



GOVERNMENT OF WEST BENGAL

BARASAT GOVERNMENT COLLEGE

NAAC ACREDITED 'A' GRADE & DST-FIST SPONSORED COLLEGE

10, K.N.C. Road, Barasat, Kolkata - 700124, West Bengal, India

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Memo No.: 386

Date :21-08-2019

TENDER NOTICE

Sealed Tenders addressed to the Principal, Barasat Government College, 10, K N C Road, Barasat, 700124, are invited from reputed and interested hoteliers/restaurateurs/ food sellers to run a Cheap Canteen at the premises of Barasat Government College to sell healthy and tasty food items to the students and staff of the college. Mention must be there in the quotations the rate charts against the food items to be sold. Tenders only having necessary documents and credentials will be accepted up to 10th September 2019.

Last Date of submission of Tenders : 10.09.2019 at 3-00 p.m.

The decision of the College authority in accepting tender will be final.

Documents to be submitted:

1. Valid Food License issued from the competent authority.
2. List of Quoted rates for the items to be served should be duly signed by the tenderer on each page with seal/rubber stamp.
3. The terms and conditions form should be duly signed by the tenderer on each page with seal/rubber stamp.

PRINCIPAL
Barasat Government College

Terms and Conditions to be agreed upon for submitting the tenders for providing Canteen Services:

1. It may be noted that the lowest quoted rates of a tenderer do not entitle him/her to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the college authority and he/she is finally recommended.
2. The contractor's firm must have at least one year's experience in catering. The experience certificate needs to be attached.
3. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954.
4. The contractor shall abide by all the prevailing laws for running of canteen and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor and on account of this the contractor shall solely be responsible.
5. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
6. The contractor shall keep the canteen area (in and around) neat and tidy. Cleaning of dining space and kitchen will be the responsibility of the contractor.
7. The kitchen of the canteen shall be maintained with best of hygiene standard.
8. The contractor shall take all precautions to maintain quality of food. In no case stale / old stuff preparations should be sold.
9. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the stakeholders or visitors of the college.
10. The contractor shall not use the canteen / college premises for residential purpose. None of the employees of the contractor shall be allowed to stay in the college premises during night hours or on holidays.
11. College canteen will remain open from 6.30 a.m to 5.30 p.m.
12. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu /items agreed upon shall be sublet to any other party. Use of canteen or any other part of canteen building or premises for any other purpose by the contractee or any of his relation or employee is strictly prohibited. If found, it will lead to the termination of the contract.
13. (a)The contractor shall provide the list of the workers along with their identification, contact number and residential proof, who are working in the canteen.

(b) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behaviour of the staff employed by him in the college canteen and shall solely be responsible for any mishaps or undesirable incidence on account of the conduct / behaviour of the staff engaged by the contractor. (c) A list of staff working in canteen shall be forwarded to the police station concerned. (d) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time .
14. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage; theft etc. occurring in the canteen and no compensation of any kind shall be made by the college.

15. The contractor shall have to ensure that the canteen staff employed by him/her wears proper dress. The contractor shall have to take all measures to maintain good hygiene during the preparations and serving.

16. (a) The approved rates of the food items as accepted by the college shall not be increased by the contractor without prior permission of the college. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the college.

(b) The contractor shall display the rates of the items, as approved upon by the college at a prominent place within the canteen.

(c) The contractor shall display the menu every day on the notice board of the canteen.

17. The contractor shall have to make his own arrangement to remove / dispose of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange for proper dustbins. The garbage of these dustbins shall be properly disposed of by the contractor outside the college on a regular basis.

18. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaints or suggestion. The same shall be submitted to the principal's office for inspection every month.

19. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays/Sundays/vacations/holidays as per the requirement of the college.

20. The contractor shall use good quality branded cooking medium and should ensure that only standard material / ingredients or cooking and serving are used. No local /sub- standard material / ingredients shall be allowed. The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients/material which shall be of good quality.

21. The selected bidder shall have to execute an appropriate agreement with the college on a non judicial stamp of Rs. 10/- accepting all terms and conditions.

22. The contract will be given only for running the general canteen of the college. The college will have full authority to execute contract with other parties for running separate canteen for teachers and staff.

23. There shall be an observation period of 03 months from the date of award of the contract during which the work and conduct of the contractor shall be observed and assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor.

24. Any member of Canteen Committee or any other staff or other persons authorised and deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct and other matters. The contractor and/ or his/her staff must cooperate with the persons authorised or deputed for this purpose.

25. Any loss to the property of the College caused by the contractor shall be borne by the contractor.

26. No use of plastic or polythene packs or utensils are allowed in the canteen. Only paper cups, Plates, glasses or stainless steel utensils must be used. Clean banana leaf on plate is allowed.

27. Garbage, logged water, waste and dust are to be cleared everyday and kitchen and its surroundings must be kept clean all the time.

