

# **RABINDRA BHARATI UNIVERSITY**

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

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**NOTICE INVITING TENDER**  
**(E-TENDER ID 2024\_RBU\_729458\_1)**

Ref No. RBU/DSW/T/414/2024

Date: 06.08.2024

Sealed Quotations are invited from the reputed Companies/Agencies having experience of providing Cook/Assistant Cook/Helper for the Hostels of Rabindra Bharati University at Kolkata by 20.08.2024 (2 pm). For details please visit our Website: [www.rbu.ac.in](http://www.rbu.ac.in) or Notice Board.

Dean Students' Welfare

# RABINDRA BHARATI UNIVERSITY

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

(Tender Form is Non Transferable)  
INVITATION FOR TENDER / QUOTATION  
(TWO BID)  
(E-TENDER ID 2024\_RBU\_729458\_1)

Ref No. RBU/DSW/T/414/2024

Date: 06.08.2024

Sealed Quotations are invited from the reputed Companies/Agencies having experience of providing Cook/Assistant Cook/Helper for the Boys Hostels of Rabindra Bharati University at Kolkata by 20.08.2024 (2 pm). For details please visit our Website: [www.rbu.ac.in](http://www.rbu.ac.in) or Notice Board.

Pre-bid meeting will be held on : 08-08-2024 Time: 12:00 PM  
Bid Submission starting date : 08-08-2024 Time: 01:00 PM  
Last date for submission of Bid : 20-08-2024 Time: 02:00 PM  
Date of opening of Bid : 23.08.2024 Time: 12.00 PM

1. Quotation in Indian Rupees in two parts (Techno-Commercial and Price Bid) is invited for the under mentioned Manpower Services by the Dean of Students' Welfare, RBU, as per the general terms & conditions.

Sl No.	Description & Nature of Supplies / Services	No. of personnel Required	Educational Qualification Essential/Desirable	Experience in years	Age in years as on 31-08-2024
01	Hiring of Cook (Male)	02 No.	Madhyamik/Diploma in Hotel Management or Equivalent	02 years	25 – 50
03	Hiring of Assistant Cook (Male)	04 No.	Madhyamik/Diploma in Hotel Management or Equivalent	02 years	25 – 50
04	Hiring of Helper (Male)	04 No.	Madhyamik	01 years	20 – 50

2. **Warranty:** N/A

3. The quotation mentioning the **GST Registration Numbers**, the rates, total cost and the taxes /duties applicable for the above items should be uploaded on e-procurement portal.

4. Companies/Agencies are requested to quote their best service charge as only the lowest technically acceptable offer will be considered.

5. The Quotation should be valid for a minimum period of 90 days from the date of Tender Opening

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6. The Commercial Terms Statement should be duly filled in and enclosed with Techno-Commercial Bid (Non receipt / incomplete details will lead to rejection of Tender)

**General Terms and Conditions for Two Bid:**

1. Quotation must be submitted through e-procurement portal. The EMD for the tender is Rs.50,000/-(EMD) in the form of Demand Draft drawn in favour of “Rabindra Bharati University” payable at Kolkata. The scanned copy of EMD to be uploaded on e-tender portal. The last date and time of submission of Technical/Financial Bid is 20-08-2024 (2pm). The Pre-bid meeting will be held on 08-08-2024 at 12 pm at the office of the Dean of Students’ Welfare in presence of the intending Bidders.
2. Quotations without the requisite documents will be summarily rejected.
3. In case of short supply of manpower, liquidated damages at the rate of **0.5 percent** per week or part thereof of the delay, subject to maximum **5 percent** will be levied.
4. Validity: **90 days** from the date of opening.
5. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/price negotiations. Any violation of this will render the quotations invalid and the company/agency is liable to be blacklisted.
7. The RBU authority reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
8. The RBU authority reserves the rights to place order for full quantity/services or part thereof as considered necessary.
9. The Company/Agency may give any of your commercial term, if required in your techno-commercial offer only, and price quotation (BOQ) should contain only price.
10. **SECURITY:** Any information/material/document supplied in connection with this enquiry/likely order is classified. You are required not to disclose/copy to jeopardize security.
11. Only techno-commercial bid will be opened on the date and time of opening.

**TECHNO-COMMERCIAL BIDS\***

**TECHNICAL**

1. Confirmation of acceptance of all terms & conditions and scope of work as annexed in Annexure II & III

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## COMMERCIAL

1. The normal payments terms are 100% Payment to be made on Monthly basis after completion of Satisfactory Service and submission of invoice with necessary documents.
2. Initially, the contract period will be for **One year** i.e. from 01/09/2024 to 31/08/2025; however, the contract period may be extended for another two years of one year each or part thereof subject to satisfactory services by the employees and the company/agency.
3. In case of unsatisfactory services penalty will be imposed by the RBU authority or the RBU authority shall also have, the right to terminate the contract without assigning any reason by giving 01 (One) month's notice in writing during the contract period.
4. Manpower Services to be provided at **B. R. Ambedkar Hostel and Abanindranath Hostel of Rabindra Bharati University**
5. Please note clearly that quotation will be accepted through e-procurement portal only.
6. The agency will have to enter into a written agreement with RBU, Kolkata in respect of the above contract with details of Scope of work and Terms & Conditions.
7. EMD amount will be converted to security deposit for successful Bidder.

## PRICE BIDS (BOQ)\*

1. No unilateral revision in price will be admissible. However, prices may be revised subject to State Govt. Labour Commissionerate guidelines/orders for Cook, Assistant Cook and Helper amended and notified from time to time.
2. Rates should only be quoted in the accounting units (A/U) mentioned in this enquiry. Rates must be quoted clearly as per **Annexure I in the BOQ and similar service charge should be quoted for all the categories.**
3. The subheads to be included in the total cost, the same should be specified as per Annexure I.
4. Vendor who does not accept RBU, Kolkata standard commercial terms are liable to be ignored.

Dean Students' Welfare

## Annexure- I

**PRICE BID FORMAT (Guidelines for BOQ)**

WAGES Authorised by the Office of the Labour Commissionerate, Statistics Section, Govt. of West Bengal vide Order No. [22/Stat/14/RW/24/2024/LCS/JLC Dated 16/07/2024](#)

Sl. No.	Description	% to be calculated on MW or the slab whichever is prevailed	Cook (Male) Rs.463/Day	Assistant Cook (Male) Rs. 421/Day	Helper (Male) Rs. 383/Day
			Amt (Rs.)	Amt (Rs.)	Amt (Rs.)
<b>1</b>	<b>Monthly Wages (Basic Wages + VDA) x 26 days</b>		<b>12038.00</b>	<b>10946.00</b>	<b>9958.00</b>
2	EPF Employer Contribution (EPF 12%+Admin Charges 0.50%+EDLI 0.50%=13% on Minimum wage	13 %	1565.00	1423.00	1295.00
3	ESI Employer Contribution (3.25%)	3.25%	391.00	356.00	324.00
4	Bonus 8.33% of Rs 7000.00 minimum or MW, which one is higher (Bonus eligible for MW is up to 21000.00 only)	8.33%	1003.00	912.00	830.00
5	National Holiday 04 Days (4x100/312=1.28%)	1.28%	154.00	140.00	127.00
6	Casual Leave 10 (10x100/312=3.21%)	3.21%	386.00	351.00	320.00
7	Privilege Leave 14 (14x100/312=4.49%)	4.49%	551.00	491.00	447.00
<b>8</b>	<b>Sub Total of Sl No. 1 to 7</b>		<b>16088.00</b>	<b>14619.00</b>	<b>13301.00</b>
9	Weekly off/Relieving Charges (53x100/312= 16.99%)	16.99%	2733.00	2484.00	2260.00
<b>10</b>	<b>Total Cost per person per month</b>		<b>18821.00</b>	<b>17103.00</b>	<b>15561.00</b>
<b>11</b>	<b>Service Charges on Minimum wages only (inclusive of Uniform, Apron, Cap, Musk and other maintenance charges)</b>				
<b>12</b>	<b>Grand Total</b>				

\* EPF, ESI, Bonus, Leave (C/L & P/L), National Holidays etc. are as per State Govt., Labour Commissionerate norms and will be paid as on date. Service charges to be calculated on minimum wages only and percentage (%) to be claimed to be uniform for all the categories of employees.

**SCOPE OF WORKS & TECHNICAL REQUIRMENTS**

1. The Company/Agency shall depute personnel at places and for durations as per direction by the University authority. Such personnel will have to be transferred every year (phase wise at least 10%) and no local person will be deployed.
2. The personnel shall be deputed in the hostels as per the direction of the authority and shall be responsible for the cooking of the hostels inmates and shall carry out such orders/instructions as issued by the Dean of Students' Welfare (DSW) or any officer authorized by him from time to time..
3. The duty hours of employees should normally be 8 hours per day (4 hours each in morning and evening).
4. The agency has to ensure that two sets uniform (Shirt and Pant), cap, musk, apron etc. for every year.
5. The Company/Agency shall immediately report to the hostel warden incase of any person fallen sick or going on leave. Replacement of manpower shall be provided by the agency in such cases.
6. The security agency will issue detailed working instructions to the employees. So that they should know their roles and responsibilities.
7. The Zonal In-Charge/Operation Manager/Branch Head of the agency will be responsible for any matter related to the misconduct of their employees.
8. Employees once posted to the hostels will not be shifted without the prior permission of the Hostel Warden/DSW of RBU. Similarly Bio-data of any newly posted employee has to be submitted by the agency to the Hostel Warden/DSW of RBU.
9. Bio-data should be certified by the agency consists of residential address with Passport size photograph in respect of all personnel posted for duty will be submitted to the Hostel Warden/DSW of RBU immediately after receiving of work order. Once the bio-data is submitted, any personnel inducted on duty will not be changed, up to a minimum period of 6 months unless the person is incapable of performing duties in the hostels.
10. If any employee is found not performing his duty properly then that duty period will be treated as absence. The cumulative period of absence of all such defaulters will be converted in to man hours/man days at the end of the month and will be reflected as disallowance in the monthly bill.
11. In the event of any misdemeanor, being under the influence of liquor/ drugs or indecent/insolent behavior of duty place ethics by any employee, such personnel will be removed from duty immediately and shall not be detained at the hostel and considering the gravity of the offence suitable percentage of remuneration should be deducted from the

offender(s). This condition will apply also to those personnel found abetting with another person in any sorts of misdeeds.

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12. Personnel on off-duty (weekly off/Leave etc.) will not be allowed to visit the duty place unless an emergency arises like breaking out of fire, any unrest that needs to be handled with more man power etc.
13. The agency will not employ local residents nearby to the hostels and or any wards of any RBU employees.
14. The right to decrease the strength of personnel posted at any time, rests with the RBU authority. The Company will provide increase up to 25% of the posted strength, within seven days notice, in contingency situations.
15. Free dormitory accommodation with water, electricity and sanitation facilities will be provided to the employees of the agency. But use of heater is strictly prohibited.
16. An agreement on non judicial stamp paper of Rs. 100/- (two stamp papers to be provided by the Agency) for one year has to be executed by both the University and the Agency where all the terms and conditions, mode of payment, mode of termination of services, responsibilities etc. are to be specified clearly.
17. The following documents/registers to be provided by the agency and maintained by the Senior Cook which is duly checked and signed by the Hostel Warden:
  - (i) Attendance Register, (ii) Attendance Sheet

**Note:** These documents will be put up to the Hostel Warden/DSW of RBU as and when required by them.
18. Uniforms etc. to be provided to the employees by the Agency.
19. There shall be periodical checks of employees by Officer(s) of the agency during day and evening.
20. The employees provided by the Agency should be personnel of high integrity and confidence. The antecedents of the persons engaged should be verified by the Agency/Local Police Authorities as applicable, to the satisfaction of RBU, Kolkata.
21. Selected Company/Agency shall have to furnish a Declaration of Acceptance of Offer within 7 days of receipt of offer notice failing which it will be presumed that the selected Agency is no longer interested to accept the offer and the EMD/Security Deposit of the Agency will be forfeited.
22. **Period of Validity:** Bids shall remain valid for for a period of 90 days from the date of opening of the Bid.
23. **Conditional Offer** will not be accepted.

24. **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (essentially endorsed by a Notary Public) by the Chief Executive Officer/MD of the Agency to sign such documents.

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25. The Agencies need to declare, that they are not currently blacklisted or debarred from participation in tenders by RBU/Government of India/ Govt. of West Bengal Institution, to be signed and submitted while submitting the tender papers.
26. RBU, Kolkata reserves the right to consider or reject tender of any Agency without assigning as any reason thereof. The University also reserves the right to empanel more than one Agency, looking into the needs, and other aspects. Selected Agency will be assigned the responsibility of cooking of the hostels mentioned or any other hostels of the University, at the discretion of the Competent Authority.

27. **IMPORTANT**

(a) University may accept or reject any or all the tenders in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The University at its discretion may change a criteria/drop any item or part thereof, of the tender documents, at any time before placing the work order/contract.

(b) In case of any dispute or interpretation of clause, decision of the Vice-Chancellor shall be final and binding by the Bidders.

(c) For any technical query, pertaining to tender document or clarification on scope of work, terms and conditions etc., the agencies shall contact:

(e) Any Bid documents submitted not duly filled in will be rejected outright.

**Signature and Seal of the Bidder with date**



## **TERMS AND CONDITIONS**

1. The normal payments terms are 100% Payment to be made on monthly basis after completion of satisfactory service and submission of invoice with necessary documents. However, payment to be made to the employees on or before 5<sup>th</sup> of every month without fails.
2. Initially, the contract period will be for **One year** i.e. from 01/09/2024 to 31/08/2025; however, the contract period may be extended for another two years of one year each or part thereof subject to satisfactory services by the employees and the company/agency.
3. In case of unsatisfactory services penalty will be imposed by the RBU authority or the RBU authority shall also have, the right to terminate the contract without assigning any reason by giving 02 (Two) month's notice in writing during the contract period.
4. Initially, the manpower services to be provided at B. R. Ambedkar Hostel and Abanindranath Boys Hostels of Rabindra Bharati University. **However, the university may increase or decrease the manpower as per the requirement during the contract period.**
5. The agency will have to enter into a written agreement with RBU, Kolkata in respect of the above contract with details of Scope of work and Terms & Conditions.
6. The EMD for the tender is Rs.50,000/-(EMD) in the form of Demand Draft drawn in favour of "Rabindra Bharati University" payable at Kolkata. However, the EMD amount will be converted to security deposit for successful Bidder.
7. No unilateral revision in price will be admissible. However, prices may be revised subject to the State Govt. Labour Commissionerate guidelines/orders for Cook, Assistant Cook and Helper amended and notified time to time.
8. The employees (ten in numbers) will be given accommodation at the hostels free of cost during the contract period of this order.
9. It will be the responsibility of Company/Agency for all kinds of legal and financial liabilities including medical treatment, inter alia, due to accidents/incidents etc. if any, of the cooks and helpers engaged by the agency at the hostel for providing services of cooking and other allied works.
10. The gas cylinders and gas ovens will have to be dealt carefully by the employees deployed by the Company/Agency keeping in mind the safety and security of the same.

11. That each individual manpower should be medically fit, healthy and firm enough to properly handle the cooking, serving, washing utensils and maintaining cleanliness of the kitchen and dining tables/rooms. Cont'd in next page..

12. In no case, sick, over aged, infirm and medically unfit manpower should be deployed.

13. The employees should always be in neat and clean dresses.

14. That in the event of renewal of contract, the service record of the employees will be taken into consideration. Provided further that the employees should be minimum two months notice period prior to the proposed month of termination of the service contract.

15. It is the sole discretion of the University to take decision in respect of renewal of contract from time to time based on the assessment of requirement.

16. The details of every individual manpower like copies of Voter card, Aadhaar Card, Phone number etc. deployed by the agency at the hostels should be provided to the University.

17. Every individual manpower deployed by the Company/Agency at the hostels should be provided with identity card, uniform etc. from authorized agency end and copy of which should provided to the University.

18. Regular cooking and related services at the hostels should not get disrupted due to absence of any manpower deployed by Manpower Supplier Agency .

19. Frequent inspection by the Manpower Supplier Agency officials should be made to maintain the smooth functioning of cooking and related services at the hostels.

20. The monthly payment will be made directly to the Manpower Supplier Agency on the basis of submission of monthly invoice with proper documents like ECR copies and payment confirmed Challans of previous month of EPF, ESI, Bank statement for salary disbursement of current Month, monthly attendance Sheets duly approved by the hostel warden etc.

21. All legal disputes arising out of the Service Contract will be subject to the Kolkata jurisdiction only. Cont'd in next page..

**22. Total Requirement of Manpower:**

A. Abanindranath Boys' Hostel:

1. Cook (Skilled manpower) - 01
2. Assistant Cook (Semi-Skilled manpower) - 02
3. Helper (Un-Skilled manpower) - 02

**Total Requirement of manpower -05**

B. Dr.B.R.Ambedkar Boys' Hostel

1. Cook (Skilled manpower) - 01
2. Assistant Cook (Semi-Skilled manpower) - 02
3. Helper (Un-Skilled manpower) - 02

**Total Requirement of manpower -05**

**23. Pay Structure of the employees will be as per Annexure I**

**24. Payment terms and conditions:**

- i. Monthly payment will be made directly to the Manpower Supplier Agency on the basis of submission of invoice based on the attendance of the manpower from 1<sup>st</sup> day to last day of each month and also the invoice should be in consonance with the latest circular(s) issued by the competent authorities of the Government of West Bengal from time to time.
- ii. On the basis of Manpower and Pay Structure mentioned above, the maximum total possible invoice amount per month would be Grand total of each category exclusive of GST as applicable for ten numbers of manpower, which may be revised as per the circular/s and/or order/s issued by the competent authorities of the Government of West Bengal from time to time.
- iii. That payment will not be made for the vacation period when the University and its hostels remain closed.
- iv. That payment will not be made for the period when the University and its hostels remain closed due to unforeseen circumstances like natural calamities , endemic and/or pandemic outbreak etc.

**25. Nature of Job:**

Handling cooking, serving, washing utensils and maintaining cleanliness of dining tables for lunch and dinner for all the boarders of Abanindranath and Dr.B.R.Ambedkar Boys' Hostels.

Dean Students' Welfare

Signature and Seal of the Bidder with stamp and date