



# West Bengal State University

Berunanpukuria, Malikapur, Barasat  
24 North Parganas, Kolkata-700126

Phone: (033) 2524 1975/1976/1978/1979 Fax: (033) 2524 1977

Website: [www.wbsubregistration.org](http://www.wbsubregistration.org)

Ref. No.: WBSU/Reg/Tender/Canteen/398/2019-20

Date: 09/08/2019

## **Notice Inviting Tender for Running Canteen Service at West Bengal State University (WBSU).**

West Bengal State University (WBSU) invites sealed tenders under "TWO BID SYSTEM" from interested parties including Self Help Group (SHG) for running new Canteen at one or more locations of WBSU, Berunanpukuria, Mallikapur, Barasat, North 24 Parganas, Kolkata-700126.

The details of the tender are given below:

- a. Closing Date & Time for submission of bids 26/08/2019 (upto 02:00 pm)
- b. Date & Time of Opening of Bid:
  - I. Technical bid: 26/08/2019 (at 03:00 pm) (Bids will be opened in presence of the tenderers or their authorized representatives at this University Campus)
  - II. Financial bid: After evaluation of Technical Bid.
  - III. Bid validity: Upto 90 days from the date of Opening of Financial Bid.

Note:-

1. All documents and papers submitted in the tender document have to be sealed and signed by the competent official on behalf of the Agency.
2. The Financial bid/s of the technically qualified bidders will only be opened.

**Correspondence Address:** Registrar(Officiating), West Bengal State, University, Berunanpukuria, Malikapur, Barasat, 24 North Parganas, Kolkata-700126.

"TWO BID SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. WBSU will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their Acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

**The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as "Tender for providing Canteen Services at WBSU, Barasat".**

### **Scope of Work:**

- I. To run the Canteen at the designated place in the University campus including supply of raw materials and man power for cooking and servicing etc.
- II. To fix the menu in consultation with the Competent Authority of the University from time to time.
- III. To supply Tea/Coffee/Cold Drinks, packaged food and snacks.
- IV. The contractor shall collect the payment directly from the students/staff/faculty/officers for canteen services.
- V. The WBSU will pay only those bills which will be ordered by the WBSU Administration to provide the Tea/Coffee/Cold Drinks/Food/Snacks etc. for official purpose as and when required. Canteen arrangement and services will be provided by the contractor during regular office hours.

### **Technical and Qualifying Criteria:**

1. Shop Establishment Valid Certificate (Trade License).
2. Contractor should have valid FSSAI certificate for running Canteen Services.



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3. Attach experience certificate of last 1 year along with technical bid as proof for providing Canteen in State Govt. Offices in West Bengal/PSUs/Educational Institutions including Universities/Colleges/Private Institutions of repute.
4. Undertaking for not ever been blacklisted by the Govt. /Non Govt. Agency as per format attached in the tender document.
5. Undertaking for acceptance of terms and conditions mentioned in this tender as per format attached in the tender document.
6. The GST number either in the name of proprietor or the firm. (Copy should be enclosed along with technical bid.). The contractor/SHG should have trade license and GST code number.
7. The Contractor should have valid PAN number either in the name of proprietor or firm. (Copy should be enclosed along with technical bid).
8. The Contractor should submit the Income Tax Acknowledgement Receipt for the last financial year.
9. The Contractor should submit the Professional Tax Clearance Certificate.
10. The Technical Bid without complete information and supporting documents shall not be considered for evaluation of the Financial Bid.
11. The contractor/SHG will submit filled in proposal duly signed for participation in tender. The shortlisted contractor/SHG on acceptance of the tender should have to deposit a security money of Rs.10,000/- in the form of Demand Draft in favour of the " West Bengal State University ", payable at Barasat which is refundable at the termination of contract after necessary adjustment, penalty, loss of asset etc.
12. Tender submitted by the tenderers through FAX/by mail will not be accepted.

