WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Undertaking)

HIDCO BHABAN, Premises No.35-1111, Near 3rd Rotary, New Town, Kolkata-700156.

Notice Inviting e-Tender No.07(3rd Call) –of GM (T) 2026-27

Memo No: 38/HIDCO/GM (T)/SWEET/2026-27 **Date: 26.11.2026**

NOTICE INVINTING TENDER FOR SELECTION OF AGENCY FOR "SUPPLY OF INDIAN SWEET FOR KITCHEN TO CAFÉ EKANTE AT ECO ISLAND/ BUSINESS CLUB/ NEW TOWN GATE/SMART CONNECT/COFFEE HOUSE ALIPORE/TORONNYA AND COFFEE HOUSE NEW TOWN KOLKATA".

The Café Ekante a Unit of WBHIDCO LTD invites e-tender from the reputed & bonafide Agency/Supplier having sufficient credential & experience in this field for supply and delivery of Consumables as per list attached herein to the Café Ekante/ Business Club/ New Town Gate/Smart Connect /Coffee House Alipore/Toronnya and Coffee House New Town Kolkata.

1. Necessary earnest money to be submitted on-line for participation is Rs. 15,000/- (Rupees Fifteen Thousand only) in favour of WB HIDCO LTD, Kolkata, the detail of which is more clearly described in Clause 4.

2. General Instructions:

In the event of e-filing, intending bidder company may download the tender documents free of cost from the website: http://wbtenders.gov.in directly with the help of Digital Signature Certificate. The tender documents may also be downloaded from Tender URL for perusal free of cost.

3. Submission of bids: Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel (whose name is appearing in the pay roll of the company) having authorization from the company management to the website http://wbtenders.gov.in. All papers must be submitted in English language with Page Marking. In case of proprietary firm where the owner itself is bidder, no authorization IN THE FORMAT of Annexure-II is required.

4. On-line payment procedure: Login by the Bidder:

I. A bidder desires of taking part in the tender shall login to the e procurement portal of the Govt of West Bengal https://wbtenders.gov.in using his login ID and Password.

II. He will select the particular tender to bid and payment of pre-defined EMD amounting to Rs 15,000 (Rs Fifteen Thousand Only) by selecting from either of the following payment mode:

A. Net banking (any of the banks listed in the ICICI BANK Payment gateway) in case of payment through ICICI BANK Payment Gateway. 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 will select the Bank through which he wants to do the transaction. The bidder will receive a confirmation message regarding success of the transaction. 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 of branch of ICICI BANK, Baishaki Branch for collection of EMD. If the transaction fails, the bidder will again try for payment by going back to the first step. or

B. RTGS/ NEFT: In case of offline payment through bank account in any bank. 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. The bidder will print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time (T+2 days) to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of WB HIDCO maintained with the Focal Point of branch of ICICI Bank, Baishakhi Branch for collection of EMD. If the payment verification is unsuccessful, the amount will be returned to the bidder's account. The bidder will again try for payment by going back to the first step.

C. For RTGS/NEFT, the bidders are requested to complete the process the uploading of the bid document well in advance prior to closing of the bid of the particular group to avoid non-transaction.

5. Refund of EMD: After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be refunded to the unsuccessful bidder in the same route to the account from where the transaction was processed within reasonable time.

6. Time Schedules for the e-tender: the time schedule for obtaining the bid documents, pre bid meeting, submission of bids and other documents etc. will be as per the list provided in clause no 20 given below.

7. Scope of Work:

1) Preparation of rate schedule for supply & delivery of Consumables as per attached list in Table I to the CAFE EKANTE, West Bengal for one-year subject to extension for another 6(six) months or finalization of next tender, whichever is earlier.
2) The bidders are requested to quote all items repeat all items to make the bid responsive.
3) **The L1 would be determined on the cumulative total of all items taken together in a particular group as per BOQ as per base price.**
4) The supply of the Consumables should be made in all working days on or before 11AM positively. The live consignment should be firm fresh.
5) The variety and specification of Consumables is given in Table I.
6) The supply has to be made strictly as per the direction of CAFE EKANTE MANAGEMENT.
7) The consumables shall be of the best quality and of the exact kind, quality and description as demanded and if at any stage found unsuitable / sub-standard shall be liable to be rejected by the Organization.
8) In case the materials or part thereof is rejected, the Organization shall not be required to assign or given any reason for such rejection and their decision shall be final. In case of any of the said materials being rejected or not being supplied in time, the Organization shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand pay to the Organization all such extra cost, charges and expenses for procuring the same. In case of repeated defaults, the Institute shall have the liberty to terminate the contract and the supplier will have no right to any compensation or damages claimed in this regard.
9) It is imperative to note that 100% physical verification or inspection of the commodities is not possible or practicable at the time of receipt of supply; the supplier shall be responsible to accept back and replace all such materials which are on inspection/opening/checking/actual use found unsuitable or below the standards required by the Institute at his own cost.

