quoted in the B.O.Q. Only Quoted rate will be encrypted in the

B.O.Q. under Financial Bid. In case of quoting any rate in Tender Form, the tender is liable to be summarily rejected.

- ii. Annexure-I : Follow the annexure I (download properly and upload the same Digitally Signed and also fill the form).
- iii. BOQ Details: Rate may be quoted for single meal.

(b) Non Statutory Cover/ Other important documents:

- ☐ Credential (As detailed in Clause "Eligibility Condition")
- ☐ PAN, G.S.T Registration certificate, Professional Tax Payment (2024- 2025) Certificate ,enrolment& e-challan
- ☐ Valid Trade Licence /Certificate of Enlistment with nature of trade for last 5 (five) years
- ☐ Audited P/L & B/S 2022-2023, 2023- 2024 and 2024-2025.
- ☐ Declaration through affidavit as stated in annexure-II.
- ☐ ITR of Assessment Year 2022-2023, 2023- 2024 and 2024-2025 along-with Form.

Annexure I

New Town Kolkata Development Authority

APPLICATION FORMAT FOR ENGAGEMENT of Self Help Groups having experiences of similar nature of works for Operation, Maintenance and Management of Maa Aahar Canteens of NKDA at different locations.

TO BE SUBMITTED

All information should be given in full in the following format :

1. Name of the SHG :
2. Full Postal Address :
3. i) Telephone No and Fax No(Office) : (Residence) :
ii) Mobile No, if any, with names of the office bearers and designations : iii) Email address :
iv) Website ,if any :
4. Mention the type of the SHG :
5. Details of SHG office bearer :
6. Registration No. of the SHG : :
7. G.S.T identification no .& date :
8. Trade license from the competent authority of the place where its main / head/ regd office is situated
9. Any other documents :
(not covered above)
10. Whether the agency has an all India base, if so, all details thereof including address of all offices and a list of client etc :
11. Please indicate, if any court case, arbitration, Proceedings, etc is/are pending or awards/verdicts given against the agency, if so, details thereof and the outcome, etc :

12. A complete list of penalties/deductions/blacklisting imposed on the organization or in which one or more of the proprietors/directors/managers / office bearers of the organization are/were connected with criminal proceedings, investigations, etc (If nil ,write NIL) :

13. Income Tax PAN (attach photocopy of Card) :

14. Name(s) and address (es)of the banker(s) of the SHG:

15. Annual financial turnover of the agency of the last three financial years ending 31st March, 2025 (Enclose the CA/CA Firm's Certificate):

16. Other relevant information, if any:

I/We declare that the above statements are true. I/We also declare that the decision taken by NKDA regarding selection and/or short listing of Agencies for the above work shall be final and binding on me/us.

Signature of the SHG with seal)

Annexure II
Declaration

I /We..... do on behalf of our organization hereby declare that the information given at pre-pages are true to the best belief and knowledge of myself/ourselves.

I/We hereby agree to be bound by the rules and regulations in regard to tenders in vogue in the NKDA.

I/We will make all efforts to ensure that the staff does not have any criminal antecedent /activities and if they are detected to have any at any point of time, the same will be brought in writing under proper receipt to the notice of the concerned Controlling Officers and concerned AO forthwith for information/decision.

Liabilities for Lapse of any activity/service rendered shall rest exclusively with our organization and the NKDA and its employees shall be free from any consequential liabilities, civil or criminal.

I /we am/are empowered/duly authorized to sign this declaration for and on behalf of my/our firm/ company.

Signed this at(Place)on the
.....day of.....(Month)of (Year).

.....
Signature(s) of the Tenderer(s)

? Date and Time Schedule:

1.	Date of uploading of N.I.eT. & other Documents (Online)	14-09-2026
2.	Date for Pre-Bid Meeting	21-09-2026 at 3:00 PM
3.	Documents download start date (Online)	15-09-2026 from 2:00 PM
4.	Documents download end date (Online)	29-09-2026 upto 3:00 PM
5.	Bid submission start date (On line)	15-09-2026 from 2:00 PM
6.	Bid Submission closing (On line)	29-09-2026 upto 3:00 PM
7..	Bid opening date for Technical Proposals (Online)	01-10-2026 at 3:00 PM
8.	Date of uploading list for Technically Qualified Bidder(Online)	To be Notified
10.	Date for opening of Financial Proposal (Online)	To be Notified



Administrative Officer
New Town Kolkata Development Authority

Memo No. 5825/NKDA/EM-I/Maa Aahar/04/2026

Dated : 14-09-2026

Copy forwarded for information to :

1. The Finance Officer, NKDA
2. The Assistant Engineer (System), NKDA – with a request to upload the NleT document in wbtenders.gov.in and also in NKDA Official Website.
3. PA to the Chief Executive Officer, NKDA



Administrative Officer
New Town Kolkata Development Authority