

UNIVERSITY OF NORTH BENGAL

Office of the Registrar



ENLIGHTENMENT TO PERFECTION

Notice inviting e-Tender

e-Tender is invited from reputed Caterer for Catering Contract with the North Bengal University Guest House, University of North Bengal at Rajammohunpur. For details please visit <https://wbtenders.gov.in>

Advt. No. 84/R-2016 Dated 27.09.2016

Registrar (Officiating)

University of North Bengal



P.O. Raja Rammohunpur
Dist Darjeeling
Pin 734013

Notice Inviting e-Tender- 84 / R-2016

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Sl. No.	Item	Earnest Money
1.	As per Annexure I	20,000/-

TERMS AND CONDITIONS :

- (1) Tender shall be unconditional.
- (2) The rate shall be quoted as per category stated under Annexure-1. The quoted rate shall be inclusive of all taxes.
- (3) Taxes will be deducted at source as per prevailing Acts & Rules of Central and State Government.
- (4) Copy of current year PT challan, Trade License, PAN card, VAT / Service Tax registration certificate along with the last challan and Food licence shall be accompanied with the technical bid documents. [Non-Statutory Documents]
- (5) The Caterer shall have credential of running Canteen of any University / Institution / Govt. Organizations Copy of credential certificates shall be submitted along with technical bid (Non Statutory documents).
- (6) The tenure of the contract shall be for one year term which may be extended for another term on satisfactory performances at the discretion of the University Authority.
- (7) The Caterer shall keep the dining hall and kitchen neat and clean and shall do nothing which may cause insanitation inside and outside of Guest House.

- (8) The Caterer shall remain responsible for the safe custody of the University properties entrusted to him for use in the Guest House.
- (9) The Caterer, prior to his release from the assignment shall hand over the properties of the University to authorized person.
- (10) The successful Caterer shall sign an agreement for running the University Guest House as per the terms and conditions of the University.
- (11) Water, Electrical fittings will be supplied free of cost. The electricity charges as per bill raised by the University Engineering Branch shall be paid by the Caterer within 15 days, failing which surcharge be paid @10% per month on the amount of electricity bill and/ or shall be recovered from any another dues whatsoever.
- (12) The Caterer shall arrange for his own furniture such as counter, almirah, chair, table etc. for keeping his food articles and for use by his men/ he shall also arrange for the utensils for cooking as necessary.
- (13) If the Caterer fails to ensure smooth running of catering servicing and cooking on account of negligence or inefficiency, his entire security deposit will be liable to be forfeited upon termination of the contract. The cooking shall be done exclusively in gas oven duly certified by the appropriate authority.
- (14) The existing Kitchen and dining hall with furniture and fixture will be made available to the Caterer. Accommodation of two persons may be allowed in the dining hall at night. No Catering person will be allowed to come in the Guest House without permission of the Guest House Authority.
- (15) For using the kitchen, store and the resting place caterer shall have to pay charges of Rs. 2,000/- (two thousand) only per month as rent to the University Cash Counter through challan and the copy of the depositing challan shall be submitted to Guest House in-charge. Such payment shall be made within the 1st ten days of every month failing a surcharge of Rs.20/- per day of default shall be payable by the Caterer.
- (16) The Caterer shall be required to arrange proper cooking, preservation and servicing of food items without causing inconvenience to the boarders.
- (17) All others rules and regulations of the guest house shall be followed as binding to the Caterer.

