



HOWRAH MUNICIPAL CORPORATION

MARKET DEPARTMENT

4, Mahatma Gandhi Road, Howrah – 711 101.
Phone: 2638 3211-13, Fax: 2641 2214/5846/5218.

Memo No 234 /MKT/2024-25

Dated: March 28, 2025.

Sub : Invitation of Expression of Interest from the willing & eligible SHG Institution/s of NULM Dept. of HMC for Operation & Maintenance of the "CANTEEN" of the "BITAN", Flower Market of HMC, located at the premises of Howrah Haat Complex at 29, Nityadhan Mukherjee in Ward No 29, Howrah - 711101 – Reg.

Apropos of the above, E.O.I. is hereby invited by the Asst. Engineer (Market) 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 "Canteen" of the Flower Market (BITAN) of HMC located at the premises of the Howrah Haat Complex at 29, Nityadhan Mukherjee Road, 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 similar type of job.**
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 / Running MAA Canteen or other Food Court of Govt. / Semi-Govt./ ULB etc.
6. The organisation should be a FSSAI registered unit.
7. The organisation should be financially stable. Basic financial records such as cash books, ledgers (for all), and audited financial statements (for ALF / CLF only) should be available for the last three financial years.
8. **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.**
9. 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.

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. The "Canteen" of the Flower Market (BITAN) will be the outlet wherefrom various food items including sweets and savouries and non-alcoholic beverages etc. will be sold as per schedule timings (to be notified later on) according to the approved Menu & Price List.
2. Basic amenities which includes civil and electrical facilities, water connection, glow- signboard etc. will be made available at the Canteen by the HMC. However, the selected SHG institution will have to arrange for required furniture & fixture, viz, table, chair, stool, refrigerator, water purifier, micro oven, induction oven, vassals and utensils etc that are required to make the unit operational as per own arrangement and cost.
3. Direct cooking with the help of any type of fire is not allowed inside the "Canteen" . The selected SHG institution will have to bring semi-cooked / cooked food from the nearest base kitchen maintaining health and hygiene and to prepare and serve them in hot and tasty condition by utilizing the above equipments mentioned in pt. No. 2.
4. Menu & pricing of food should be attractive and competitive so as to ensure best of the foot-fall at the "Canteen". The targeted beneficiaries are the prospective buyers & sellers of the Flower Market apart from the huge floating population visiting the near-by Mangla Hat and commercial and public establishments. Proper display of Menu Card and FSSAI Registration Certificate of the selected SHG at a conspicuous place inside the "Canteen" is mandatory.
5. Proper hygiene & COVID-19 appropriate behavior (whenever required) shall be strictly maintained for cooking and serving of food. Use of masks, head covers, gloves etc by the SHG members engaged for the purpose shall have to be ensured.
6. "Canteen" has to be cleaned on daily basis and disposal of food waste shall have to be disposed in compliance of extant norms.
7. 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 125 micron including plastic plates, glasses are to be strictly avoided as they are non bio-degradable.
8. Safe water shall have to be used for cleaning, cooking and drinking purpose.
9. Proper Dress Code to be maintained by the selected SHG for its members deployed in the "Canteen" who shall also have to display name badge of the organisation.
10. Daily transaction of sales at the "Canteen" is to be mandatorily maintained through POS machine by the selected SHG which has to be organised on their own.

D. Maintenance of Records :

1. Asset (both fixed & movable) Register;
2. Daily Sales Report maintained through POS machine as mentioned at pt. No. C (10) above.

E. Pattern of Revenue Sharing:

1. The selected SHG will be required to pay an amount of Rs. 2700/- (Rupees Two Thousand Seven Hundred only) per month towards rent @ Rs. 15/- per Sq. Ft for an area of about 180 Sq. Ft. (apprx) coverage for the Canteen which is payable within 07th of the next Calendar month. Apart from that, they have to initially deposit an amount of Rs.3240/- (Rupees Three Thousand Two Hundred Forty only) after issuance of the L.O.I. towards "Security Deposit" which is refundable (conditional) at the time of completion of the agreement.
2. The selected SHG is directly responsible for sales of food articles on daily basis at the "Canteen" to be sold as per the approved Menu List and sale proceeds are entirely theirs. They will directly inter-act with all the concerned regulatory authorities for necessary statutory compliance and will indemnify the HMC in this regard.
3. Cost of procurement of raw materials and other ancillary equipments as mentioned above including their maintenance will be the sole responsibility of the selected SHG.
4. Any delay in depositing the monthly rent shall liable the selected SHG for penal action as deemed fit which includes pre-mature termination of agreement and forfeiture of the Security Deposit.

V. Period of Agreement :

The initial period of agreement is for 1 (one) year 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 Market 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 "CANTEEN" of the "BITAN", Flower Market of HMC, located at the premises of Howrah Haat Complex at 29, Nityadhan Mukherjee in Ward No 29, Howrah - 711101"** in the earmarked Box kept at the Market Dept of Howrah Municipal corporation, up-to **3.00 pm on Friday, 11.04.2025**. 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.

Asst. Engineer (Market)

Howrah Municipal Corporation

Dated: March 28, 2025

Memo No 234 /1(6) /MKT/2024-25

Copy forwarded for information to:

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

Asst. Engineer (Market)

Howrah Municipal Corporation

Dated : March 28, 2025.

Memo No 234/2(4) /MKT/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;

Asst. Engineer (Market)

Howrah Municipal Corporation



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Ref: E.O.I. Memo No. 234/MKT/2024-25, Dated 28.03.2025

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 NULM, 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 / Maa Canteen or any Organisation of Repute / Independent Food Entrepreneurship) 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)
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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.

