

**UNIVERSITY OF NORTH BENGAL**  
**OFFICE OF THE REGISTRAR**  
Accredited by NAAC with Grade A



**ENLIGHTENMENT TO PERFECTION**

Sealed quotations are invited from the competent persons, having experience in catering business / running restaurant / maintaining canteen of educational institution to run P.G. Students' Cheap Canteen at NBU Raja Rammohunpur Campus, Teachers' Canteen and Staff Canteen. Separate Tender papers shall be submitted for (1) P.G. Students' Cheap Canteen and (2) Teachers' Canteen & Staff Canteen by 28.05.2018 within 3.00 P.M. For detailed information please visit [www.nbu.ac.in](http://www.nbu.ac.in) [Tender / e-Tender Section].

Advt. No. 19 / R-2018 Dated: 21.05.2018

Registrar

Sealed quotations are invited from the competent persons, having experience in catering business / running restaurant / maintaining canteen of educational institution to run (1) P.G. Students' Cheap Canteen and (2) Teachers' Canteen & Staff Canteen. Separate Tender papers shall be submitted for (1) P.G. Students' Cheap Canteen and (2) Teachers' Canteen & Staff Canteen. The tender paper along with the details of the food items and other terms & conditions for both tenders can be downloaded from the University portal [www.nbu.ac.in](http://www.nbu.ac.in) on payment of Rs. 250/- [for each tender paper] by bank draft drawn in favour of 'University of North Bengal, SBI, NBU Campus branch. Quotations indicating the rate for various items along with necessary documents are to be submitted to the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Humanities building, University of North Bengal, Raja Rammohunpur Campus, P.O. – North Bengal University, Dt.–Darjeeling, West Bengal, Pin–734013 by 28.05.2018 within 3.00 P.M.

Advt.No : 19/R2018 dated 21.05.2018

Registrar

## Tender Document

UNIVERSITY OF NORTH BENGAL  
ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

OFFICE OF THE SECRETARY

FACULTY COUNCIL FOR P.G. STUDIES IN ARTS, COMMERCE & LAW

### Terms and Conditions of the Tender/ Contract for running P.G. Students' Cheap Canteen (NBU Raja Rammohunpur Campus).

1. The tender should be submitted for the P.G. Students' Cheap Canteen situated in the Raja Rammohunpur campus, University of North Bengal.
2. The tender must be unconditional. The tender form shall accompany documents relating to (a) food license (b) proof of experience in this line of trade, (c) proof towards financial ability (d) PAN no. (e) GST no. & (f) Trade license to undertake the work. The rate of item shall be submitted in prescribed Tender paper and such rate should be inclusive of all taxes, charges etc.
3. Rs. 3000/- (Rupees three thousand only) shall be deposited as earnest money by bank draft drawn in favour of 'University of North Bengal' payable at SBI, NBU Campus Branch along with filled in tender form, failing which the tender paper will be treated as cancelled. The earnest money of the unsuccessful tenderer(s) will be refunded after one month of the opening of tender paper and the same of the successful tenderer will be refunded after the cessation of the contract period.
4. Rs. 250/- ( Rupees two hundred fifty only) shall be deposited as cost of the tender form by bank draft payable at SBI, NBU Campus Branch failing which the tender paper will be treated as cancelled.
5. The sealed tenders shall be submitted on or before 28.05.2018 on all working days between 11 A.M. to 3.00 P.M. at the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Humanities building, Raja Rammohunpur campus, P.O. N.B.U., Dt. Darjeeling, West Bengal, Pin – 734013.
6. The tender will be opened on 30.05.2018 at 3.00 PM at the office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, NBU in presence of the members of the Canteen Committee. The tenderers may remain present at the time of opening of tenders.
7. The University Authority reserves the right to accept or reject any/ all quotation (s) without assigning any reason and shall not be bound to accept the lowest quotation.
8. The tenure of the contract will be initially for two years. The tenure may be terminated at the discretion of the University authority with one month's notice.
9. The caterer shall abide by the rules framed by the University authority and approved by the competent authority for management and running of the canteen.

10. The standard and quality of food items shall have to be maintained. Penal measures including termination of the contract may be taken against deterioration in the size and quality.
11. The caterer shall arrange for furniture for keeping commodities and also for use of his own men. He will also arrange utensils for cooking, serving etc.
12. The caterer shall remain responsible for the safe custody and repair of the University property entrusted to him for running the canteen.
13. The caterer will have to pay the following rent per month at the beginning of each month, failing which the University authority may terminate the agreement.

