



Government of West Bengal
Office of the Principal

Krishnagar Government College

Krishnagar, Nadia, PIN - 741101

Tel: 03472 252863 Fax: 03472 252810

Email: kgcollege1846@gmail.com

Website: www.krishnagargovtcollege.ac.in

Tender Memo No: 938

Date: 14/10/2026

Notification Inviting e-Tender (Two Bid) - 2nd Call (Submission of BID strictly through WB e-tender portal only)

The Principal, Krishnagar Government College under the aegis of the Department of Higher Education, Government of West Bengal having its office at Krishnagar, Nadia, Pin Code-741101 is inviting e-tender (two bid)- 2nd Call for **04 Mess Employees** from reputed, registered, and professional Mess Employees supply agencies having at least three years' experience in providing such services related to Mess Employees for the college campus. This tender is invited in concurrence with the approval of the Higher Education Department, Government of West Bengal (198-Edn(CG)/HED-16013(99)/1/2025-CG SEC dated 17-10-2025 of the Higher Education Department, Government of West Bengal). The effective date of commencement will be mentioned in the final work order.

Necessary earnest money to be submitted to the Government only through online mode for participation in the e-Tender process as appended in the table below as per G.O. No 3975-F(Y) dated 28/07/2016 of the Finance Department, Government of West Bengal:

Name of the Item	Earnest Money
Mess Employees; Total No. 04 1. Cook (Semi-Skilled): 01 2. Assistant Cook (Semi-Skilled): 01 3. Kitchen Attendant (Unskilled): 01 4. Helper (Unskilled): 01	Rs. 5,000/- (Rupees Five Thousand only)


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1. GENERAL INSTRUCTIONS

- a) In the event of the tendering process, an intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of a Digital Signature Certificate.
- b) Both Technical bid and Financial Bid are to be submitted concurrently and duly digitally signed on the website <https://wbtenders.gov.in>.
- c) All papers must be submitted in the English language.
- d) The bidder must submit all the proforma enclosed herewith in the Annexure.
- e) The "Checklist for Documents" must be properly filled up; else the quotation/tender of the bidder shall be rejected.
- f) The documents must be properly arranged in the file following the checklist.
- g) Submission of hard-copy of any bid-related document is prohibited and will only be submitted through the NIC portal.
- h) The charges to be paid to Mess Employees Supplying Agency are to be shown in two parts- a) Mess Employee charges, and b) Service charges. Mess Employee charges is the minimum wage (as per the latest labour department order) of the Mess Employees plus charges for ESI, EPF and Bonus (as per the latest Govt. approved rates).
- i) The service charge must include all other incidental charges.
- j) Any fractional or decimal service charges are not allowed and any such quotation will summarily be rejected during financial evaluation.
- k) The successful L1 bidder will be selected based on minimum service charges.
- l) The wages rates should remain valid for the period up to March 2027 after considering the Labour Department minimum wages rate. However, the enhancement of the wage rate is under the purview of the approval from the competent authority.
- m) No conditional/incomplete rate will be accepted under any circumstances.
- n) During the evaluation, the Tender Inviting Authority (TIA) may summon the tenderers (if required) & seek clarification/ information or additional documents or an original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be rejected.
- o) If the tenderer gives a false statement on any information about the firm/supplier or any credentials found incorrect/manufactured/fabricated during the tender process, their quotation/tender shall be rejected, and the earnest money shall be forfeited.
- p) The tenderers must accept the Terms and Conditions laid down in Clause 5.
- q) The tender inviting authority (TIA) reserves the right to reject any or all the quotations without assigning any reasons thereof.
- r) The Tender Schedule is available in Clause-6 on Page-6.
- s) Mere submission of tender does not necessarily mean the offering of work order to the bidders.
- t) It is assumed by the tendering authority that the participating bidders have read all the conditions as mentioned in e-NIT.
- u) No request, no complaints, no grievance will be entertained by the tendering authority unless there is/are inadvertent mistakes/mistakes on the part of the tendering authority.
- v) In case of any dispute, the tendering authority's decision will be treated as the final and conclusive. All legal actions are subject to Nadia jurisdiction only.
- w) Tendering authority may decide the non-hiring of the said personnel even after the selection of agents due to its fund constraints.
- x) Tendering authority may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading the technical bid for verification and evaluation of the tender.
- y) Tendering authority reserves the right to relax any clause as stated herein above for the selection of a responsive bidder.



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2. SUBMISSION OF THE TENDERS

The tender is to be submitted in a two Bid System.

