



Government of West Bengal  
Office of the Deputy Commissioner of Police  
South Suburban Division (Jadavpur Division)  
5, Moore Avenue, Kolkata - 700 040

Memo No. SSD / 1- 586 / HA

Dated 17/02/2025

**NOTICE**

**Sub:** Tender for the supply of diet (Meals & Tiffin) for each under trial prisoners in the Police Custody of Kasba Police Station under the S.S.D. (Jadavpur Division), Kolkata Police for the year 2025 - 2026

**Ref:** Tender No. SSD/Lock-Up Diet (Sec - KSB)/07/2025 - 2026 dated 17<sup>th</sup> February, 2025

**Tender Inviting Notice**

1. a) Name of Work : Sealed tenders are invited by the undersigned from the bonafide contractors / firms / agencies for the supply of Lock-Up Diet [02 (Two) Meals & 02 (Two) Tiffin] to the undertrial prisoners of Lock-Up of Kasba Police Station under the jurisdiction of the South Suburban Division (Jadavpur Division), Kolkata Police for the year 2025 - 2026 for the period from 01-04-2025 to 31-03-2026.
- b) Who are eligible to submit : All bonafide Contractors / Firms / Agencies having such business and knowledge in this regard and having necessary & sufficient financial capacity & experience
- c) Last date for receipt of tender : 28-02-2025 up to 17:00 Hrs. (IST)
- d) Tender opening date : 06-03-2025
- e) Base estimate cost : Rs. 73.50 (Rupees Seventy-Three & Paise Fifty) only (Meals & Tiffin per diem per prisoner) for Division - II prisoners.
- f) Earnest Money Deposit (EMD) : Rs. 700.00 (Rupees Seven Hundred) only

2. The name of Lock-Up under the control of the undersigned for which tenders are invited is given below:

|   |                                  |   |
|---|----------------------------------|---|
| Lock-Up of the Police Station under South Suburban Division (Jadavpur Division) | Kasba Police Station (Sec - KSB) | 27A, Bose Pukur Road, Kolkata - 700 042 |
|---|----------------------------------|---|

3. The tender documents and other relevant particulars (if any) may be seen by the intending tenderers during office hours in the Office of the Deputy Commissioner of Police, South Suburban Division (Jadavpur Division), Kolkata Police of 5, Moore Avenue, Kolkata - 700 040.

4. The Contractors should deposit EMD along with his own bid, payable to "The Deputy Commissioner of Police, South Suburban Division (Jadavpur Division), Kolkata Police" as Demand Draft from any Nationalised Bank.

5. The Contractors / Firms / Agencies will submit tender enclosed with valid Trade & Health License (self-attested photocopy), Police License (self-attested photocopy), G.S.T. Registration Certificate (self-attested photocopy), PAN (self-attested photocopy), Current Professional Tax Receipt (self-attested photocopy) and Testimonial as to previous contracts held with any other department of Government Offices.

**Tenders of those who do not have any of the above-mentioned documents and EMD will not be considered in any way.**

6. The Scale of diet to be supplied are given below:

- a) Prisoners' Division - II (Two Principal Meals each day) Rice, Chapati, Dal, Vegetables, Curry, Fish Curry (Milk or Curd of equivalent value should be supplied to them who do not take fish)
- b) Morning Tiffin (Division - II) Tea & Bread (Sweet or Curd of equivalent value should be supplied to them who do not take Tea)
- c) Afternoon Tiffin (Division - II) Tea & Two (02) Biscuits
- d) Diet (for each prisoner per day) must be served according to the chart given below:
- |                 |   |  |
|-----------------|---|--|
| i) Rice         | : | 248 Grams  |
| ii) Atta        | : | 247 Grams  |
| iii) Dal        | : | 145 Grams  |
| iv) Vegetables  | : | 200 Grams  |
| v) Potato       | : | 58 Grams   |
| vi) Mustard Oil | : | 18.125 Grams   |
| vii) Velly Gur  | : | 14.50 Grams  |
| viii) Fish      | : | 14.50 Grams (29 Grams on every alternate day every meal) |

❖ **Terms & Conditions:**

The following instructions should follow strictly regarding preparation and supply of Meals & Tiffin to the undertrial prisoners by the contractor / firm / agency:

- a) For Division - II Prisoners > Medium Rice free from dirt, kankar & other such extraneous substance
- b) Vegetable Curry should be prepared with fresh seasonal vegetables
- c) Fish should be Rohi, Katla or Mrigal species only
- d) Milk should be of Cows. Milk must be served without any adulteration or dilution
- e) Cooking medium should be pure mustard oil & in cooking meals, adequate quantity of spices & salt should be used.
- f) Before cooking, Dal should be thoroughly cleaned.
- g) Meal should be prepared properly & with care and should be supplied within one (01) hour of its preparation
- h) Unless otherwise directed by the Medical Officer of the Central Lock-Up on Medical Ground, the medical diet to the sick prisoner (s) should consist of Bread ½ lb, Pure Milk 1½ pouch (or 350 ml.) & sugar 15 Grams

❖ **Following points must be noted:**

- a) Rates should be mentioned both in figures & in words inclusive of all taxes (Income Tax, G.S.T.) & other charges.
- b) Scale of Diet as mentioned in Clause No. 6 must be maintained by the selected contractor / firm / agency.
- c) Severe action will be taken if there is any failure to supply Meals & Tiffin as per scale or quantity mentioned or any report of substandard supply of food articles.
- d) No accommodation / electricity / LPG connection / store will be provided to the selected contractor / firm / agency from this end.
- e) Tender addressed to "The Deputy Commissioner of Police, South Suburban Division (Jadavpur Division), Kolkata Police" should be sent in a sealed cover superscribing the envelope as "Tender for the Supply of Lock-Up Diet for the Undertrial Prisoners of Lock-Up of the Kasba Police Station under the S.S.D. (Jadavpur Division), Kolkata Police" to be dropped in the sealed TENDER DROP BOX, kept at the office of the D.C. S.S.D. (Jadavpur Division), Kolkata Police at 5, Moore Avenue, Kolkata - 700 040 on or before 28/02/2025 within 17.00 Hrs. The said tender may also be sent by Register Post / Speed Post to reach on or before 28/02/2025 within 17:00 Hrs.

- f) In no case, there shall be any change in the amount of Rs. 73.50 (Rupees Seventy-Three & Paise Fifty) only, Government approved rate for the Meals & Tiffin per diem per prisoner of Division - II.
- g) **The Tender Committee is formed as follows:**
- i) D.C. S.S.D. is the Chairman of the tender selection committee
- ii) A.C. (I), S.S.D. (Member) (iii) A.C. (III & A), S.S.D. (Member) (iv) H.A. S.S.D. (Member) (v) R.O. S.S.D. (Member)
- h) The Committee reserves the right to reject any/or all the tenders without assigning any reason. If requires, the undersigned & also the Chairman of the Committee holds the right to change / alter & addition of rules of the tender. The undersigned also reserves the right not to enter in any contract with the tenderers at all.
- i) Any other information connected with this work may be obtained from the Head Assistant Section, South Suburban Division (Jadavpur Division), Kolkata Police of 5, Moore Avenue, Kolkata - 700 040. No deviation after submission of tender by the contractors / firms / agencies will be considered.
- j) The Committee will open the sealed tender in the office of the Deputy Commissioner of Police, South Suburban Division (Jadavpur Division), Kolkata Police at 5, Moore Avenue, Kolkata - 700 040. The tenderer(s) may be present or send their authorised representatives at the time of opening the sealed tenders on 06/03/2025.



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