### **Quality & Hygiene to be provided by the Contractor/SHG:**

1. The Contractor/SHG shall procure all food and other items to be sold in the canteen of good quality to the satisfaction of the Competent Authority constituted by the Institute.
2. The Competent Authority shall have the right to change any brand of material supplied/used for cooking, provided the cost of the same does not exceed the cost of specified brand.
3. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale is not recycled. Stale food shall be removed from Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within three hours in summer months and six hours in winter months, shall deemed to be stale and unfit for consumption.
4. The food preparation shall be wholesome and shall generally cater to the taste of the employees/students.
5. The oil that remains from deep frying at the end of the day shall have to be disposed off and shall not be recycled for the purpose of cooking again.
6. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.
7. The utensils shall have to be maintained sparkling clean at all time.
8. All utensils shall be sterilized each morning before serving any item.
9. The contractor shall pay special attention to maintain the Canteen neat and tidy at all times. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly by the employees of the contractor.
10. The contractor shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be viewed seriously.
11. The contractor shall ensure that sufficient man power is deployed at all times for preparation and serving each meal including cleaning, washing and overall upkeep of Canteen assets and premises.
12. The contractor shall also ensure proper room services for the WBSU officials as and when required.
13. The contractor should supply the items at the rates fixed on finalization of tender.
14. The Approved rate list should also be displayed at WBSU Canteen mandatorily.



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## GENERAL TERMS AND CONDITIONS:

1. A well canteen building will be made available free of cost.
2. The contract shall remain valid for a period of One (01) year from the date of its commencement. The contract can be further extended on the same terms and conditions for another period of one year the rights of which is reserved by WBSU. The extensions shall be based on the satisfactory performance of the contract. The contract once awarded can be terminated by either party after giving one month prior notice. Nevertheless, WBSU may terminate the contract of the Firm without any notice in case the Firm commits a breach of any of the terms of the contract. WBSU's decision that a breach has occurred will be final and shall be accepted without demur by the Firm.
3. The bid is invited to run the Canteen for 1 year and the same may be renewed /revoked only at the discretion of the University.
4. **The University will provide water, electricity as basic canteen infrastructure as subsidy.**
5. All materials should be used as per rules and regulations of Health Department, Government of West Bengal and Environment Department, Government of West Bengal.
6. The vendor will be allowed to use fan, refrigerator, electricity, electric coil/ heater or hot plates provided the vendor agrees to reimburse entire electricity bill as per bill of electrical-sub meter.
7. No responsibility will be taken by the University for Credit Sales or losses or pilferage.
8. The Contractor/SHG shall be liable to execute a written agreement on a non-judicial stamp paper of Rs.100/- before taking over charge of the canteen premises.
9. The contractor/SHG should take all safety measure to while running canteen and keep the canteen neat & clean.
10. The contractor/SHG will be bound to maintain sanitary conditions in and around the canteen and maintain equal treatment in equal circumstances. No University staff member will be engaged for the purpose and it shall be entire responsibility of the contractor/SHG.
11. Cost of food & beverages must be competitive and reasonable. Any change of prices of some basic item / different items will be fixed in consultation with the Competent Authority.
12. The employees of vendor should be dressed properly preferably in a uniform and maintain cleanliness.
13. Gas Cylinder (Commercial) will be arranged by the Contractor/SHG for continuing the canteen services throughout contract, no separate payment will be made by WBSU for the same.
14. Refilling of the commercial gas connections will be borne by the Contractor/SHG.
15. If at any time during the period of contract, it comes to the notice of the WBSU that the Agency has mislead the WBSU be way of giving incorrect/false information, which has been material in the award of Contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the Agency or the owner /partners/directors or any person responsible for the affairs of the Agency under law.
16. The contractor will have to provide a list of workers who will be working at WBSU Campus and provide complete details about them.
17. Price list must be displayed at the Canteen.
18. Food & beverages (including raw materials) must be of best quality.
  - I. All the raw materials should be fresh and without pest and cooked food must be fresh, hygienic, hot palatable within the rate quoted by the party.
  - II. Cooking is permitted with LPG gas (commercial) only. On demand, service provider has to pay for electricity and water charges to the University authority.
  - III. University authority reserves the right to inspect kitchen, dining place and also test prepared food items at any point of time without giving any notice. During course of inspection if any unhygienic condition is noticed in the kitchen or found any cooked food sub-standard, a fine of Rs. 1,000/- would be imposed on each occasion.
  - IV. Special instruction
    - a. Rice: Rice must be stone and dust free and free from bad smell.
    - b. Mustard Oil: It should be of reputed brand with good quality and free from any adulteration. Sealed container should have Agmark (or any other Govt.) certification.
    - c. Dal / Pulses: Musur, Sona Mug, Chhola, Buli, Arahar etc. on rotation
    - d. Posto: It should be fresh, good quality and free from any ingredient mixed with.



