

Notice Inviting Tenders (NIT)

VISVA-BHARATI
OFFICE OF THE DIRECTOR, PSNS

Ref. No.: DSW/Canteen/252/22-23

Dt. 02.02.23

Notice inviting tender for operation of catering services for different canteens at Visva-Bharati

Sl. No.	Name of the Work	EMD	Tenure of licence	Licence Fees to be paid per month
1	Operation and maintenance of different canteens namely, Visva-Bharati General Canteen, Vinaya Bhavana Canteen, Vidya Bhavana Canteen, Sriniketan Bhojonagar, Social Work Canteen, Siksha Bhavana Canteen, Sangit Bhavana Canteen, Siksha Satra Canteen, PSB Canteen and Kala Bhavana Canteen for all students, staff, their guests and visitors for official purposes of the University.	Rs. 2000/- (two thousand only) for each Canteen	Eleven (11) Months and the tenure may be extended for maximum 4 times.	For "Hut type structure" - Rs. 1100/ month. For "Pucca structure" - Rs. 5.00/- per Sq.ft/ month + Rs. 100.00 (water charge)/ per month
a.	Start date of on-line bid submission/ off-line bid submission			10.03.23
b.	Pre-bid meeting			15.03.23
c.	Last date of submission			10.04.23
d.	Submission of EMD drawn in favor of Accounts Officer, V.B to the office of Proctor by hand/post.			On or before 10.04.23
e.	Date of opening of technical bid.			11.04.23
f.	Date of opening of price bid.			14.04.23

N.B. Separate tenders are invited from the interested bidders by the undersigned for different canteens as stated above.

The Chairman
Management-cum-Tendering Committee,
Proctor Office, Visva-Bharati,
Santiniketan-731235, West Bengal, India

Ref. No.:

Date:

**TERMS & CONDITIONS FOR OPERATION OF CATERING SERVICE FOR DIFFERENT
CANTEENS OF VISVA-BHARATI**

General Introduction

Visva-Bharati, Santiniketan, an institute of National Importance, invites bids through Limited Tender Enquiry in two bid system from reputed agencies engaged with proven track record for operation of catering services for canteens running under different Bhavanas of Visva-Bharati.

Tenure of license agreement may be 11 month initially and the tenure may be extended for maximum 4 times, subject to satisfactory performance recommended by Surveillance Committee of the concerned Bhavana.

The tender documents with complete details should be submitted to the office of the Proctor, Visva-Bharati by the vendors through postal/courier service or by hand. The original Demand Draft towards cost of EMD will have to be sent directly to The Chairman, Management-cum-Tendering Committee, Proctor Office, Visva-Bharati, Santiniketan-731235, West Bengal, India through courier / postal services or by hand mentioning the name of the Canteen on the envelope.

The NIT is available on Govt. e-portal (<https://mhrd.euniwizarde.com>) and University Website. Interested and reputed vendors may also download the same and submit the bids to the office before the last date of submission of bids with complete bid documents.

A. General Condition:

1. The firms having good profiles in dealing with such business are only eligible to take part in tender.

The following documents should be enclosed with Technical Bid

- I. Trade licence, Food licence issued by FASSAI, Partnership deed (in case of Partnership firm), Power of Attorney (if required),
 - II. PAN and GST registration
 - III. Bank Solvency certificate of Rs. 1 lac from any Govt. bank in the proper format is to be submitted.
2. The contractor shall not be allowed to transfer/ assign the work of canteen services to any other person. Any violation of this condition will lead to termination of the agreement without any chance of appeal or arbitration.
 3. Caterer will have to collect the payment of dinning charges from the students, staff and outsiders etc. as per the rate approved by the committee and issue cash memo properly. An automated billing machine also may be used for payment of bill.
 4. Caterer will be responsible for paying all taxes including GST to the Authorities concerned.
 5. Soft copy of EMD of Rs 2000/- (two thousand only) in the form of D/D drawn in favor of the Accounts Officer, Visva-Bharati payable at SBI, Santiniketan must be uploaded with Technical Bid. Tender will be considered CANCELLED without EMD. The EMD for the qualified vendor will be released on receipt of Security Deposit (Performance Security) of Rs 10,000/- (ten thousand only) for "Hut type canteen" and 50,000/- (fifty thousand only) for "Concrete structured canteen" The Performance Security will be refunded after 60 days of completion on contract subject to adjustment of deduction, if any. Performance Security may be furnished in the form of an Account Payee Demand Draft/FD. Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank of online payment in an acceptable form. No interest will be paid on Performance Security.

6. In case the bidder claims for waiver of bid security (EMD), he shall provide documentary proof of being registered with Central Purchase Organization of MSME of the concerned ministry of Dept. As per GFR-170. The registration must remain valid till the bid validity period.
Soft copy of EMD must be submitted along with technical bid. However, hard copy (Original) of Demand Draft (D/D) for cost of EMD should be sent directly to The Chairman, Management-cum-Tendering Committee, Proctor Office, Visva-Bharati, Santiniketan-731235, West Bengal, India by post, failing which the tender will be treated as cancelled.
7. Financial Bid of technically qualified bidders will be considered only. Evaluation of Lowest Bidder will be on the lowest evaluated composite cost (excluding GST) of all items as indicated in Annex-A offered by the vender. Rate for students must be lower than the rates to staff/others.
10. No price variation will be allowed within the tenure of contract unless there is any change in Govt. duties, if applicable. Rate for different items may be revised by the University authority after every term of contract to make parity with the market rate. Technical bid will contain in Annexure-B along with copies, self attested by the vendor and declaration in Annexure-C and the financial bid will contain in Annexure-A.
11. Original tender document should be neatly typed or printed and each page will be signed and duly stamped with vender's seal. In case of Authorized signatory, authorization from the competent authority should have to be submitted in the given format.
12. Vague, incomplete, confusing or contradiction and conditional tender will be liable to cancelled without any explanation.
13. The Management-cum-Tendering Committee on behalf of Visva-Bharati reserves right to annul/issue any amendments in the tender document or part thereof at any time prior to but five days before the deadline of submission of the tender and such change will be deemed as integral part of the tender. This will be published through Visva-Bharati web-site. The decision of the Management-cum-Tendering Committee will be final and binding.
14. The successful vender will execute an agreement with the University.
15. Any loss or damage to the University's asset will be replenished by the vendor immediately and should report to the Office of the Concerned Bhavana Principal.
16. Efforts to personally influence of any nature to the Management-cum-Tendering Committee's decision will result in cancellation of the Bid.
17. No bidder shall be allowed to withdraw after submission of the tender, otherwise the EMD submitted by the bidder would stand forfeited. In case, the successful tenderer decline the offer of contract (or refuse to acknowledge or execute the contract/agreement within 15 days of award of work), for whatsoever reasons, his EMD will be forfeited.
18. EMD will only be refunded to the unsuccessful bidders within 30 days after finalization of tender and no interest will be paid for the same.
19. The bidder should quote financial bid both in figure and words. Illegible bid will be liable to be cancelled. The rate indicated in 'Words' will be considered for evaluation of lowest bidder.
20. All disputes will be under the jurisdiction of Bolpur/Suri court at Birbhum district.
21. The bidder should submit self-declaration to the effect that he/she is free from any encumbrance and has no case of legal conviction in any form.
22. The date fixed for opening of bids, if subsequently declared as holidays by the Govt. the revised date of scheduled will be notified in the portal. However, in absence of such notification, the bids will be opened on the next working day but time and venue will remain unaltered.

23. Tenders are invited for following canteens,

Visva-Bharati General Canteen, Vinaya Bhavana Canteen, Vidya Bhavana Canteen, Sriniketan Bhojonagar, Social Work Canteen, Siksha Bhavana Canteen, Sangit Bhavana Canteen, Siksha Satra Canteen, PSB Canteen and Kala Bhavana Canteen.

24. License fees for different canteens are as follows*

Type of Canteen	License fees
Hut type structure	Rs. 1100/- per month (Rs. 1000.00 + Rs. 100.00 as water charge)
Concrete structure	Rs. 5.00/- per sq.ft./ per month + Rs. 100.00 (as water charge)

*To be enhanced 5%, in case of renewal of agreement.

26. Canteens will remain open for all students, staff, their guests and visitors for official purposes of the university.

