



HOWRAH MUNICIPAL CORPORATION

Central Office: 4, Mahatma Gandhi Road, Howrah-711101

Tele: (91-033) 2638-3211-13, Fax : (91-033) 2641-2214/5846/5218

Memo No 234 /NULM/CPO/2024-25

Dated: January 08, 2025.

Sub : Invitation of Expression of Interest for Operation & Maintenance of the third "MAA Canteen" located at the premises of the Howrah District Hospital at 10, 11 Biplabi Haren Pratap Ghosh Sarani, Howrah - 711101 – Reg.

Apropos of the above, E.O.I. is hereby invited by the C.P.O.NULM, HMC for and on behalf of the Commissioner, Howrah Municipal Corporation in the prescribed pro-forma enclosed herewith from the registered ALF / CLF / SHG of the DAY-NULM Dept. of this Corporation having previous experiences for similar type of job for yearly Operation & Maintenance of the third "MAA" Canteen proposed to be set-up at the premises of Howrah District Hospital located at 10,11, Biplabi Haren Pratap Ghosh Sarani, Howrah - 711101 in Ward No 29, HMC.

A. Eligibility criteria of Organizations that can apply :

The following organizations can apply under the scheme:

1. Registered CLF / ALF / SHG under DAY-NULM, HMC. **Preference will be given to those who are located within the territorial jurisdiction of Howrah (Central) Assembly constituency and / or having experience of running MAA Canteen.**
2. The organisation should be registered under the West Bengal Society Registration Act, 1961 or any other relevant act.
3. The intending organisation must not have been black listed by the competent Government or by any of its department / agency.
4. The intending organisation should not be directly / indirectly related to any employee of the DAY-NULM, HMC.
5. The organisation should have previous experience of working in the field of welfare, uplift of the urban poor with special focus on food entrepreneurship / preparation of Mid-Day Meal in schools.
6. The organisation should be a FSSAI registered unit.
7. The organisation should be financially stable. Basic financial records such as cash books, ledgers
8. (for all), and audited financial statements (for ALF / CLF only) should be available for the last three financial years.
9. **The organisation should have the manpower with requisite skills necessary to run the Canteen on daily basis. The staff should be proficient in Bengali and Hindi. Preference would be given for running Mid-Day Meal Kitchen of school/s and /or staff canteen of govt / semi-govt / organisation of repute.**
10. The organisation should not have any pending legal cases against it. It should not have indulged in any misconduct, fraud and/or misappropriation of fund in the past.

12. Efforts shall be made through Annual Report
13. Physical

B. List of Documents to be submitted by the intending organization :

1. Registration Certificate (Updated); (Mandatory)
2. Annual Audit report – last three financial years (For ALF & CLF only);
3. PAN CARD of organisation; (Mandatory for ALF / CLF/ Any of the Office Bearer for SHG)
4. FSSAI Registration Certificate; (Mandatory)
5. Credentials related to experience on same nature of job as mentioned in the eligibility criteria.
6. An affidavit executed before the 1st Class Executive Magistrate on recent date towards declaration of non-pendency of legal disputes & relationship status as mentioned vide Sl. Nos. A 4 & 9 above. (Mandatory)

Note : (i) For Sl. 1-5, self attested copies are to be submitted subject to verification with Original documents at a later stage.

(ii) For Sl. No. 6 – Original document is to be attached with the E.O.I.

C. Scope of Work:

1. Rice, Dal, Sabji & one full table Egg is to be served in hot condition as meal for the intending beneficiaries on daily basis. The meal shall be served between 12:00 noon to 3:00 pm everyday uninterruptedly to all beneficiaries coming to the canteen. The canteen shall remain in operation on holidays also.
2. No beneficiary shall be denied from without having the facility in the specific time period. Food shall be served on "first come first serve" basis.
3. Pre-printed and on-line generated Coupon system prior to service to be introduced for collecting Rs. 5/- from each beneficiary towards cost of each subsidised meal. The report towards consumption of meal on daily basis shall have to be up-loaded in the earmarked portal.
4. Proper hygiene & COVID-19 appropriate behaviour (whenever required) shall be strictly maintained for cooking and serving of meals. Use of masks, heads covers, gloves etc by the SHG members engaged for the purpose shall have to be ensured.
5. New set of utensils with water and electricity connection will be provided in the Canteen which, however, has to be maintained in proper condition by the shortlisted agency.
6. Only LPG is to be used as the medium for cooking in the Canteen for which separate connection has to be obtained by the shortlisted agency.
7. Kitchen and Canteen/ Dining space has to be cleaned on daily basis and disposal of food waste shall have to be disposed in compliance of extant norms.
8. Use of plates made of 'Saalpata' or eco-friendly paper plates shall have to be used for serving of meal/s in the Canteen. Thermocol and single-use plastic less than 75 micron including plastic plates, glasses are to be strictly avoided as they are non bio-degradable.
9. Safe water shall have to be used for cleaning, cooking and drinking purpose.
10. Dress code to be maintained by the shortlisted agency for its members deployed in the Canteen who shall also have to display name badge of the organisation.
11. Rice shall be provided free of cost by the authority. However, proper accounting of which shall have to be maintained revealing their identity.

12. Efforts shall be made to procure vegetables through SUFAL Bangla and eggs through Animal Resources Development Department.
13. Physical verification of assets shall have to be done on half-yearly basis with prior intimation to the authority.

D. Maintenance of Records :

1. Asset (both fixed & movable) Register;
2. Food Grain Register;
3. Daily Meal consumption Register.

E. Pattern of Re-imburement:

1. Meal cost per unit is fixed @ Rs.15/- (Rupees Fifteen Only) out of which Rs. 5/- (Rupees five only) shall have to be collected from the beneficiary against issuance of pre-generated coupon. At the end of each month, bill has to be raised for reimbursement @ Rs. 10/- per meal served in that particular month along with the proof of meals served per day towards support of such claim. Rice, however, will be supplied free of cost to the canteen and as such it is over and above the reimbursed meal cost of Rs. 15/-.
2. Honorarium to the members of SHG will be at the same rates at which honorarium is paid to the SHG members for the Midday Meal Centres, i.e., @ Rs2000/per member/month subject to maximum of 4 members depending upon the actual number of footfall of the beneficiary in that particular month.
3. Contingency-cum-monitoring expenses maximum of Rs 10000/ per month to be reimbursed for procurement of cooking gas, plates, Hygiene related consumables, etc which will be paid at actual on submission of bills along with supporting documents.

F. Period of Contract :

The initial period of contract is for 2 (two) years which, however, may be extended further on satisfactory performance.

G. Procedure of Submission of Application:

- a) Howrah Municipal Corporation would bring out this notification in the official Website of HMC www.myhmc.in. as well as through Newspapers, Notice Board ventilation and endorsement to local offices of Howrah for wider publication. It would be updated if any corrigendum will be done. The EOI document can be downloaded from the official website and will also be available at the DAY-NULM Dept, HMC Central Office at 4, M.G. Road Howrah on all working days during this period.
- b) Only offline proposals will be received along with the requisite documents related to eligibility criteria.
- c) The all completed proposal addressed to The Commissioner, Howrah Municipal Corporation should be dropped in a sealed envelope super scribe as "EOI for O & M

of the MAA Canteen located at the premises of the Howrah District Hospital at 10 & 11, Biplabi Haren Pratap Ghosh Sarani, Howrah" in the earmarked Box kept at the DAY-NULM Dept of Howrah Municipal corporation, up-to 3.00 pm on Friday, 17.01.2025. Received applications will be opened on the same day at 4.00 pm or any time there-after.

- d) Any incomplete application will be summarily rejected.
- e) Any sort of canvassing is strictly prohibited and will debar the organisation from the selection process.

Notwithstanding anything contained in this Invitation Document, Howrah Municipal Corporation reserves the right to accept or reject any proposal without assigning any reasons thereof.

Lfr 08/01/25
Secretary & CPO, DAY-NULM
Howrah Municipal Corporation

Memo No 234/1(6)/NULM/CPO/2024-25

Dated: January 08, 2025

Copy forwarded for information to:

1. Hon'ble Chairperson, Board of Administrators, HMC;
2. The Commissioner, HMC,;
3. The E.E. (IT), HMC – With request to up-load the same in the official website of HMC;
4. All Manager, CMMU, NULM, HMC – it is requested to up-load it in the official WhatsApp Group of the NULM;
5. Notice Board;
6. Dept. Guard File.

Lfr 08/01/25
Secretary & CPO, DAY-NULM
Howrah Municipal Corporation
Dated : January 08, 2025.

Memo No 234 /2(5) /NULM/CPO/2024-25

Copy forwarded for information with request for wider circulation to :

1. The District Magistrate, Howrah;
2. The Commissioner of Police, Howrah;
3. The Secretary, Howrah Zilla Parishad;
4. The CMOH, Howrah;
5. The D.I. of Schools (Secondary) / Primary, Howrah.

Lfr 08/01/25
Secretary & CPO, DAY-NULM
Howrah Municipal Corporation

**Sub : Invitation of Expression of Interest for Operation & Maintenance of the Third
"MAA Canteen" located at the premises of Howrah District Hospital at 10 & 11, Biplabi**

Haren Pratap Ghosh Sarani, Howrah – Reg.

Ref : E.O.I. Memo No. /NULM/CPO/2024-25, Dated 24.12.2024

Name of the SHG / ALF / CLF –

Registered Address –

Communication / Project site Address –

Website -

E-mail Id –

Office Landline number if any –

Name of Contact Person -

Mobile No. –

- Year of Establishment –
- Registration Number & Name of the Authority with details of relevant Act –
- Do you have Audited & Annual reports of last 3 years – Yes / No
- Do you have FSSAI License – Yes / No.
- Have you ever been black listed and/or placed under funding restriction by any Competent Authority – Yes / No
- Are you directly / indirectly related to any employee of the HMC – Yes /No
- Do your Organization have similar work experience (Engaged in preparation of Mid Day Meal / Managing Staff Canteen of Old Age Home / Shelter for Homeless / Women's Home / Hospital or any Organisation of Repute) in last 3 financial years – Yes / No.
- Details of Beneficiary (Number of beneficiaries you have reached in last 3 financial years and nature of such beneficiaries – old age people, women, children, urban poor etc.)
- Annual Turnover (source of funding) during last 3 financial years
 - CSR funding
 - Govt. funding
 - Individual donation
 - Revolving Fund
 - Credit Linkage

• **Documents of to be submitted along with this form –**

(Please put a tick against the document/s submitted)

1. Registration Certificate (Updated); (Mandatory)
2. Annual Audit report – last three financial years;
3. PAN CARD of organisation; (Mandatory for ALF / CLF/ Any of the Office Bearer for SHG)
4. FSSAI Registration Certificate; (Mandatory)
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Note : (i) For Sl. 1-5, self attested copies are to be submitted subject to verification with Original documents at a later stage.

(ii) For Sl. No.6 – Original document is to be attached with the E.O.I.

Authorized Signatory (With Seal)

N.B. – (i) E.O.I. has to be submitted in the printed Letterhead of the SHG/ ALF / CLF only.

(ii) If, required, please attach separate sheet.