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- e. **Vegetable:** Good quality, fresh green, clean and free from pests.
  - f. **Chicken:** Only dry live chicken is to be cut into pieces and supplied
  - g. **Meat:** Live 'he' goats preferably castrated to be supplied.
  - h. **Fish:** Fishes (Rohu and Katla) to be supplied must be fresh
  - i. **Eggs:** Fresh, big size poultry eggs are to be supplied.
  - j. Utensils for cooking, servicing, preservation etc. have to be arranged in sufficient numbers by the contractor at his own cost.
- V. Functioning of canteen should start within 7 days from issue of the formal work order. The canteen will be remained open in all working days during office hours and sometimes in holidays also as when required by the University Authority.
19. Discipline to be maintained in all respect by the bidder and no out-sider other than his/her recognized worker will be allowed in the Campus. A List of workers to be provided and workers should have identity card which must be issued by the Contractor. No worker of minor age should be engaged.
  20. The WBSU reserves the right to accept or reject any bid on any of the above grounds or absence of Infrastructure or without assigning any reason whatsoever.
  21. The WBSU reserves the right to terminate the contract after giving one month notice to the vendor. However, If Competent Authority is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 24-hour notice to improve or rectify the defect[s], failing which University will be at liberty to take an appropriate action as deemed fit.
  22. Only proposals received on or before the stipulated date and time for responding to the tender will be considered for further evaluation.
  23. **Consumption or Sale of Alcohol and Tobacco (Cigarette, Biri, Khaini etc.) or Pan Masala or any other intoxicant in the Canteen is strictly prohibited. If found at any moment it invites termination of contract with immediate effect forfeiting security money and also might invite Legal action as deem fit.**
  24. Canteen should always be free of cob web, posters, dirt & smoke. The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof without the written permission of the University authority.
  25. Canteen operation will remain suspended during holiday/weekend/puja/winter vacation. However, if University authority demands, canteen will have to be kept open during weekend/holiday/vacation.
  26. Canteen will also remain suspended for any unforeseen reason.
  27. There will not be any employer-employee relationship between the University and the service provider or his/her workers.
  28. Bidder must take all the local conditions into consideration before filling up the bid documents.
  29. University will not entertain any request to change the rate of any item during the whole contract period. Only in case of the emergence of force major kind of situation, the Competent Authority/ University authority will assess the circumstances and take appropriate action. The price revision is the discretionary power of the Competent Authority/University authority.
  30. Wherever possible, veg and non-veg table/utensils should be segregated.
  31. There should be provision for supply and serving of food for sick/physically challenged person as per University authority's prescription within the limit of the rate per day.
  32. Instructions: It will be the responsibility of the supplier to clean kitchen and dining place any other used place and dump the refuse not within University campus. If violated, a fine of Rs.1,000/- for every violation may be imposed by the University authority without reference to the Concerned Supplier.
  33. The Contractor/SHG shall keep the canteen space in good and usable conditions. If any damage is caused by the Contractor it shall be repaired at their own cost.
  34. Quality and regular supply are the essence of the contract and the University may cancel the order unilaterally if the above are not complied with and violation of any terms and conditions.
- Discretion of the University:**
35. University may take decision about non-placement of order even after selection of bidder due to its internal constraints.



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36. University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

## **TERMS OF FINANCIAL BIDS:**

- Bidder for providing Canteen services will be decided at the time of finalization of tender on the basis of lowest rate (Grand Total) quoted for Menu Charges.
- The contractor has to quote the rate of **Annexure A** mandatorily.
- There should not be any calculation & totaling mistake in the Financial Bid. If any mistake in found Competent Authority will have full discretion to accept or reject the Bid.

## **EVALUATION METHODOLOGY:**

The evaluation methodology will be a two stage process:

- Step I : Eligibility appraisal**
- Step II: Commercial appraisal**

Bidder who meets the eligibility criteria will be qualified for Step II Commercial appraisal. Bidder should submit the documents in support of their eligibility.

**It is mandatory that bidders will quote for all the listed 36 items. If, any vendor failed to quote i.e. left blank in one or more than one items, then during the time of calculation, the University will put highest price from the quoted price for that particular item(s) in the blank field to ascertain the lowest bidder.**

WBSU will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

**N.B.:** If the lowest bidder does not comply with the above clauses or turn up within 15 days from the date of receipt of Work Order, failing which the work order will automatically be cancelled and will be awarded to the next competitive bidder as per obtained score with the same terms and conditions as in the tender papers.

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## FINANCIAL BID:

## Annexure A

Sl. No.	Name of the Items	Quantity	Rate per Unit (INR)
01	Tea	one cup(75 ml)	
02	Coffee	one cup(75 ml)	
03	Vegetable Meal [Rice and/or Roti, dal, bhajee, sabji two types, chatni]	per plate	
04	Lunch [Rice, dal, sabji, fish curry]	per plate	
05	Lunch [Rice, dal, sabji, chicken curry]	per plate	
06	Lunch [Rice, dal, sabji, egg curry]	per plate	
07	Paratha(Maida) with curry	per piece	
08	Roti with curry	per piece	
09	Veg. curry	per plate	
10	Kachuri with dal/sabji/curry	per piece	
11	Chana masala	per plate	
12	Veg, Tarka	per plate	
13	Egg Tarka	per plate	
14	Ghugni	per plate	
15	Cholar dal	per plate	
16	Biscuits, Cake	per plate	
17	Veg. Chowmin (Full)	per plate	
18	Veg. Chowmin (Half)	per plate	
19	Roll(veg)	per piece	
20	Roll(Egg)	per piece	
21	Roll(Chicken)	per piece	
22	Butter toast	per piece	
23	Egg toast	per piece	
24	Cold drinks, ice cream	per piece	
25	Veg chop, singara	per piece	
26	Meal[rice, dal, curry] with non-veg dish as per Mid day meal standard for students only[Mandatory to quote], as per student list(prepaid), serving time between 12 noon to 3 pm]	per plate	
27	Any other item as per students/ teachers/ others demand e.g.MOMO(veg. & non-veg)	per plate	
28	Fried Rice, Chilly Chicken, Curd(100gm), sweet(one)	per plate	
29	Fried Rice, Chilly Paneer, Curd(100gm), sweet(one)	per plate	
30	Non Veg. Chowmin (full)	per plate	
31	Non Veg. Chowmin (half)	per plate	
32	Chicken Pakora	per piece	
33	Veg Pakora	per piece	
34	Moglai Parota	per piece	
35	VEG.Thali special Rice/hot roti with Dal Mixed Vegetable, Paneer item or any delicious sabji, Mixed Chatni ,100 gm curd (sour) + sugar (if demanded)	per plate	
36	NON VEG.Thali special Rice/hot roti with Dal Mixed Vegetable, Mutton/Chicken curry or Fish curry -150 gm, Mixed Chatni, 100 gm curd (sour) + sugar (if demanded)	per plate	
In Words	Total Amount (INR)		

#- unit is always one

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## UNDERTAKING (regarding acceptance of terms and conditions) in Company Letter Head

I/We.....hereby solemnly agree to abide by the Terms & Conditions and the rates enumerated above.