- (18) The Caterer shall also maintain the followings to the satisfaction of the University and according to the norms and standard in vogue.
- i) Quality of food, ii) Adequate dress of the cook and staff, iii) Cleanliness in all respect in connection with cooking and servicing works, iv) Deployment of one full time Catering manager.
- (19) The Caterer shall not deploy / engage any person who is minor as per law in connection with cooking and servicing work in the Guest House.
- (20) Termination may follow from the violation of the terms and condition or the closure of the guest house due to any abnormal situation. The University Authority reserves the right of terminate with one month notice. However, if the Caterer fails to maintain the quality and the size of food items supplied, or commit any action of gross indiscipline immediate termination will follow. The Estate Officer in this connection shall submit a six monthly performance report to the Guest House Monitoring Committee for taking appropriate action with respect to the catering services including continuation and / or discontinuation of this agreement and the decision of the Guest House Monitoring Committee in this regard shall be binding on the Caterer.
- (21) The Estate Officer, NBU or such other officer as may be authorized by the Vice-Chancellor, NBU shall supervise the day to day activity and services of the caterer and its staff on behalf of the University and the Caterer shall remain duly bound to act and provide services as per his direction, as and when necessary.
- (22) The Caterer shall obtain the signature on the catering / food bills on daily basis from the boarders and submit the bills to the boarders for collection of payments.
- (23) The timing for supply of food to the boarder shall be as follows :
- | | |
|-----------------------|--------------------------|
| Bed Tea / Morning Tea | # 6.30 a.m. to 8.00 a.m. |
| Breakfast | # 7.30 a.m. to 8.30 a.m. |
| Lunch | # 10 a.m. to 12.30 p.m. |
| Evening Tea | # 4 p.m. to 6 p.m. |
| Dinner | # 8 p.m. to 9.30 p.m. |
- (24) The bidders shall deposit Rs. 20,000/- to the under noted account of the University through RTGS as earnest money and the copy of receipt challan of RTGS with UTR number shall be accompanied with the technical bid document (Statutory Documents) failing which the tender paper will be treated as cancelled. The earnest money of the unsuccessful quotationer(s) will be refunded without interest after one month of the opening of tender paper and the same of the successful candidate will be refunded without interest after signing of agreement and deposit the security deposit subject to redressal of complaint, if any.

Name of the A/c : N.B.U (S/B).
Account Number : 10195736768
IFSC Code : SBIN0002096

- (25) Tender paper shall be downloaded from <http://wbetenders.gov.in> Portal. A sum of Rs. 3,000/- shall be deposited to the above account mentioned under sl.no. 24 of the University towards the cost of tender paper failing which tender paper will be treated as cancelled.
- (26) The successful Caterer shall deposit Rs.30,000/- (Rupees thirty thousand) only as security deposit with the University and the deposit shall not carry any interest. The deposit will be refundable to the caterer on revocation or termination of the contract. However, the University shall have the right to with-hold the refund if in its opinion such with-holding is necessary due to loss or damage of the University properties whether or not entrusted to him and may forfeit in such cases, either the whole or in part from his security deposit to the extent of loss / damage as the case may be.
- (27) The University authority reserves the right to accept or reject any/all quotations.
- (28) The quotation should be valid for at least 90 (ninety) days.
- (29) Selection of the Caterer will be made on the basis of both technical and financial bids. Technical bids and financial bids shall be submitted by online only. Offline submission of tender paper will not be accepted.
- (30) The last date of submission of tender form is on 20.10.2016 at 11.00 a.m. and to be opened on 20.10.2016 at 2.30 p.m.
- (31) The Caterers may remain present at the opening of tender.
- (32) For any clarification regarding tender please contact with the Estate Officer, NBU (Tel. no: 0353 2776377).
- (33) All cases of dispute not covered by this contract shall be referred to the Vice-Chancellor for a decision which shall be final and binding on both the parties.

(34) Date & Time Schedule

SI NO	Particulars	Date & Time
1	Publishing of Tender	27.09.2016
2	Documents download/sell start date (Online)	28.09.2016 at 10.00 a.m.
3	Bid submission Start Date	28.09.2016 at 10.00 a.m.
4	Bid Submission End Date	20.10.2016 at 11.00 a.m.
5	Technical Bid Opening	20.10.2016 at 2.30 p.m.
6	Offline Submission	NO OFFLINE SUBMISSION ACCEPTED
7	Financial Bid Opening	To be notified

Registrar (officiating)