10) The supplier shall not assign the present contract to any other person or persons or in any manner allow any other persons or persons to interfere in the Management or performance thereof, without the written permission of the Institute.

11) The rate is valid for 1(one) year from the date of declaration of award of contract subject to further extension for 6(six) months or finalization of next tender, whichever is earlier.

12) The TDS, applicable will be deducted from the bill of the supplier as per financial norms.

13) Bidders with Trade Licence within KMC /KMDA area are eligible for bidding process.

8. Eligibility for Quoting:

1) The bidder must have Trade License to deal with the business.
2) The bidder must have GST Registration certificate.
3) The bidder must have PAN Card.
4) The bidder must have FSSAI Licence.
5) The bidder must have IT clearance for the last year, i.e for the year 2024-25.
6) The bidder should have performed in last one year from the date of opening of tender at least 50% of the quoted amount of the similar nature of job satisfactorily in the Institute of Hotel Management / State Institute of Hotel Management in West Bengal or other State or States or such other organizations in the Private sector as Hotels and Restaurant.
7) The Bidder who is blacklisted by any Govt/Semi Govt Institutions is not eligible for submitting Bid. This clause will be applied on the basis of the declaration by the bidder itself in the Affidavit submitted in Annexure IV.

9. ANNUAL TURNOVER REQUIREMENTS:

The intending bidder should have average minimum turnover of Rs 20 Lakhs in preceding 3 years ending 2025-26 totalling

10. Submission of the tenders: The tender is to be submitted in a two Bid System.

Bid-A : Technical documents. The technical documents include Company Specific pre-qualification documents and other technical documents as mentioned below.

Bid-B : Financial Bid in the form of BOQ.

Bid-A: (Should be in multiple pages single PDF File)

The scanned document with page No. uploaded should be legible and readable and

should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

The **STATUTORY COVER** for **Bid-A** will contain the following documents:

1. **Application in the prescribed format given in Annexure I**
2. **Bidder's information sheet in Annexure 1(a)**
3. **Affidavit regarding No Conviction & Non Blacklisting from Notary Public / Judicial Magistrate / Executive Magistrate as Proforma of Annexure IV**

NON STATUTORY /MY DOCUMENT containing the following documents:

Category	Sub category	Sn	Sub category description
Certificates	A1. certificates	1.	PAN Card of the Bidder Company/Authorized Signatory (who will upload the BID).
		2.	GST Certificate.
Company Details	B1. Company Details	1.	Valid Trade Licence/Enlistment from Local Self Govt
		2.	Registration with Registrar of Companies/Proprietary firm
		3.	Credential certificate for last 1(one) year from the date of opening of tender at least 50% of the quoted amount of the similar nature of job satisfactorily in the Institute of Hotel Management/State Institute of Hotel Management in West Bengal or other State or States or such other organization in the private sector including Hotel and Restaurant . Copy of the supply order should be uploaded in the e tender portal.
		4.	Details of client (past and present) with copy of work order in the relevant field
Credential	C2. Credential	1.	Income Tax Returns submitted for the last three Assessment years i.e for the year 2025-26

11. **BID-B": FINANCIAL COVER or BOQ:**

The folder as "Financial Bid" is to contain:

a. Cost of supply and delivery of Consumables to be quoted per unit for the Cafe Ekante, West Bengal as per Table I and exclusive of Goods & Services Tax (GST) to be quoted.

b. Tax invoice(s) needs to be issued by the bidder for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

c. L1 will be determined **on base price only** on the cumulative total of all items of each group taken together.

12. Submission of Hard copy of Technical and Financial Bid is totally prohibited and the financial bid should only be submitted through on-line in the NIC portal.

13. Evaluation of the tenders :

a. The bidders are requested to quote for all items repeat for all items to make the bid responsive.

b. During the tender evaluation process, the "Bid A" will be opened first. The Company related document and the credential related document will be verified and evaluated.

c. The Bid B (Financial Bids) of only these Tenderers passing the essential qualification related to company specific documents and credential related documents will be opened.

d. The decision of the Tender Evaluation Committee regarding the acceptability of the rate of the concerned bidder is final and binding upon all bidders.

e. The Tenderers who have passed the technical evaluation will be shortlisted and financial bid of those bidders passing the technical evaluation will be opened.

f. The bidder quoting the lowest rate will be considered as successful considering the order of Finance Department vide G...O. No. 5400-F(Y) dated 25.06.2012.