B. Other conditions:

- (i) The university may provide essential items as is where is basis. Inventory of University items would be prepared and list would be the part of agreement. The licensee would be liable to pay damages towards the said items supplied by the University.
- (ii) The Contractor/Caterer shall bring kitchen equipment, cooking and service utensils, cutleries and crockery etc., raw material and provide manpower to prepare & supply the meal to the students, staff members and guests. The contractor/caterer will be responsible to withdraw all his workers as soon as the contract is over. University will not recognize/take responsibility of payment and future liabilities for the workers.
- (iii) Electricity charges will be paid by the vendor to the competent authority and will submit a copy of paid electricity bill for each quarter to the office of the Director PSNS, VB regularly.
- (iv) University will not arrange any accommodation for workers.
- (v) University will not be responsible for any future work/ contract/award for the canteen or his employees.
- (vi) Time for opening and closing of canteen in weekdays and holidays to be mentioned clearly and two hours in the morning, two hours in the noon and two hours in the evening should be reserved for the University students, staff and guests.
- (vii) No persons should be permitted to stay at night in the canteen premises on behalf of caterer on any circumstances.
- (viii) Selling of tobacco/ drugs/ alcohol is strictly prohibited.
- (ix) Business other than catering service from the Visva-Bharati premises is strictly prohibited.

C. Regarding meals:

- (i) Preparation and serving of Tiffin/breakfast, lunch and dinner during a day as per menu described in Annexure-B.

- (ii) Caterer shall provide catering services as per the menu and timings to be advised by the University Authority from time to time at their sole discretion. The surveillance Committee of the concerned Bhavana on behalf of the University reserves the rights to modify the menu and revise the same as their discretion.
- (iii) Caterer shall provide food/breakfast/refreshment, pantry items etc. as at the agreed rates and in sufficient quantity. The agreed rate should include the cost of fuel transport charges, raw material charges and GST as applicable.
- (iv) Caterer shall give utmost attention to provide wholesome, testy, quality dishes and render good services, besides maintaining punctuality in services, which is equally important. Caterer will ensure that “GOOD QUALITY” food only be served in the Dining Hall.
- (v) The caterer will use only packaged branded products of ISI/AGMARK wherever prescribed and not use items, which are sold loose, and good/fresh (without any seemingly damage/deterioration) vegetables for preparation of the food.

D. Regarding Services (Food):

- (i) Caterer shall ensure quality food and provide satisfactory /acceptable catering services without giving any room for complaint from diners.
- (ii) Caterer shall prepare the food items in a hygienic atmosphere and qualified trained staff shall be available to supervise cooking, serving, dish washing and general canteen housekeeping.
- (iii) Caterer shall be solely responsible for the arrangements of gas requirements.
- (iv) Caterer shall be responsible for housekeeping, cleanliness and hygienic maintenance of the Dining Hall including washing and cleaning of kitchen area on daily basis. Moreover, use of plastic will be strictly prohibited, waste disposal should be done by the vender in compliance with the Govt. rules and guidelines and fossil fuel including coal and fire wood is not permitted.

(E). Manpower:

- (i) Caterer shall provide sufficient experienced manpower having sound health and free from any infectious disease for the smooth working of the Dining Hall. Shortage of staff on account of leave shall be suitably replenished by the Caterer/ Agency by making alternative arrangements. Staff and all personnel involved in service will be subjected to medical checkup at least once in a year. Caterer shall provide the list of his/her workers to Visva-Bharati time to time for verification.
- (ii) Caterer shall not engage any child labour.
- (iii) Caterer shall issue uniforms for all the staff employed by him and shall provide an identification badge embossing name of such staff. The cost of providing and laundry charges for uniforms shall be in Caterer’s account.
- (iv) Caterer’s employees shall maintain discipline and good behaviour with the diners of canteen. In the event of any complaint or commission of an act of misconduct by the employees of the Caterer, the Caterer shall take prompt action, including removing the said employee from the Canteen. The Caterer shall deal with all disputes relating to its employees. The University will not take any responsibility about the workers.
- (v) The personnel of the Contractor shall not be the employees of the University and they shall not claim any salary or allowance, compensation, damages or anything arising out their employment/duty under this contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- (vi) The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and

the University shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour Laws, Workmen Compensation act, EPF Laws, ESIC Laws, Income tax Laws, Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other laws in force.

(F) Supervision:

- (i) The concerned Bhavana will form a Surveillance Committee to supervise the quality of all materials used in the Kitchen for preparation of food. The Committee will also ensure that the cooked food to be served in a comfortable manner to the diners in a Hygienic atmosphere.
- (ii) Periodic survey will be conducted by the concerned Bhavana Surveillance Committee about the quality of food and services and the findings will be recorded and brought to the notice of the caterer for immediate corrective action whenever necessary.

(G) Agreement:

The work should be taken up within a maximum of 15 (fifteen) days from the date of issue of work order. The successful bidder shall execute an Agreement with Visva-Bharati on a Non-Judicial Stamp Paper of appropriate value before the commencement of work.

Annexure-A

**VISVA-BHARATI
SANTINIKETAN**

Scope of service at V.B Canteen

	Rate for Student in Rs.	Rate for Staff in Rs.		Rate for Student in Rs.	Rate for Staff in Rs.
<u>Common Meal</u>			<u>Tiffin</u>		
1. Green Salad			1. Puri 4 pcs & Vegetable 100 gms		
2. Bhaji (One type)			2. Kachuri 4 pcs & Dal 100 gms		

3. Rice- 200 gms (Standard Quality)		3. Alu Paratha 1 pcs (100 gms)		
4. Dal- 50 gms		4. Chowmin Vegetable 200 gms		
5. Vegetable- 150 gms		5. Chowmin Non- Vegetable 200 gms		
6. Chatni- 20 gms		6. Chowmin Mixed 200 gms		
7. Papad		7. Chana Masala 100 gms		
8. Fish – 75 gms		8. Roll 125 gms (Egg/Chicken/Mixed)		
9. Egg – 1 pcs		9. Veg Cutlet 25 gms		
10. Paneer – 100 gms	10. Egg Cutlet 40 gms			
11. Mutton – 150 gms	11. Chicken Cutlet 40 gms			
12. Chicken – 150 gms	12. Plain Dosa			
13. Chapati (Roti) per piece	12. Plain Dosa			
Total		13. Masala Dosa		
		14. Tea		
		15. Coffee		
		Total		

Menu for Breakfast, Lunch & Dinner

For Office use only

Composite Rate	
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NB: Rates for students must be lower than the rates quoted to staff/others.

Annexure-B

**Visva-Bharati
Santiniketan**

Technical Part

1. Name of the bidder.....
2. Address with phone no. and E-mail
.....
3. Details of the Firm. In case of Partner-ship Firm, Submit the

- Partnership deed
4. Detail of the Earnest Money submitted
- I. Amount
- II. D/D No and date of purchase
- III. Drawn on
- IV. Payable at
5. Whether all certificates indicating clearance of Govt dues or statutory documents (Viz PAN, GST, Trade licence, FSSAI, EPF, ESI Regn. Labour Licence have been submitted. Mention the types of documents attached.
6. Whether the price of each item have been quoted as par the Scope of works at Annexure-B
7. Whether experience of catering services has been attached
8. Whether audited balance-sheets have been enclosed

Signature with office seal Date:

N.B. It is requested to attach separate sheet, if required

Annexure-C



**Visva-Bharati
Santiniketan**

Technical Part

Declaration of the Bidder

I/We hereby tender for engagement of manpower as specified in the memorandum given below, at the rate offered by me, in the tender schedule in accordance with the Tender Terms and conditions annexed hereto.

Memorandum

1. General Terms and Conditions
2. Specification of service to be provided i.e. scope of work/ Fin. Bid - Annexure - A

- 3. Technical Bid for Vendor's details - Annexure – B
- 4. Declaration of bidder - Annexure – C

Should this tender be accepted, I/We hereby agree to abide by and fulfill all the Terms and conditions of the tender document and provide services for V.B canteen as per the scope of work/ requirement indicated in the Annexure-B.

The Terms and conditions of the tender have been clearly understood by me /us before submission of this tender.

The above tender with amount indicated for each item is hereby offered by me/us.

Dated _____ this day of _____ year _____ at _____

Name:-

Address:-

Signature of witness

Signature of bidder with office seal