Canteen

Rent

**P.G. Students' Cheap Canteen (NBU Raja Rammohunpur Campus)**

**Rs. 1000/-**

14. The University may revise the rates from time to time.
15. The caterer will keep the canteen open from 10 A.M. to 5 P.M. daily on working days. The University reserves the right to modify the timing.
16. The caterer will keep the canteen neat and clean and will do nothing which may cause insanitation in and outside the canteen.
17. No increase in the rates of the food items will be permitted without the approval of the University authority.
18. The caterer shall notify the articles of food stuff along with price thereof as per rate chart and display the same at a suitable place in the canteen.
19. The authority will arrange for the following facilities on rent:-
  - a) Canteen Accommodation.
  - b) Table, Chair and Bench for customers.
  - c) Water
  - d) Electricity.
20. The caterer shall pay for consumed electricity as per prevailing WBSEDCL rate.
21. The caterer shall provide the staff engaged in the Canteens with Uniforms as will be specified by the University.
22. The caterer whose tender will be accepted shall be required to execute a formal agreement within the period as may be stipulated in the acceptance letter.
23. The caterer whose tender will be accepted shall deposit a sum of Rs. 5000/- (Rupees five thousand only) as Security Deposit before the execution of the agreement. The Security Deposit shall not carry any interest.

24. The caterer whose tender will be accepted shall be required to procure and produce necessary licenses before the execution of the agreement. Moreover, in compliance with the G.O. no. ED-586/2018 dated 22.03.2018 issued by the Director of Public Instruction, Education Directorate, Govt. of West Bengal, the selected caterer has to register for license/ registration online through the FLRS portal *i.e.* <http://foodlicensing.fssai.gov.in/index.aspx>.
25. Price mentioned in Annexure – C is indicative of maximum admissible price.
26. The price of the food articles shall be quoted as per the format of Annexure – B.
27. The tender paper shall be submitted in sealed cover bearing dated signature of the tenderer on all pages. The sealed cover should be super-scribed with the name of the canteen for which the tender has been submitted.
28. The detailed particulars under Annexure – B shall be filled up by the tenderer and be enclosed along with the tender paper.

Tender Document

UNIVERSITY OF NORTH BENGAL  
ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

OFFICE OF THE SECRETARY  
FACULTY COUNCIL FOR P.G. STUDIES IN ARTS, COMMERCE & LAW

Terms and Conditions of the Tender/ Contract for running Teachers' Canteen & Staff Canteen.

1. A combined tender should be submitted for the NBU Teachers' Canteen & the Staff Canteen situated at different locations in the Raja Rammohunpur campus, University of North Bengal.
2. The tender must be unconditional. The tender form shall accompany documents relating to (a) food license (b) proof of experience in this line of trade, (c) proof towards financial ability (d) PAN no. (e) GST no. & (f) Trade license to undertake the work. The rate of item shall be submitted in prescribed Tender paper and such rate should be inclusive of all taxes, charges etc.
3. Rs. 3000/- (Rupees three thousand only) shall be deposited as earnest money by bank draft drawn in favour of 'University of North Bengal' payable at SBI, NBU Campus Branch along with filled in tender form, failing which the tender paper will be treated as cancelled. The earnest money of the unsuccessful tenderer(s) will be refunded after one month of the opening of tender paper and the same of the successful tenderer will be refunded after the cessation of the contract period.
4. Rs. 250/- ( Rupees two hundred fifty only) shall be deposited as cost of the tender form by bank draft payable at SBI, NBU Campus Branch failing which the tender paper will be treated as cancelled.
5. The sealed tenders shall be submitted on or before 28.05.2018 on all working days between 11 A.M. to 3.00 P.M. at the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Humanities building, Raja Rammohunpur campus, P.O. N.B.U., Dt. Darjeeling, West Bengal, Pin – 734013.
6. The tender will be opened on 30.05.2018 at 3.00 PM at the office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, NBU in presence of the members of the Canteen Committee. The tenderers may remain present at the time of opening of tenders.
7. The University Authority reserves the right to accept or reject any/ all quotation (s) without assigning any reason and shall not be bound to accept the lowest quotation.
8. The tenure of the contract will be initially for two years. The tenure may be terminated at the discretion of the University authority with one month's notice.
9. The caterer shall abide by the rules framed by the University authority and approved by the competent authority for management and running of the canteen.

10. The standard and quality of food items shall have to be maintained. Penal measures including termination of the contract may be taken against deterioration in the size and quality.
11. The caterer shall arrange for furniture for keeping commodities and also for use of his own men. He will also arrange utensils for cooking, serving etc.
12. The caterer shall remain responsible for the safe custody and repair of the University property entrusted to him for running the canteen.
13. The caterer will have to pay the following rent per month at the beginning of each month, failing which the University authority may terminate the agreement.

<u>Canteen</u>	<u>Rent</u>
Teachers' Canteen	Rs. 500/-
Staff Canteen	Rs. 500/-

14. The University may revise the rates from time to time.
15. The caterer will keep the canteen open from 10 A.M. to 7 P.M. daily on working days. The University reserves the right to modify the timing.
16. The caterer will keep the canteen neat and clean and will do nothing which may cause insanitation in and outside the canteen.
17. No increase in the rates of the food items will be permitted without the approval of the University authority.
18. The caterer shall notify the articles of food stuff along with price thereof as per rate chart and display the same at a suitable place in the canteen.
19. The authority will arrange for the following facilities on rent:-
  - a) Canteen Accommodation.
  - b) Table, Chair and Bench for customers.
  - c) Water
  - d) Electricity.
20. The caterer shall pay for consumed electricity as per prevailing WBSEDCL rate.
21. The caterer shall provide the staff engaged in the Canteens with Uniforms as will be specified by the University.
22. The caterer whose tender will be accepted shall be required to execute a formal agreement within the period as may be stipulated in the acceptance letter.

23. The caterer whose tender will be accepted shall deposit a sum of Rs. 5000/- (Rupees five thousand only) as Security Deposit before the execution of the agreement. The Security Deposit shall not carry any interest.
24. The caterer whose tender will be accepted shall be required to procure and produce necessary licenses before the execution of the agreement. Moreover, in compliance with the G.O. no. ED-586/2018 dated 22.03.2018 issued by the Director of Public Instruction, Education Directorate, Govt. of West Bengal, the selected caterer has to register for license/ registration online through the FLRS portal *i.e.* <http://foodlicensing.fssai.gov.in/index.aspx>
25. Price mentioned in Annexure – C is indicative of maximum admissible price.
26. The price of the food articles shall be quoted as per the format of Annexure – B.
27. The tender paper shall be submitted in sealed cover bearing dated signature of the tenderer on all pages. The sealed cover should be super-scribed with the name of the canteen for which the tender has been submitted.
28. The detailed particulars under Annexure – B shall be filled up by the tenderer and be enclosed along with the tender paper.

UNIVERSITY OF NORTH BENGAL  
ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

OFFICE OF THE SECRETARY

FACULTY COUNCIL FOR P.G. STUDIES IN ARTS, COMMERCE & LAW

[For P.G. Students' Cheap Canteen]

1. Name :
2. Address for communication :
3. Details of experience in trade :  
(to be supported with documents)
4. Details of financial status :  
(to be supported with documents)
5. Details of Bank Draft for cost of Tender form:-  
No ..... Dated.....Amount .....
6. Details of Bank Draft for earnest money:-  
No ..... Dated..... Amount .....

.....  
Signature

**N.B.** – The tender form shall be submitted to the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Raja Rammohunpur Campus, University of North Bengal, P.O. N.B.U., Dt. Darjeeling, West Bengal, Pin – 734013 within 28.05.2018 upto 3.00 P.M.



# University of North Bengal

ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

## TENDER PAPER FOR FOOD ARTICLES

[For P.G. Students' Cheap Canteen]

Sl. No.	FOOD ARTICLES	RATE (inclusive of all taxes)
1	Meals consisting of fine Rice (150gm), Dal, Mixed vegetable curry, Potato Fry & Curd.	
2	Egg Curry (2 pieces)	
3	Fish Curry (75 gm/piece) – Ruhi/Katla/Charapona	
4	Chicken Curry (100 gm.)	
5	Mutton Curry (100 gm.)	
6	Veg. Fried Rice (150 gm.)	
7	Plain Roti (3 pieces) with Sabji	
8	Puri (4 pieces) with Sabji	
9	Mixed Vegetable Curry (100 gm.) for Roti/ Puri	
10	Veg. Tarka (100 gm.)	
11	Egg Tarka (100 gm.)	
12	Masala Dosa (standard size)- per piece	
13	Doi Bora (standard size)	
14	Egg Moghlai	
15	Egg Roll	

16	Chicken Roll	
17	Veg Momo (5 pieces) with soup	
18	Non veg Momo (5 pieces) with soup	
19	Egg Chowmin (200 gm.)	
20	Veg Chowmin(200 gm.)	
21	Chop/Singara	
22	Rajbhog/ KesharBhog (sweet)	
23	Sweet Curd (100 gm.)	
24	Tea	
25	Coffee	
26	Butter Toast/ Jam Toast (Bread 4 slices)	
27	Egg Toast/ French Toast (Bread 4 slices)	
28	Omlete (single)	
29	Omelete (double)	

It is certified that we are quoting the above prices as per terms and conditions laid by the University of North Bengal in Annexure – A.

Name of the Caterer:

Signature:

Address:

UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

OFFICE OF THE SECRETARY

FACULTY COUNCIL FOR P.G. STUDIES IN ARTS, COMMERCE & LAW

[For Teachers' Canteen & Staff Canteen]

1. Name :
  
2. Address for communication :
  
3. Details of experience in trade :  
(to be supported with documents)
  
4. Details of financial status :  
(to be supported with documents)
  
5. Details of Bank Draft for cost of Tender form:-  
No ..... Dated.....Amount .....
  
6. Details of Bank Draft for earnest money:-  
No ..... Dated..... Amount .....

.....  
Signature

**N.B.** – The tender form shall be submitted to the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Raja Rammohunpur Campus, University of North Bengal, P.O. N.B.U., Dt. Darjeeling, West Bengal, Pin – 734013 within 28.05.2018 upto 3.00 P.M.

# University of North Bengal

ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

## TENDER PAPER FOR FOOD ARTICLES

[For Teachers' Canteen &amp; Staff Canteen]

Sl. No.	FOOD ARTICLES	RATE (inclusive of all taxes)
1	Meals consisting of fine Rice (150gm), Dal, Mixed vegetable curry, Potato Fry & Curd.	
2	Egg Curry (2 pieces)	
3	Fish Curry (75 gm/piece) - Ruhi/Katla/Charapona	
4	Chicken Curry (100 gm.)	
5	Mutton Curry (100 gm.)	
6	Veg. Fried Rice (150 gm.)	
7	Plain Roti (3 pieces) with Sabji	
8	Puri (4 pieces) with Sabji	
9	Mixed Vegetable Curry (100 gm.) for Roti/ Puri	
10	Veg. Tarka (100 gm.)	
11	Egg Tarka (100 gm.)	
12	Masala Dosa (standard size)- per piece	
13	Doi Bora (standard size)	
14	Egg Moghlai	
15	Egg Roll	

16	Chicken Roll	
17	Veg Momo (5 pieces) with soup	
18	Non veg Momo (5 pieces) with soup	
19	Egg Chowmin (200 gm.)	
20	Veg Chowmin(200 gm.)	
21	Chop/Singara	
22	Rajbhog/ KesharBhog (sweet)	
23	Sweet Curd (100 gm.)	
24	Tea	
25	Coffee	
26	Butter Toast/ Jam Toast (Bread 4 slices)	
27	Egg Toast/ French Toast (Bread 4 slices)	
28	Omlete (single)	
29	Omelete (double)	

It is certified that we are quoting the above prices as per terms and conditions laid by the University of North Bengal in Annexure – A.

Name of the Caterer:

Signature:

Address:

Maximum Admissible Price

[For P.G. Students' Cheap Canteen/ Teachers' Canteen & Staff Canteen]

<u>Items</u>	<u>Rate</u>
1. Meals consisting of fine Rice (150gm), Dal, Mixed vegetable curry, Potato Fry & Curd.	Rs. 36/-
2. Egg Curry (2 pieces)	Rs. 18/-
3. Fish Curry (75 gm/piece) – Ruhi/Katla/ Charapona	Rs. 30/-
4. Chicken Curry (100 gm.)	Rs. 30/-
5. Mutton Curry (100 gm.)	Rs. 72/-
6. Veg. Fried Rice (150 gm.)	Rs. 48/-
7. Plain Roti (3 pieces) with Sabji	Rs. 12/-
8. Puri (4 pieces) with Sabji	Rs. 12/-
9. Mixed vegetable curry (100 gm.) for Roti/Puri	Rs. 12/-(per plate)
10. Veg Tarka (100 gm.)	Rs. 18/-
11. Egg Tarka (100 gm.)	Rs. 24/-
12. Masala Dosa (standard size)	Rs. 12/- (per piece)
13. Doi Bora (Standard size)	Rs. 30/- (2 pieces)
14. Egg Moglai	Rs. 24/-
15. Egg Roll	Rs. 18/-
16. Chicken Roll	Rs. 30/-
17. Veg Momo (5 pieces) with soup	Rs. 12/-
18. Non veg Momo (5 pieces) with soup	Rs. 18/-
19. Egg Chowmin (200 gm.)	Rs. 24/- (per plate)
20. Veg Chowmin(200 gm.)	Rs. 18/- (per plate)
21. Chop/Singara	Rs. 5/- (per piece)
22. Rajbhog/ Kesharbhog (sweet)	Rs. 12/- (per piece)
23. Sweet Curd (100 gm.)	Rs. 15/-
24. Tea	Rs. 6/-
25. Coffee	Rs. 10/-
26. Butter Toast/ Jam Toast (Bread 4 Slices)	Rs. 18/-
27. Egg Toast/ French Toast (Bread 4 Slices)	Rs. 24/-
28. Omlete (Single)	Rs. 10/-
29. Omlete (Double)	Rs. 18/-