THE DECISION OF THE TECHNICAL EVALUATION COMMITTEE/TOURISM DEPT. WILL BE FINAL AND BINDING IN THIS MATTER.

14. No Conviction : An Affidavit from is to be submitted in the prescribed Pro-forma as Annexure IV attached herewith from Notary Public/ Judicial Magistrate/Executive Magistrate/Metropolitan Magistrate on the Non conviction and non-blacklisting of the firm.

15. PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS: if during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in whatsoever form or name to fix up the rates to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent documents or made incorrect declarations or failed to execute the job after issuance of Letter of Intent and supply order. The penal measure will be Forfeiture of Earnest Money and/or forfeiture of Performance Bank Guarantee and blacklisting of the Company for 1(one) year from the works under WB HIDCO LTD.

16. AGREEMENT: On a tender being accepted, intimation of acceptance will be forwarded through departmental website. After communication of the same, the Tenderer will have to execute agreement in the prescribed form along with submission of requisite amount of performance Bank Guarantee with the WB HIDCO LTD within 7(seven) days from the date of issue of invitation. Such agreement will be binding upon the Tenderer.

17. **VALIDITY PERIOD OF AGREEMENT**: The contract period will be for a period 1(one) year from the date of declaration of award of contract subject to extension for 6(six) month or finalisation of next tender, whichever is earlier.

18. Payment terms:

i. Payment will be made on successful supply and delivery of the Consumables as per indent/purchase or deal issued and duly signed by the Head of the Institution.

ii. The agency should submit bills with receipted Challans with GST registration number to make payment.

iii. The payment will be made through RTGS/NEFT directly to the bank account of the agency.

19. **PERFORMANCE BANK GUARANTEES**:

i. The performance Bank guarantee is Rs. 50Thousand.

The lowest bidder will have to deposit an amount of Rs. 35 thousand as recoverable bank guarantee from any schedule bank, branch at Kolkata.

The performance guarantee will be refunded after successful competing of supply of material for 1 year.

ii. The performance bank guarantee is mandatory for the successful bidder.

iii. The Performance Bank Guarantee from any nationalized/ scheduled bank in India acceptable to the Government of West Bengal should be submitted to WBHIDCO, West Bengal within 21 (twenty-one) days from the date of acceptance of tender.

iv. If Agreement has not been executed along with submission of performance bank Guarantee within 21 days from the date of acceptance of tender, the candidature may be cancelled and the next Bidder may be accepted.

20. TIME SCHEDULE:

1	Date of uploading of NIT (on line) in the e tender portal : https://wbtenders.gov.in	26.11.2026 at 6.00 p.m
2	Date of publishing the document in the departmental the Tender URL.	26.11.2026 at 6.00 p.m
3	Documents download (online)	26.11.2026 at 6.00 p.m
4	Date of Pre Bid Meeting	01.12.2026 at 2.30 p.m
5	Bid submission start date (on line)	02.12.2026 at 10.00a.m
6.	Bid submission closing date	12.12.2026 up to 6.00p.m
7.	Date of opening of Technical bid.	15.12.2026 at 10.00 a.m
8.	Date of uploading list for technical qualified bidders.	To Be informed Later
9.	Date for opening of financial bid (on line)	To Be informed Later
10	Date of uploading name for L_1 bidder	To Be informed Later

21. THE WB HIDCO LTD EVALUATION COMMITTEE RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE.

22. General instruction to the Bidder:

i. The prospective bidders are requested to go through carefully the list of Consumables as per Table-1 given below.

ii. Bidder's proposal must respond to each and every requirement outlined in this document in order to be considered responsive.

iii. The bidder should go through the NIT documents carefully and arrange uploading the same in the "My Document" folder with proper seal and signature in each page.

iv. All statutory Licenses/authorization from the manufacturers are the responsibility of the bidder.

23. Legal Jurisdiction: The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of High Court, Calcutta.

24. Prospective bidders may mail their queries in the following e mail addresses: ecoislandacct@gmail.com.

25. The Technical Evaluation Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances or to withdraw any item or items and no claim in this respect will be entertained.

GM (TOURISM)
CAFÉ EKANTE
WB HIDCO LTD