



Ref: 2/2/Tender-5/BBB/24/5

Date-01.03.2024

QUOTATION NOTICE - UNIVERSITY CANTEEN SERVICE

Nature of services: University Canteen Services

Biswa Bangla Biswabidyalay is seeking the services of a registered & professional Catering Organization to operate the mess / canteen facilities on its premises for the day students, boarders'/ hostellers as well as faculty and visitors to the University.

PART-I BID QUOTATION FOR RUNNING OF CANTEEN TERMS AND CONDITIONS

1. Sealed bids are invited from reputed caterers for running of Canteen in the premises of Biswa Bangla Biswabidyalay, Bolpur, on contractual basis for a period of six months.
2. Bids in sealed envelope super scribed as "Bid for running of Canteen in Biswa Bangla Biswabidyalay, Bolpur" can be handed over to Registrar's Office, up to 07/03/2024 up to 2:00 pm. No bid thereafter shall be accepted. The tender shall be opened on 08/03/2024 at 02:00 PM in the presence of bidders or their representatives (only one person per bid) who wish to be present. In the event of 08/03/2024 being declared as a holiday, the tender will be opened on next working day at the same time and place.
3. Earnest money in the shape of Bank draft/ Banker cheque drawn on any Nationalized Bank in favour of "The Finance Officer, Biswa Bangla Biswabidyalay, Bolpur" payable at Bolpur, for Rs. 20,000/- (Rupees Twenty Thousand Only) should accompany the filled-in tender documents. It should remain valid for a period of 06 (six) months from the last date of submission of the bid. In the absence of EMD, the bid shall be rejected summarily. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
4. The bidder should have at least three years experience of running the canteen in a University/College/ Govt. office preferably an academic institution of repute. Suitable documentary evidence in the form of a letter from the concerned organization should be submitted along with the tender documents. Bids not complying to this condition will be summarily rejected.
5. The successful bidder two months rent as interest free Performance Security deposit which will be refunded after making necessary adjustments, if any, on the expiry of the contract. This is in addition to the monthly rent payable by the contractor.
6. The Contractor is required to pay monthly rent for the space provided by Biswa Bangla Biswabidyalay, Bolpur for running the canteen. The bidder quoting the highest amount of monthly rent subject to a minimum of Rs. **20525/- (Rs Twenty thousand five hundred twenty five only)** and meeting all other conditions of the tender will be awarded the contract. If any two parties quote same rate, then higher experienced will be given chance.
7. Any conditional bid is liable to rejection of tender.
8. The contractor shall run the canteen for the benefit and use of the employees and students of Biswa Bangla Biswabidyalay exclusively in the aforesaid premises.

Signature of the Contractor



BISWA BANGLA BISWABIDYALAY

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9. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 06:00 A.M to 10:00 P.M on all normal working days including Sunday and other holidays.
10. The University will provide suitable space for Kitchen and dining within the University campus. Necessary furniture for dining area will also be provided by Biswa Bangla Biswabidyalay, Bolpur.
11. The contractor shall be required to pay: a. Monthly Rent in advance monthly to be deposited by 10th of every month. b. Water & electricity charges, to be deposited (actual basis as per submeter reading) in every month by 10th of every month. c. Contractor will have to pay late payment charges@50/- per day for late payment of monthly rent, electricity charges& water charges separately. d. There is summer and Puja vacation break according to Biswa Bangla Biswabidyalay academic calendar. Keeping in view of this, monthly rent charges for this period will be 25% of the normal rent/charges.
12. Contractor will be required to provide service in the canteen premises and also in various rooms of the University such as administrative Offices, all lecturer rooms, teaching blocks, office and workshop block. Service will be free of cost.
13. a. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene regarding the persons under his employment and utensils for serving the food. b. The fuel to be used for cooking will only be LPG and shall be arranged by the Contractor. c. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food. d. The Contractor shall bear all the expenses for running the canteen and the Biswa Bangla Biswabidyalay, Bolpur shall not in any manner be.
14. Contractor shall serve food item at such prices as mentioned in the last page of this tender.
15. a. Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty. b. The Contractor shall not be entitled to use the accommodation allotted by the Biswa Bangla Biswabidyalay, Bolpur for any other purpose or business other than running the canteen.
16. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by Biswa Bangla Biswabidyalay, Bolpur to rule out the possibilities of communicable disease / infectious diseases, and anybody found suffering from such has to be kept out of work till he / she is fully recovered.
17. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.

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18. The agency will be responsible for complying all trade & security laws.
19. The Contractor will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the University and will be responsible for any act of commission & omission of such persons.
20. The contractor shall be responsible for removal/disposal of garbage generated in the canteen.
21. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized signatory on behalf of Tenderer.
22. The University Campus is a "NO SMOKING ZONE", hence sale and use of tobacco is prohibited.
23. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises. 24 No child labour shall be deployed.
25. The Contractor shall provide the bill to every customer. In case of excess charge found any occasion, a fine of Rs.1000/- will be charged for every excess charge.
26. The Contractor should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
27. An Officer authorized by the Vice-chancellor/Registrar can check the quality of food and hygienic condition as per the govt., norms by making sudden visits without prior intimation and a fine of Rs. 1000/- would be charged for every occasion of noncompliance. Biswa Bangla Biswabidyalay, Bolpur reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
28. The Contractor will secure and submit to Biswa Bangla Biswabidyalay, Bolpur all applicable Licenses issued by FSSAI for running the canteen within 2 months of award of work or commencement of work, whichever is earlier.
29. A penalty of Rs. 2500/- will be imposed on the Contractor for each day of unauthorized closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of University authorities.
30. Biswa Bangla Biswabidyalay, Bolpur shall have the right to terminate the agreement with the Contractor by giving one month's notice without assigning any reason.
31. The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then damage charges for the over stay at the rate of Rs. 10000/- (Rupees Ten thousand) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
32. Security Money of the Contractor will be forfeited in case of breach of any condition stipulated herein.
- 33 For any dispute regarding quality / service and rates the decision of the Principal Biswa Bangla Biswabidyalay, Bolpur shall be final and binding to the Contractor.



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34. The contract/tender, if awarded, shall be valid initially for six months from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by Signature of the Contractor the contract the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period by the Competent Authority on terms and conditions of the Principal Biswa Bangla Biswabidyalay, Bolpur, if work and conduct is found satisfactory.

35. The Successful Bidder shall pay the monthly rent and executes an agreement on Rs.100/- (Rs. One Hundred Only) Stamp Paper with the Registrar, Biswa Bangla Biswabidyalay, Bolpur, within one week from the date of intimation of his selection.

36. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.

37. The contractor is responsible to maintain the infrastructure facilities provided by the University such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler, chairs, tables etc.

38. All disputes relating to this tender can be legally resolved through courts in Bolpur only.

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SCHEDULE OF ITEMS AND PRICES

The contractor should serve the following items at the prices mentioned against them.

MENU				
Items code	Menu/Name of the items	Composition/ Description/ Quantity	Unit	Rates fixed (in Rs.)
1	Standard Tea	Small Disposable Cup(60ml) Big Disposable Cup(100ml)	Per cup	6/- 10/-
2	Coffee	Small Disposable Cup(60ml) Big Disposable Cup(100ml)	Per cup	10/- 15/-
3	Cold Coffee	250 ml	One glass	20/-
4	Veg Pakora	100 gm+Sauce/Chautni	Per piece	12/-
5	Paneer Pakora	100 gm+Sauce/Chautni	Per piece	15/-
6	Chicken Pakora	100 gm+Sauce/Chautni+salad	Per piece	25/-
7	Puri Sabji	Puri (4piece)+ sabji(100gm)	Per plate	20/-
8	Muri+Sabji	Muri(100gm)+ sabji(100gm)	Per plate	15/-
9	Potato Chops/Beguni	Fried in edible oil or air frier	Per piece	5/-
10	Samosa	100 gm+Sauce/Chautni	Per piece	10/-
12	Tawa Roti		Per piece	5/-
13	Nun		Per piece	20/-
14	Butter Nun/Kulcha		Per piece	20/-
15	Bread Butter/Toast	Butter/ 2 slices of bread + 10 gm butter+Sauce/Chautni	Per piece	20/-
16	Veg Sandwich	with slices of cucumber, onion and tomato +Sauce	Per piece	20/-
17	Egg Sandwich	with omlet/boiled egg, onion and tomato +Sauce	Per piece	30/-
18	Chicken Sandwich	with chicken slices, onion and tomato +Sauce	Per piece	30/-
19	Boiled Egg/Omlet		Per piece	10/-
20	Fish	Minimum of 100 gm size	Per piece	25/-
21	Chicken	Minimum of 100 gm size	Per piece	25/-
22	Veg Meal(thali system)	Rice/ Roti(adequate quantity)+dal+2 seasonal sabji+chatni	Per plate	40/-
23	Egg Meal(thali system)	Rice/ Roti(adequate quantity)+dal+1 seasonal sabji+Egg Curry+chatni	Per plate	60/-
24	Fish Meal(thali system)	Rice/ Roti(adequate quantity)+dal+1 seasonal sabji+Fish Curry+chatni	Per plate	70/-
25	Chicken Meal(thali system)	Rice/ Roti(adequate quantity)+dal+1 seasonal sabji+Chiecken Curry+chatni	Per plate	80/-
26	Any special Thali	As per seller's chope	Per plate	150/-(Max)
27	All packaged Items	Certified	As available	As per MRP
28	Sweets/ Deserts			As per market price