

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

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

Date: 21.06.2024

Notice Inviting Tenders

for Running Cheap Store of Emerald Bower Campus of Rabindra Bharati University

Rabindra Bharati University (RBU) invites sealed tenders from interested parties for running cheap store 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.	Cheap Store	Emerald Bower Campus, 56A, B.T.Road, Kolkata-700050 (Ground Floor beside School of Vedic Studies)	344 sq. ft.	Students

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 publishing 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/Financial Bid/s 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 a single cover duly super scribed as "Technical and "Financial Bid".

Scope of Work:

- I. To run the Store at the designated place at Emerald Bower Campus of Rabindra Bharati University.
- II. To fix the rate of photocopy, stationeries and other services in consultation with the Competent Authority of the University from time to time.
- III. The vendor should provide the services of Net Surfing facility with own internet and computer etc along with printing options of both colour and black & white.
- IV. The vendor shall collect the payment directly from the students/staff/faculty/officers for the Stationeries and Photocopy services.

Technical and Qualifying Criteria:

1. The Vendor should belong to in and around Kolkata.
2. The Vendor should have Valid Trade License.
3. Attach experience certificate of last 1 year along with technical bid as proof for providing Photocopy services 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 should have trade license and GST code number.
7. The Vendors should have valid PAN either in the name of proprietor or firm, (Copy should be enclosed along with technical bid).
8. The Vendors should submit the Income Tax Acknowledgement Receipt for the last financial year.
9. The Technical Bid without complete information and supporting documents shall not be considered for evaluation of the Financial Bid.
10. The Vendors should submit filled in proposal duly signed for participation in tender along with EMD of Rs. 5,000.00 (Rupees Five thousand only) in the form of Demand Draft in favour of the "**Rabindra Bharati University**", payable at Kolkata which is refundable.No tender will be accepted without EMD.
11. The successful bidder has to submit security deposit of Rs. 50,000.00 (Rupees Fifty thousand only) in the form of Demand Draft in favour of "**Rabindra Bharati University**", payable at Kolkata which is refundable at the termination of contract after necessary adjustment, penalty, loss of asset etc from the amount of security deposit.
12. Tenders should be submitted physically by the Vendors otherwise it would not be accepted.

GENERAL TERMS AND CONDITIONS:

1. The University will provide basic infrastructure such as space and electricity etc.
2. The Vendors have to pay electricity charges only as per actual consumption.
3. The contract shall remain valid for a period of One (01) year from the date of its commencement. However, the contract may be extended for two times of one year each on the same terms and conditions, the rights of which is 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 Vendor without any notice in case the Vendor 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 Vendor.
4. The bid is invited to run the Cheap Store for 1 year and the same may be renewed/revoked only at the discretion of the University.
5. The vendor will be allowed to use fan, photocopy machines and other machineries/electronic equipments as per the contract provided the vendor agrees to reimburse the entire electricity bill as per bill of electrical-sub meter.
6. No responsibility will be taken by the University for Credit Sales or losses.
7. The vendor shall be liable to execute a written agreement on a non-judicial stamp paper of Rs. 100/- before taking over charge of the cheap store.
8. The vendor should take all safety measures while running the cheap store and keep the store neat and clean.
9. Cost of Photocopy and other services must be competitive and reasonable. Any change of prices will be fixed in consultation with the Competent Authority of the University.
10. The employees of vendor should be dressed properly.
11. If at any time during the period of contract, it comes to the notice of the RBU that the vendor 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.
12. The vendor will have to provide a list of workers who will be working at RBU Campus and provide complete details about them.
13. Price list must be displayed at the store.
14. 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 vendor. No worker of minor age should be engaged.

15. 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.
16. 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 services provided or behavior of the vendor or his/her employees, the vendor 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.
17. Only proposals received on or before the stipulated date and time for responding to the tender will be considered for further evaluation.
18. Consumption or Sale of Alcohol and Tobacco (Cigarette, Biri, Khaini etc.) or Pan Masala or any other intoxicant from the store is strictly prohibited. If found at any moment it invites termination of contract with immediate effect forfeiting the security deposit and also might invite Legal action as deemed fit.
19. Store should always be free of cob-webs, posters, dirt's & smoke. The vendor shall not sublet, transfer or assign the contract or any part thereof without the written permission of the University authority.
20. Store operation will remain suspended during holiday/weekend/puja/winter vacation. However, if University authority demands, store will have to be kept open during weekend/holidays/vacations.
21. There will not be any employer-employee relationship between the University and the service provider or his/her workers.
22. Bidder must take all the local conditions into consideration before filling up the bid documents.
23. 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 of the University.
24. The vendor shall keep the store space in good and usable conditions. If any damage is caused by the vendor it shall be repaired by them only.

Discretion of the University:

25. 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.
26. University reserves the right to relax any clause as stated herein above for selection of responsive vender.

TERMS OF FINANCIAL BIDS:

- a. Bidder for providing cheap store services will be decided at the time of finalization of tender on the basis of highest percentage of discount quoted of the items and reasonable rates of other services provided.
- b. The vendor has to quote the rates of Annexure A mandatorily with offer of discount percentage.
- 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. 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 vendor.

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.

Sl No.	Xerox/Stationeries Items	Rate (Inclusive all taxes)	Offer of Discount	Remarks
1	Photocopy (Black & White Per Copy)	Rs. 1.00		
2	Photocopy (Coloured Per Copy)	Rs. 3.00		
3	Printing Using Internet (Black & White Per Copy)	Rs. 2.00		
4	Printing Using Internet (Coloured Per Copy)	Rs. 3.00		
5	Net Surfing (Per Hour)	Rs. 10.00		
6	Pen	On MRP		
7	Pencil	On MRP		
8	Art Paper (Standard Size)	On MRP		
9	Erasers	On MRP		
10	Note Books (Various type)	On MRP		
11	Colours for Painting	On MRP		
12	Brushes for Painting	On MRP		
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- Please note that Bidders may write other items related to study materials in hand and offer of discount percentage.

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 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 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.5,000/- (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