28. Insect-repellent machines are to be installed near the kitchen / food counter.

29. Usage of quality edible oil, Masala, Butter, Sauce, used for cooking and other cooking ingredients are allowed. These cooking aids must be approved by the

30. Selling or use of narcotics or drugs in any form, wine in any form, pan / pan masala , guthka, bidi, cigarette / match box, junk food and any alcoholic product is strictly prohibited. If found, strict actions will be taken by authority against the contractor.
31. Subsidised rates are expected to be formulated as rooms, electricity, water and drinking water, security will be provided by the college free of cost.
32. All materials, marketing, cooking items (gas oven, micro oven), labour, other expenditure are to be borne by the contractor.
33. All items are not mandatory everyday and the Canteen Committee will decide everyday's menu.
34. Paper napkin, General sauces, Salt, Pepper, Pickle sachet should be supplied on demand.
35. Bulk order will be placed at least 48 hours earlier. Canteen keys will remain with college security staff and kitchen rooms is to be opened at 6.30 a.m. and closed at 6 p.m. No food can be carried out of the college or taken home.
36. Refrigerator must be arranged by the contractor.
37. No preparation of outside orders allowed other than college requirement only.
38. Food, tea etc. may be supplied to Principal, Staff and faculty room on call.
39. College will not supply cooking gas. Gas is to be arranged for by the contractor.
40. Only one heater or induction cook top is allowed to be used.
41. College Canteen Committee's decisions instructions are always final in listing every day's menu or special preparation of items or general canteen Management.
42. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by the Canteen Committee or the Principal of the College, and the decision shall be final and binding for both the parties. Sealed envelope should be addressed to: The Principal, Barasat Government College, Barasat, 700124

FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD ' Tender for providing the Canteen services in BARASAT GOVERNMENT COLLEGE [Last date for submission of tender: 10.09.2019 (03:00 pm.)]

PARTICULARS

1. Name of the Firm/Contractor :

2. Address :

3. Phone No. i) (Mobile) : ii) Landline :.....

4. Experience (in years) of Catering and / or running Canteen :

5. Trade License Registration No. : (self-attested copy to be attached)

6. Food License Registration No: and the name of the Issuing Authority: (self-attested copy is to attached)

7. Aadhaar No. (of the proprietors in case of proprietary firm or the partners in case of partnership firm):

8. PAN . :

9. DECLARATION : I hereby declare that: **A.** The applicant / firm has not been blacklisted and has not been penalized for not meeting the provisions of the Food and Adulteration Act, 1954 ever in the past. **B.** All the particulars furnished by me/us are true to the best of my/our knowledge. **C.** All the terms & conditions of this tender document are acceptable to me/us and I/we shall/will abide by the same in case the tender is awarded to me

Date :

Signature: With Official Seal

A. List of Food Items to be quoted :

Serial No. Item Name

1. Veg. Thali (Rice(125 gm.). Daal, 1 Veg. Fry , Veg. Curry + 100 gm. white curd): [With one time additional rice and daal on demand}

2. Fish Thali (Rice (125 gm.), Daal. 1 Veg. Fry, Veg. Curry. + 1 pc. Rohu/Katla Fish curry): [With one time additional rice and daal on demand}

3. Chicken Thali (Rice. Daal. One Veg. Fry. Veg. Curry. 2 pcs. Chicken curry): [With one time additional rice and daal on demand}

4. Tawa 'Atta' Roti (Per piece):

5. 2 pcs. Bread toast plain /or with butter / fruit jam (three rates):

6. Veg. Sandwich:

7. Egg Sandwich:

8. Chicken Sandwich:

9. 1 pc Boiled Egg:

10. 1 pc Egg fry/Omlet:

11. Dim-Pauruti (2 pieces of bread with one egg):

12. 2 pcs Tawa roti and 1 plate sabji:

13. Noodles one plate (Veg):

14. Noodles one plate (Egg);

15. Noodles one plate (Chicken)

16. Veg Roll (1):

17. Chicken Roll (1):
18. (Alu /Cauliflower) Samosa/ Singara (1 pc.):
19. Vegetable Chop (standard size) 1 pc.:
20. Egg Chop 1 pc.:
21. Fish Chop 1 pc.:
22. Fish Fry 1 Pc. :
23. 6 pcs. 1 plate (Boneless) Chicken Pakora;
24. 6 pcs. 1 plate Veg. Pakora:
25. (a) Paratha 2 pcs. with Sabji: (b) Additional paratha with/without sabji) per piece:
26. (a) Luchi / Kachuri 1 plate with curry (4 pcs. Luchi): (b) Luchi per piece additional with free curry on demand:
27. 4 (medium) pcs. Alur dom 1 plate:
- 28- Ghooghni 1 plate:
29. 1 plate Alu Bhaja:
30. 1 plate Veg. Tarka:
31. 1 plate Egg Tarka:
32. Chilli Chicken (half plate. 3pcs):
33. Chilli Chicken (full plate. 6pcs):
34. 1 Half plate Fried Rice:
35. 1 Full plate Fried Rice:
36. 1 Full plate Fried Rice and half plate Chilli Chicken: -

37. 1 Full plate Fried Rice and full plate Chilli Chicken:

38. Mineral Water (Bisleri / Kinley/Aquafina) 1 litre bottle:

39. Soft Drinks of reputed brands: 40. Muri (50 gm.)

41. Muri (50 gm.) with Veg. Chop (2)/ Singara (2)

42. Jhal Masala Muri (50 gm): 43. Dahi (Curd) 100 gm. with / without Sugar or Salt:

42. Lassi 1 glass (250ml): 43. Sweet (Rasogolla /Sandesh/ Pantua /Sonpapdi / Kaju-barfi etc): (per piece) 44. Tea (50 ml) with Milk:

45. Tea (100 ml) with Milk:

46. Tea (50 ml) black without Milk:

47. Tea (100 ml) black without Milk

48. Tea (50 ml) with Lemon:

49. Coffee (50 ml) black:

50. Coffee (100 ml) black:

49. Coffee (50ml) With Milk:

50. Coffee (100 ml) with Milk:

51. Cup / Tiffin Cake per pc (Standard and reputed brand):

52. General Biscuits per pc / per pack (50 gm./100 gm./200 gm.):

53. Candies / Chocolates/Packaged snacks (Potato & other Chips) from reputed companies: