

RABINDRA BHARATI UNIVERSITY

56A, B.T. Road, Kolkata-700050

NOTICE INVITING TENDER

Ref No. RBU/DSW/T/411/2024

Date: 21.06.2024

Sealed Quotations are invited from the reputed Companies/Self Help Group (SHG) having experience of running wet canteens and cheap store for providing services of photocopying, net surfing, printing and selling of stationeries at Emerald Bower Campus of Rabindra Bharati University by 05.07.2024 (2 pm). For details please visit our Website: www.rbu.ac.in or Notice Board.

Dean Students' Welfare



RABINDRA BHARATI UNIVERSITY
56A, B. T. ROAD, KOLKATA - 700050

Ref. No.: RBU/DSW/T/411A/2024

Date: 21.06.2024

Notice Inviting Tenders

For Running Canteen Services at the Emerald Bower Campus of Rabindra Bharati University

Rabindra Bharati University (RBU) invites sealed tenders from interested parties including Self Help Groups (SHGs) for running following Canteens at Emerald Bower Campus of the university as mentioned below:

Sl. No.	Canteen Name	Address and Location of the Canteen	Area of the Canteen	Probable Customer Profile
1.	Students' Canteen	Emerald Bower Campus, 56A, B.T.Road, Kolkata-700050 (Ground Floor beside School of Vedic Studies)	2320 sq. ft.	Students
2.	Teachers' Canteen	Emerald Bower Campus, 56A, B.T.Road, Kolkata-700050 (First Floor of Composite Building beside Teachers' Lounge)	122 sq. ft. (Not including Teachers' Lounge)	Teachers, students officers and support Staff
3.	Staff Canteen	Emerald Bower Campus, 56A, B.T.Road, Kolkata-700050 (Ground Floor opposite Playground)	1050 sq. ft.	Officers and support Staff
4.	Sangeet Bhawan Canteen	Emerald Bower Campus, 56A, B.T.Road, Kolkata-700050 (Ground Floor opposite Sangeet Bhawan)	680 sq. ft.	Teachers, students and other Staff

Important date and timings:

a.	Closing Date & Time for submission of bids	05/07/2024 (up to 2.00 PM)
b.	Date & Time of Opening of Bid:	05/07/2024 (up to 4.00 PM)
c.	Date of declaration of selected bidder	08/07/2024 (up to 5.00 PM)

Note:

- All documents and papers submitted in the tender document have to be sealed and signed by the competent official on behalf of the Vendor.
- The Technical and Financial Bids will be opened on same day.
- The Bidders 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. RBU 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 Bidders in single covers duly super scribed as "Tender for Canteen Services at RBU for" (Name of the Canteen).

Scope of Work:

- I. To run the Canteens at the designated place at Emerald Bower Campus p of Rabindra Bharati University.
- 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/ snacks/Cooked food, packaged food etc.
- IV. The contractor shall collect the payment directly from the students/staff/faculty/officers for canteen services.
- V. The RBU will pay only those bills which will be ordered by the RBU Administration to provide the Tea/Coffee/Cold Drinks/Food/Snacks etc. for official purposes as and when required. Canteen arrangement and services will be provided by the contractor during regular office hours.

Technical and Qualifying Criteria:

1. The contractors should belong to in and around Kolkata.
2. Shop Establishment Valid Certificate (Trade License).
3. Contractors should have valid FSSAI certificate for running Canteen Services.
4. 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.
5. Undertaking for not ever been blacklisted by the Govt. / Non-Govt. Agency as per format attached in the tender document.
6. Undertaking for acceptance of terms and conditions mentioned in this tender as per format attached in the tender document.
7. 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.
8. The Contractors should have valid PAN either in the name of proprietor or firm, (Copy should be enclosed along with technical bid).

9. The Vendors/Contractors should submit the Income Tax Acknowledgement Receipt for the last financial year.
10. The Contractors should submit the Professional Tax Clearance Certificate.
11. The Technical Bid without complete information and supporting documents shall not be considered for evaluation of the Financial Bid.
12. The Contractors/SHGs should submit filled in proposal duly signed for participation in tender along with EMD of Rs. 10,000.00 (Rupees Ten thousand only) in the form of Demand Draft in favour of the “**Rabindra Bharati University**”, payable at Kolkata (Refundable). No tender will be accepted without EMD.
13. The successful bidders have to submit security deposit of Rs. 2,00,000.00 (Rupees Two lac only) for students’ canteen, Rs. 1,50,000.00 (Rupees One Lac Fifty thousand only) for staffs canteen, Rs. 1,00,000.00 (Rupees One Lac only) each for Sangeet Bhavan canteen (Opposite of Sangeet Bhavan) and Teachers canteen in the form of Demand Draft in favour of “**Rabindra Bharati University**”, payable at Kolkata which is refundable without interest at the time of termination of contract after necessary adjustment, penalty, loss of asset etc on deposited amount.
14. Tender submitted by the Bidders 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 Teachers/Officers/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/teachers/employees. Complaints, if any, in this regard shall be viewed seriously.
11. The contractor shall ensure that sufficient manpower is deployed at all times for the 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 RBU 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 RBU Canteens mandatorily.

GENERAL TERMS AND CONDITIONS:

1. The University will provide basic canteen infrastructure such as space, water, electricity, furniture free of cost in the form of subsidy. Therefore, the rate must be competitive and subsidized and should be quoted keeping in mind the subsidy given by the University. Provided further that so far usage of electricity is concerned only lights, fans, aqua guards and refrigerators can be used. No heating appliances will be permitted to use in the canteen.
2. The contract shall remain valid for a period of One (01) year from the date of its commencement. However, the contract can be further extended on the same terms and conditions for two times each of one year, the rights of which are reserved by RBU. The extensions shall be based on satisfactory performance of the contract. The contract once awarded can be terminated by either party after giving one month prior notice.
3. Nevertheless, RBU 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. RBU'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. All materials should be used as per rules and regulations of Health Department, Government of West Bengal and Environment Department, Government of West Bengal.
5. The vendor will be charged for extra use of electricity in the form of Micro Oven, Electric coil/ heater, more than two Freezers/Refrigerators. However they may be allowed to use those electric gadgets on permission of the University authority subject to the vendor agrees to reimburse the electricity bill as per reading/bill of electrical-sub meter.
6. No responsibility will be taken by the University for Credit Sales or losses or pilferage.

7. 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.
8. The Contractor/SHG should take all safety measures to while running canteen and keep the canteen neat and clean.
9. 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.
10. 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.
11. The employees of vendor should be dressed properly preferably in a uniform and maintain cleanliness.
12. Gas Cylinder (Commercial) will be arranged by the Contractor/SHG for continuing the canteen services throughout contract, no separate payment will be made by RBU for the same.
13. Refilling of the commercial gas connections will be borne by the Contractor/SHG.
14. If at any time during the period of contract, it comes to the notice of the RBU that the Agency has misled the RBU by 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.
15. The contractor will have to provide a list of workers who will be working at RBU Campus and provide complete details about them.
16. Price list must be displayed at the Canteen.
17. 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.
- 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.

18. Functioning of canteen should start from the date mentioned in the work order. The canteen will be remained open in all working days during office hours and sometimes on 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 RBU 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 RBU 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 deemed fit.

24. Canteen should always be free of cob-webs, posters, dirt & smoke. The Contractor/ supplier shall not sublet, 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. All statutory subscriptions like EPF, ESI, Bonus etc and in case of any injury or death occurs during the job the sole responsibility shall be borne by the Company/Service provider, University will not be held responsible at any cost.

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 majeure 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.1000/- 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.

35. In no case employees of the canteens will stay in the canteen or the University premises after 8 pm.

36. In no case any order from outside will be prepared in the canteens and no prepared food will be taken outside from the campus.

Discretion of the University:

37. University may take decision about non-placement of order even after selection of bidder due to its internal constraints. Provided further that the University reserves the right to cancel the entire tender process without assigning any reason what so ever. In such case EMD will be returned to all bidders.

38. University reserves the right to relax any clause as stated herein above for selection of responsive vendor.

TERMS OF FINANCIAL BIDS:

- a. 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.
- b. The Bidders have to quote the rate for each canteen separately as mentioned in Annexure A (For student canteen) and B (For all other canteen). However, a Bidder may get the contract of maximum of two canteens if selected as lowest bidder.
- c. There should not be any calculation & totaling mistake in the Financial Bid. If any mistake is 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 items and the items to be served on demand. 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 the highest price from the quoted price for that particular item(s) in the blank field to ascertain the lowest bidder.

RBU 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.

BID FOR STUDENTS' CANTEEN**Annexure "A"**

Sl No.	Food Articles with Quantity	To be filled by the Canteens	Rate (Inclusive of all taxes)
1	Veg Meal consisting of fine Rice, Dal, Mixed veg, Curry, Potato fry (Standard quantity)	Student's Canteen	
2	Egg Meal (Standard quantity)	-do-	
3	Fish Meal (Standard quantity) – Rohu/Katla/Charapona	-do-	
4	Chicken Meal (Standard quantity)	-do-	
5	Mutton Meal (Standard quantity)	-do-	
6	Veg Fried Rice (Standard quantity)	-do-	
7	Egg Fried Rice (Standard quantity)	-do-	
8	Chicken Fried Rice (Standard quantity)	-do-	
9	Egg Chicken Fried Rice (Standard quantity)	-do-	
10	Plain Roti (3 pieces with sabji/ghugni/aloor dum)	-do-	
11	Puri (4 pieces with sabji/ghugni/aloor dom)	-do-	
12	Mixed veg (Standard plate extra for Roti/Puri)	-do-	
13	Veg Tarka (Standard plate)	-do-	
14	Egg Tarka (Standard plate)	-do-	
15	Plain Dosa (standard size)	-do-	
16	Masala Dosa (standard size)	-do-	
17	Doi Bora (2 pieces)	-do-	
18	Sambar Bora (2 pieces)	-do-	
18	Egg Mughlai (1 piece)	-do-	
19	Chicken Mughlai (1 piece)	-do-	
20	Egg Roll	-do-	
21	Chicken Roll	-do-	
22	Egg Chicken Roll	-do-	
23	Veg Momo (5 pieces with soup)	-do-	
24	Chicken Momo (5 pieces with soup)	-do-	
25	Veg Chowmin (Standard plate)	-do-	
26	Egg Chowmin (Standard plate)	-do-	
27	Chicken Chowmin (Standard plate)	-do-	
28	Chop/Singara (standard size)	-do-	
29	Sweet (Rajbhog/kalakand/Laddu per piece)	-do-	
30	Sweet Curd (100 gms)	-do-	
31	Chicken Cutlet (standard size per piece)	-do-	
32	Egg devil (standard size per piece)	-do-	
33	Fish Finger (Vetki Fish) (standard size per piece)	-do-	
34	Fish Fry (Vetki Fish) (standard size per piece)	-do-	
35	Omlet (single egg)	-do-	
36	Omlet (Double egg)	-do-	
37	Butter Toast/Jam Toast (2 slice)	-do-	
38	Egg Toast/French Toast (2 slice)	-do-	
39	Veg Stew	-do-	
40	Chicken Stew	-do-	
41	Veg Sandwich (per piece)	-do-	
42	Chicken Sandwich (per piece)	-do-	
43	Black Tea (80 ml)	-do-	
44	Lemon Tea (80 ml)	-do-	

45	Milk Tea (80 ml)	-do-	
46	Black Coffee (80 ml)	-do-	
47	Milk Coffee (80 ml)	-do-	
48	All Packaged food items	-do-	
49	All Packaged Water Bottles	-do-	

BID FOR TEACHERS'/STAFF/SANGEET BHAVAN CANTEENS

Annexure "B"

Sl No.	Food Articles with Quantity	To be filled by the Canteens	Rate (Inclusive of all taxes)
1	Plain Dosa (standard size)	All other Canteens	
2	Masala Dosa (standard size)	-do-	
3	Doi Bora (2 pieces)	-do-	
4	Sambar Bora (2 pieces)	-do-	
5	Egg Mughlai (1 piece)	-do-	
6	Chicken Mughlai (1 piece)	-do-	
7	Egg Roll	-do-	
8	Chicken Roll	-do-	
9	Egg Chicken Roll	-do-	
10	Veg Momo (5 pieces with soup)	-do-	
11	Chicken Momo (5 pieces with soup)	-do-	
12	Veg Chowmin (Standard plate)	-do-	
13	Egg Chowmin (Standard plate)	-do-	
14	Chicken Chowmin (Standard plate)	-do-	
15	Chop/Singara (standard size)	-do-	
16	Sweet (Rajbhog/kalakand/Laddu per piece)	-do-	
17	Sweet Curd (100 gms)	-do-	
18	Chicken Cutlet (standard size per piece)	-do-	
18	Egg devil (standard size per piece)	-do-	
19	Fish Finger (Vetki Fish) (standard size per piece)	-do-	
20	Fish Fry (Vetki Fish) (standard size per piece)	-do-	
21	Omlet (single egg)	-do-	
22	Omlet (Double egg)	-do-	
23	Butter Toast/Jam Toast (2 slice)	-do-	
24	Egg Toast/French Toast (2 slice)	-do-	
25	Veg Stew	-do-	
26	Chicken Stew	-do-	
27	Veg Sandwich (per piece)	-do-	
28	Chicken Sandwich (per piece)	-do-	
29	Black Tea (80 ml)	-do-	
30	Lemon Tea (80 ml)	-do-	
31	Milk Tea (80 ml)	-do-	
32	Black Coffee (80 ml)	-do-	
33	Milk Coffee (80 ml)	-do-	
34	All Packaged food items	-do-	
35	All Packaged Water Bottles	-do-	
36			
37			
38			
39			
40			

41			
42			
43			
44			
45			
46			
47			
48			
49			

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

To

The Registrar

Rabindra Bharati University

56A, B T Road, Kolkata – 700050.

Sir,

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.

Thanking you,

Regards,

Signature of Contractor

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

Date:

Place:

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

To
The Registrar
Rabindra Bharati University
56A, B T Road, Kolkata – 700050.

Sir,

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.

Thanking you,
Regards,

Signature of Contractor

Name of the Contractor _____

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

(Furnished on Company/SHG Letter Head)

To
The Registrar
Rabindra Bharati University
56A, B T Road, Kolkata – 700050.

Ref. your Tender No :

Sir/Madam,

1. I/We the undersigned (hereinafter known as “the contractor”) hereby apply for grant of contract for running the Canteen at Emerald Bower Campus of Rabindra Bharati University.
2. I/We have gone through all the terms and conditions and also the schedule of items as enlisted by you in you 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 EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of the “**Rabindra Bharati University**” along with the Bid payable at Kolkata and security deposit as mentioned in the tender document 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.

Thanking you,

Regards,

Signature of the Tenderer & Date with Seal