

পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ রাজ্য হজ কমিটি

(সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা দপ্তরের একটি বিধিবদ্ধ সংস্থা)

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Government of West Bengal
WEST BENGAL STATE HAJ COMMITTEE

(A Statutory Body under
Minority Affairs & Madrasah Education Department)
Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat
Kolkata - 700 160
Tel. No.: 033- 2986 0249 / 2290 3617
Toll Free No.:1800 345 7155

TENDER NO: WBSHC/e- NIQ/09/2025

DATED: 18/11/2025

Name of the Items: Supply of Tiffin Packets and packed halal chicken Biryani at Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160 and NSCBI Airport.

Electronic Quotations are invited from financially sound, experienced, resourceful and bona-fide agencies/ firm/Associations of persons / contactor/ Limited Companies for supplying **Supply of Tiffin Packets and packed halal chicken Biryani at Madinat-ul-Hujjaj, II-26/A, New Town, Rajarhat, Kolkata – 700160 and NSCBI Airport** tentatively between April 2026 to May 2026 (Phase-I) and June 2026 to July, 2026 (Phase-II).

The quotation shall be electronically submitted in the website: <https://wbtenders.gov.in>

Important Date		
Sl No.	Particulars	Date & time
1.	Publishing date and time	19.11.2025 at 6:50 PM
2.	Document download start date(online)	19.11.2025 at 6:50 PM
3.	Bid submission start date (Online)	19.11.2025 at 6:50 PM
4.	Pre Bid Meeting	02.12.2025 at 11:00 AM
5.	Bid Submission closing (Online)	16.12.2025 at 10:00 AM
6.	Bid opening date for Technical Proposals (Online)	18.12.2025 at 11:00 AM
7.	Bid opening date for Financial Proposal (Online)	to be informed later

Quality of the supplied item shall be at par with the specification. Items are to be procured to the satisfaction of this Office. Bills for the said items supplied will have to be raised on satisfactory supply and within the given period. No advance payment will be allowed.

1) SCOPE:

Supply of Tiffin Packets and packed halal chicken Biryani at Madinat-ul-Hujjaj, II-26/A, New Town, Rajarhat, Kolkata – 700160 and NCBI Airport tentatively April 2026 to May 2026 (Phase-I) and June 2026 to July, 2026 (Phase-II).

2) Eligible Criteria for Bidders

- a. Valid Trade license.
- b. PAN Card.
- c. GST Registration certificate.
- d. FSSAI Certificate.
- e. Income tax return for last three years.
- f. Audit Report for last three years.
- g. Firm/Company registration certificate.
- h. Annual turnover minimum 20 lakh on last three years
- i. Self-Declaration of non-blacklistment of firm.
- j. Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.

3) Earnest Money:-The Bidders shall be required to deposit Earnest Money of Rs. 100,000.00 (Rupees One Lac only) in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concern bank branch through NEFT of RTGS mode.

MSME Certificate is not accepted as EMD exemption.

4) Terms & Conditions to be followed for the Technical Bid.

- a) Multiple quotations by a single agency will not be entertained.
- b) The items shall have to be supplied in good condition and at punctual time frame.
- c) Quality and other related things shall not be compromised.
- d) Hard copy to be submitted in the Office of Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160
- e) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives 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 web site.
- f) **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
- g) Intending bidder may remain present if they so desire during opening of technical and financial bid.
- h) 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/Non-statutory Documents the tender will summarily be rejected.
- i) Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- j) Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible bidder and the serial number of items for which their proposal will be considered & uploaded in the web portal.

- k) During evaluation the committee may summon the bidder 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.
- l) **Rejection of Bid:** The E-tender committee formed by the West Bengal State Haj Committee reserves the right to reject any / or all the tendered rates without assigning any reason and/ or not to place any orders even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidder, if required so. The said committee does not bind himself to accept the lowest rate.
- m) If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the WBSHC shall, without prejudice to its other remedies under the Contract; WBSHC shall impose a penalty as per Tender Terms & Conditions including forfeiture of EMD and Security Deposit.
- n) All condiments and cooking medium used should be procured in sealed and branded packets/ tins/ containers and conform to Agmark Grade 1.
- o) All food supplied should conform to all the provisions of **The Food Safety and Standards Act, 2006**, as amended from time to time.
- p) The contractor will be responsible for providing all food items mentioned in LIST OF ITEMS.
- q) In case of any food poisoning/contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination.
- r) The food menu will be changed as per requirement of WBSHC on daily basis within same rate.
- s) TDS will be deducted as per financial norms.
- t) No advance payment would be released for such supply. However payment shall be released only after completion of Haj Operation-2026.

5) Guarantee on quality of goods:

- 1) The supplier shall have to guarantee the quality of goods supplied, strictly as per specification of contract/ purchase orders.
- 2) If the material supplied is found not as per contract/purchase order specification, the material shall be liable for rejection. On intimation from the Unit/Unions the contractor shall have to arrange replacement of material as per specification. If the supplier delays/fails to make arrangement to replace the goods. Any extra expenditure incurred on this alternative arrangement shall be debited to the account of supplier under contract.
- 3) If supplier fails to make good this loss, the same shall be recoverable from the pending bills or security deposit.
- 4) The Contractor shall not indulge in supplying the rejected/returned packets. If the contractor is found indulging such practice the Contract shall be liable for cancellation, forfeiture of security deposit and black listing of firm.

6) Specification for Supply Tiffin Packets and Biryani

1. **Normal Tiffin Packet** containing 1 Pc. Fruit-cake 75 gram, 1 Pc. Chicken Patties, 1 Pc. Boiled Egg, 1 Pc. Banana, 1 Pc. Kaju Barfi, 1 Pc. Frooti (100 ml.)
2. **Special Tiffin Packet** containing 1 Pc. Fruitcake 75 gram, 1 Pc. Cocktail Bun, 1 Pc. Boiled Egg, 1 Pc. Banana, 1 Pc. Laddu Haldiram, 1 Pc. Frooti (100 ml.), 2 Pcs. Sonpapdi, 1 Pc. Chicken Patties, 1 Pcs Kaju Barfi
3. **Chicken Biryani** (1 Pcs Alu and 1 Pcs. Chicken of 150 gram, 1 pcs Water bottle 300 ml., carry bag, tissue paper and a spoon)

7) **Packaging & Transport:**

1. The outer box must be marked with Name & address of manufacture/marketed by (if any), Weight (Gross/ Net), ingredient, expiry/ best before Period, month & Year of mfg, storage condition (if any), Nutritional Information, lot/batch/code number, any information required under FSSAI, Weight & Measures Act.
2. Material should not be in unsealed, damaged or wet condition or with any foreign matter present.
3. Carrier vehicle should be free from dust, dirt, any foreign matter as cement, cow dung etc & any objectionable smell.
4. All material in the carrier vehicle should be placed on a clean tarpaulin & also covered properly from top with a tarpaulin.

8) INSTRUCTIONS FOR BIDDERS:

- a. Quotation must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.
- b. Technical bid should contain all the documents like, Quotation documents, Instructions for bidder, Pre-qualifying requirements, General terms & conditions duly filled in & signed by the bidder.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of bidder shall be electronically submitted. Bidder should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.
- d. Price should be mentioned only in the "Part-B, Price Bid Format" after quoting the rates online as specified in the price bid format both in figures as well as in words including taxes in the price bid.
- e. On the date of opening of Quotation, Technical Bid shall be opened first to select the eligible Bidder. Price Bid will be opened on the scheduled date only in respect of those Bidder, whose bids are found technically acceptable.
- f. The West Bengal State Haj Committee reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the West Bengal State Haj Committee shall not entertain any correspondence from bidders in this matter.
- g. The West Bengal State Haj Committee reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest tenderer or any of the other bidder to ascertain the suitability of the acceptable offer.
- h. The contract shall be for Haj Operation - 2026. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason.
- i. The agency selected for engagement shall have to enter into a formal agreement with the West Bengal State Haj Committee
- j. The Bidder or their representative may attend the opening of both the Bids (Part A & B).
- k. **Registration of Contractor:** Any service providers and or their authorized representatives 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://wbtenders.gov.in>.
- l. **Digital Signature Certificated (DSC):** Each service providers and or their authorized representatives 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 web site <https://wbtenders.gov.in>. DSC is given as a USB e-Token.
- m. The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in>. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- n. **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbtenders.gov.in>. 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).

o. Payment of EMD :The Tenderer shall be required to deposit Earnest Money of **Rs. 100,000.00 (Rupees One Lac) only** in Online Mode only (as per Finance Memo No: 3975 F dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.

p. Technical Proposal: The Technical Proposal should contain scanned copies of the following two covers (folders)

a) **Statutory Cover** Containing the following documents –

i. NIT

b) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	GST Registration certificate PAN Valid Trade License FSSAI Certificate IT return for last three Years Audit Report for last three year Annual turnover minimum 1 crore
B.	Company Detail(s)	Company Detail	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE
C.	Balance Sheet	Last Three Years	P/L AND BALANCE SHEET Last Three Years
D.	Credential	Credential – 1	Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.

Sd/-

Executive Officer
West Bengal State Haj Committee

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Annexure-I

Tender ID: _____

Hard copies are to be submitted to the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata – 700160 **before the opening date of the technical bid**, in the sequence noted below.

Sl No	Name of the documents	Yes/No	Page No.
1	EMD / Exemption Order		
2	PAN Card		
3	GST Certificate		
4	FSSAI Certificate		
5	Trade Registration		
6	IT Return last three years		
7	Audit Report last three years		
8	Annual Turnover certify by Chatter Accountant		
9	Non Blacklistment Declaration		
10	Credential with payment statement		

Seal and Signature of Bidder