Any break of the Clause/Clauses will render my/our contract null and void.

I/We have understood completely about this tender document and the terms and conditions therein. I/We agree to sell the eatables/snacks/Tea/High Tea/Juices etc. on the rates mentioned in the tender rate list annexed with. I/We have also understood that I/We have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Dated:

Signature of the Contractor

Name of the Contractor \_\_\_\_\_

(Full signature of the Tenderer with seal of the Agency)

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(furnished on Company/SHG Letter Head)

To  
**The Registrar,**  
**West Bengal State University**  
Barasat

Ref. your Tender No.: WBSU/Reg/Tender/Canteen/398/2019-20, Dated: 09/08/2019

Sir/Madam,

1. I/We the undersigned (hereinafter known as "the contractor") hereby apply for grant of contract for running the Canteen at WBSU at Barasat.
2. I/We have gone through all the terms and conditions and also the schedule of items as enlisted by you in your notice inviting tender for the subject under reference.
3. I/We, hereby confirm that I/We have understood all the terms and conditions and confirm my/our commitment to abide by them. In case of any discrepancy / dispute or wrong / incorrect nomenclature in the schedule, the decision of WBSU shall be final.
4. I/We also confirm my / our commitment to provide the material as enlisted in the schedule of items with your notice inviting tender under reference.
5. I/We have experience of 01(One) year providing Canteen in a State Govt. Offices in West Bengal/PSUs/Educational Institutions including Universities/Colleges/Private Institutions of repute.

(a)	
(b)	
(c)	

6. I/We understand that I/We shall have to deposit a security money of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of the " West Bengal State University ", payable at Barasat before signing the "Agreement" in case I am/We are awarded the contract. This deposit will not bear any interest and shall be refunded on termination of contract after necessary adjustment, penalty, loss of asset etc.
7. In case the contract is awarded to me/us, I/We shall sign an agreement within 10 days (on a non-judicial stamp paper of prescribed value) of the receipt of the letter awarding the contract.

**Signature of the Tenderer  
& Date with Seal**

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## UNDERTAKING (regarding non blacklisted) in Company Letter Head

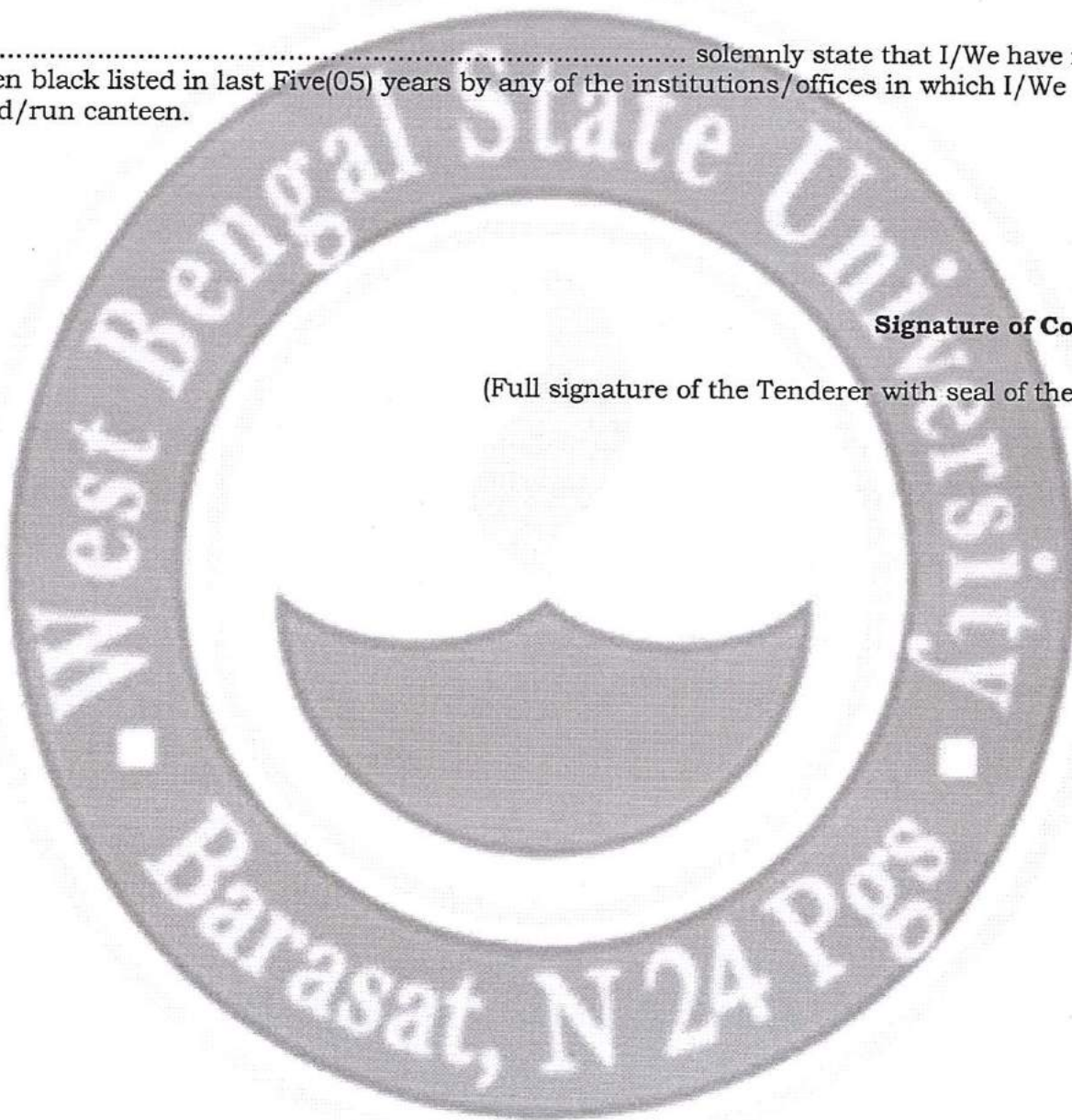
I/We ..... solemnly state that I/We have not so far been black listed in last Five(05) years by any of the institutions/offices in which I/We have worked/run canteen.

**Signature of Contractor**

(Full signature of the Tenderer with seal of the Agency)

Date:

Place:



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Copy forwarded for information and necessary action, if any, to:

- 1) Vice-Chancellor's Secretariat, W.B.S.U.
- 2) Notice Board of the Office of the District Magistrate, North 24 Parganas.
- 3) The Prohan, Ichhapore Nilgunj Gram Panchayet, North 24 Parganas.
- 4) The Sabhadhipati, North 24 Parganas Zilla Parishad, Barasat
- 5) District Information Officer, North 24 Parganas.
- 6) Divisional Account Officer, North 24 Parganas.
- 7) The Officer-in-Charge, Duttapukur Police Station.
- 8) Finance Officer, W.B.S.U
- 9) University Engineer, W.B.S.U
- 10) OSD-Admin in charge of the Office of the Controller of Examination, W.B.S.U
- 11) Deputy Registrar, W.B.S.U with request to upload the N.I.T on University Website and arrange for putting the same on University Notice Board.
- 12) Registrar's Department, Guard file

  
Registrar (Officiating)  
West Bengal State University

Registrar (Officiating)  
West Bengal State University  
Barasat, Kolkata-700126

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