[A] TECHNICAL BID "A"

PART I: Statutory Cover containing the following documents

(SINGLE FILE MULTIPLE PAGE SCANNED)

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

- "Checklist for Documents" (in the prescribed format available in Annexure-1)
- "Declaration Form" (in the prescribed format available in Annexure-2)

PART II: Non-Statutory/My Documents containing the following documents

(SINGLE FILE MULTIPLE PAGE SCANNED)

Sl. No.	Category	Sub-category	Sub-Category Description
A.	Bidder Details	Certificates	1. PAN Card 2. Professional Tax Registration Certificate 3. GST Registration certificate 4. Valid Trade License for the FY 2026-27 for the specific trade 5. ESI Registration Certificate 6. EPF Registration Certificate
B.	Credential	Work orders and payment certificates for experience in similar nature of work for the last three financial years	
C.	Financial Information	Income Tax Returns	Income Tax Returns submitted for the – 1. Financial Year 2024-25 relating to Assessment Year 2025-26 2. Financial Year 2023-24 relating to Assessment Year 2024-25 3. Financial Year 2022-23 relating to Assessment Year 2023-24
		P/L Accounts & Balance Sheet	Audited P/L Account & Balance Sheet or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover for the – 1. Financial Year 2024-25 relating to Assessment Year 2025-26 2. Financial Year 2023-24 relating to Assessment Year 2024-25 3. Financial Year 2022-23 relating to Assessment Year 2023-24

[B] FINANCIAL BID "B"

BOQ in INR (in excel sheet)

The folder as "Financial Bid" shall contain the BOQ file where service charges are to be quoted as per the conditions cited there only. All prices must be quoted in Indian Currency only.


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3. EVALUATION OF THE TENDERS AND AWARD OF CONTRACT

During the tender evaluation process, "Bid A", i.e., the technical bid will be opened first and all the participating Tenderers will be processed for technical evaluation.

The Tenderers, who will qualify the technical evaluation, will be identified and only their "Bid B", i.e., the financial bid will be processed for financial evaluation.

The Tenderers, who will not qualify the technical evaluation due to failure to meet the technical and other requirements of participating in the tender, will be rejected at technical evaluation and their quotation will not be processed for financial evaluation.

The Tenderer quoting the lowest service charges will be considered successful in financial evaluation.

The Tenderers, who will quote fractional or decimal service charges, will be rejected in financial evaluation.

In case of a tie in selecting successful bidder among more than one L1 bidder, the successful bidder will be selected based on the clauses as mentioned below in the G.O. No. 2320-F(Y) dated 07/06/2022 of the Finance Department of the Government of West Bengal.

1. In accordance with Situation III (In case of tie bid) mentioned in G.O. No. 2320-F(Y) dated 07/06/2022

"Keeping the discovered L1 rate as ceiling, sealed bids will be invited from all the L1 bidders and out of those the lowest one may be selected."

2. If none of the LI bidders is ready to offer further reduced rates, then in accordance with Clause A, point c of Situation III (In case of tie bid) mentioned in G.O. No. 2320-F(Y) dated 07/06/2022

"In case of supply of man power, number of personnel (Highest number of Mess Employees in case of this tender) supplied in a single contract during the last 3 years shall be considered."

The successful tenderer will have to provide service within the specified time schedule that had been assured at the time of selection as bidders.

4. PAYMENT TERMS

No advance money will be provided to the eligible bidders/suppliers.

Payment will be made through online e-billing mode through IFMS, Government of West Bengal and Krishnagar Treasury after successful execution and accomplishment of service depending upon the availability of funds in the respective head of the IFMS Module. In no case, payment will be made manually. Payment may be made on monthly basis after 100% successful completion of the stated service subject to the availability of funds in the respective head.


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5. TERMS AND CONDITIONS FOR AWARD OF CONTRACT

- a) The charges to be paid to Mess Employees Agency have two parts- a) Mess Employees charges, and b) Service charges. Mess Employees charges are the minimum wage (as per the latest order of the Labour Commissionerate) of the Mess Employees personnel plus charges for ESI, EPF and Bonus (as per the latest Govt. approved rates).
- b) As Mess Employees charges are to be quoted as per the latest Govt. order, there will be no variation in Mess Employees charges.
- c) **The tenure of the tender will be for three years with a clause for renewal for the engagement of the selected agency for two subsequent years subject to the satisfactory performance of the selected agency and the actual mess worker requirement of the institution from time to time and the same service rate which was quoted by the agency during bidding will remain same for subsequent two years during renewal.**
- d) The responsibility of deposition of contribution for EPI, EPF etc. is to be borne by the Mess Employees agency. The College authority has the right to collect relevant info in this regard from the vendor if required.
- e) The duty hour will be 8 (eight) hours for each Mess Employee and will be fixed by the College authority.
- f) The College authority shall not be responsible to supply raincoats/umbrellas/torch etc or any other accessories if required to the Mess Employees for personal requirement. The same is to be supplied by the agency.
- g) The College authority shall not be responsible to compensate or otherwise liable in any manner whatsoever for an injury and/or death of Mess Employees Guards while on duty.
- h) No claim will be entertained for the permanent services of the Mess Employees engaged.
- i) T.A., D.A., Overtime, Bonus will not be paid by the college authority.
- j) Immediately after receiving the work order, the agency must submit to the College authority list showing the name, signature (L.T.I.), passport size photograph, and Election Photo Identity Card (EPIC) in duplicate of each Mess Employee deployed duly self-attested well in time. If any change is made subsequently by the agency, the change (in name, signature etc.) is also to be intimated to the College authority as and when such change is made.
- k) The agency will be fully responsible for any losses, shortages, or damages to Govt. property and the cost of the same as fixed by the authority will be recovered from the bills of the agency.
- l) The agency will keep it self-ready to take up the work within seven (7) days from the date of issue of the work order or any other special date as will be mentioned.
- m) The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
- n) The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
- o) Bill in triplicate on monthly basis must be submitted by the agency within the 10th of the next month.
- p) Payment to the agency shall be made as per the availability of funds.
- q) Statutory deduction as applicable shall be made from the bill of the agency.


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6. TIME SCHEDULES OF THE E-TENDER:

Sl. No.	Item	Publishing Date and Time
01.	Date of Publishing of N.I.T. & Tender documents (online) from this end	16/10/2026 01:00 PM
02.	Starting of Documents download (online)	16/10/2026 01:00 PM
03.	Bid Submission starting (online)	16/10/2026 01:00 PM
04.	Last date of Documents downloads and submission of bid (online)	31/10/2026 06:00 PM
05.	Date of Technical Bid opening (Bid A) (online)	03/11/2026
06.	Date of uploading Technical Evaluation Report (Bid A) (online)	13/11/2026
07.	Date of Financial Bid opening (Bid B) (online)	16/11/2026
08.	Date of uploading Financial Evaluation Report (online)	26/11/2026

The Principal, Krishnagar Government College, Krishnagar, Nadia reserves the right to change the above schedule in case of any exigencies after putting up a notice on the website, <https://wbtenders.gov.in> and office notice board.

Sd/-

The Principal & the DDO
Krishnagar Government
College, Krishnagar, Nadia

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Annexure -1

[To be furnished on Company/Firm's Letter Head]

Check List for Documents

Sl. No.	Items	Yes /No	Page No.in file
1	Annexure -1		
2	Annexure -2		
3	PAN Card of the authorized signatory		
4	GST Registration Certificate		
5	Professional Tax Registration Certificate		
6	Valid Trade License for carrying on a business of Mess Employees Agency issued by the Home Department, Government of West Bengal		
7	ESI Registration Certificate		
8	EPF Registration Certificate		
9	Income Tax Returns submitted for the i) FY 24-25 relating to AY 25-26 ii) FY 23-24 relating to AY 24-25 iii) FY 22-23 relating to AY 23-24		
10	Audited P/L Account & Balance Sheet of the i) FY 24-25 relating to AY 25-26 ii) FY 23-24 relating to AY 24-25 iii) FY 22-23 relating to AY 23-24		
11	Work orders and payment certificates for experience in similar nature of work of last three financial years (24-25, 23-24, 22-23)		
12	Highest number of Mess Employees supplied by the bidder in a single contract in similar work during the last 3 Years		
13	Proof payment of EMD		
14	Annual Turnover as per Audited P/L Accounts & Balance Sheet	FY 24-25 : Rs._____/ - FY 23-24 : Rs._____/ - FY 22-23 : Rs._____/ - Average Annual Turnover : Rs._____/ -	


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Signature of the Authorized Signatory with Seal

Mobile:

Email:

Address:



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Annexure -2

[To be furnished on Company/Firm's Letterhead]

To
The Principal
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Dear Sir,

I, the undersigned

1. Do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, is proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. Do certify that neither our company/firm M/S. _____ nor any of constituent partner had been debarred to participate in any tender by any Government/ Undertaking / Private Organization during the last 5 (five) years prior to the date of Tender Inviting Notice.
3. Do certify that we will supply or provide the services as per the requirement mentioned in the work order through the notice inviting tender.
4. Read the notice inviting tender thoroughly and accept the terms and conditions as laid down in the tender document vide **Clause 5** and declare that we shall abide by them throughout the contract period including its extensions, if any.
5. Offering rate for the Mess Employees personnel as per your requirement.
6. Understand that further qualifying information may be requested and agree to furnish any additional information as required by the tendering authority.
7. Certify that I have applied in the tender in the capacity of individual/partner of a firm/Director of the company/Chairman of the corporation and I have not applied separately for the same supply.
8. Will follow the Latest Labour Commisionerate order for minimum wages rates and other statutory deductions as per the West Bengal State Government / Government of India notification which may be subjected to revision in accordance with the respective G.O. (as and when issued) by West Bengal State Government / Government of India during the period of financial evaluation of the tender process.
9. I have read thoroughly each and every clause and sub clause of the tender and accordingly I submit my bid.


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Signature of the Authorized Signatory with Seal

Mobile:

Email:

Address: