



جامعة عليا

Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING TENDER

Ref No: **033/AU/REG/NIT/18-19**

Date: 09/10/2018

Sub: Sealed Tenders are invited from interested parties including Self Help Group (SHG) for Operating Canteen for Aliah University New Town Campus and Park Circus Campus.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Tenders** from the bonafide and resourceful **parties including Self Help Group (SHG) for Operating Canteen for Aliah University New Town Campus and Park Circus Campus.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately.

Interested **Bidders** may submit their **Tender** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **26/11/2018 at 3 P.M**

Scope of Work:

In this regard NIT has been invited in two fold basis i.e. Technical Bid and Financial Bid. The scope of work includes the following:- (i) To run the Canteen at the designated place in the University campus including supply of raw materials and man power for cooking and servicing etc. (ii) To fix the menu in consultation with the Canteen Committee of the University from time to time. (iii) To supply Tea/Coffee/Cold Drinks, food and snacks for approx. 4000 Students and 300 Staff.

Interested bidders are requested to provide their Quotes following the format in **Annexure- II in their official letter heads along with signed Compliance Statement and Price Bid (Annexure- III). The Tenderer must read the General Terms and Conditions as per Annexure I of this document before participation in this NIT.** The University retains the right to cancel any of the items at a later date after the contract is awarded. The University at its own discretion may cancel any or all the bids without assigning any reason thereof. **The sealed envelope must be with super scribing the Name and Contact No. of Tenderer, NIT Reference Number and Purpose of NIT.**

For any information in this regard please Email: registrar@aliah.ac.in and copy to store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	11/10/2018 at 2 P.M
2	Pre Bid Meeting will be scheduled to be held at the O/o The Deputy Registrar, Aliah University, Park Circus Campus 17; Gorachand Rd; Beniapukur; Kolkata - 700014	05/11/2018 at 3 P.M
2	Bid submission start date	12/11/2018 at 12 P.M
3	Bid Submission closing	26/11/2018 at 3 P.M
4	Techno Commercial Bid opening date O/o The Deputy Registrar, Aliah University, Park Circus Campus 17; Gorachand Rd; Beniapukur; Kolkata - 700014 (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)	28/11/2018 at 2 P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Ernest Money Deposit** - Rs. 10,000 (Ten Thousand) Demand Draft from any Nationalized Bank in favour of "The Registrar, Aliah University" Payable at "Kolkata". EMD of L1 Bidder will be refunded on submission of **Interest free Security Deposit i.e. Rs. 1,00,000 (Rupees One Lakh) for the Canteen**

at New Town Campus and Rs. 50,000 (Rupees Fifty Thousand) for the Canteen at Park Circus Campus which will be kept for **one (01) Year or till Completion of Work whichever is earlier**. Under the single point registration scheme of NSIC, SSI units registered with NSIC may avail the benefit of exemption from payment of earnest money deposit on submission of proper documents.

The security deposit will be accepted in the form of Bank Guarantee of Scheduled Banks. Bank Guarantee should be in the prescribed proforma. The EMD of rejected bidders will be returned only after completion of whole process.

2. The canteen building, sitting arrangement furniture, water cooler, water basins, electrical articles will be made available free of cost.
3. The bid is invited to run the Canteen for 1 (One) year and the same may be renewed / revoked/ extended for another one year at the discretion of the University.
4. The University will not provide electricity except basic canteen infrastructure as subsidy.
5. The vendor will be allowed to use fan, refrigerator, electricity, electric coil/ heater or hot plates provided the vendor agrees to reimburse entire electricity bill as per bill/ reading of electrical **sub meter on monthly basis. (Sub-meter should be installed by the Contractor at their own cost).**
6. **LICENSE FEE:** The contractor/SHG shall be liable to pay a sum of Rs. 6,000/- (Rupees Six Thousand) for the Canteen at New Town Campus and Rs. 2,500 (Rupees Two Thousand Five Hundred) for the Canteen at Park Circus Campus as License Fee on monthly basis which is non-refundable.
7. No responsibility will be taken by the University for Credit Sales or losses or pilferage.
8. **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.**
9. The contractor/SHG should take all safety measure to while running canteen and keep the canteen neat & clean.
10. The contract will be operative for a period of one year from the date of award but the University can extend it for further period subject to satisfactory working on the same terms & conditions.
11. 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.
12. The contractor/SHG will be bound to pay necessary fee, taxes, GST as applicable, according to the rates prescribed by the concerned authority or any other authority for running the canteen, directly to concerned authorities.
13. **The contractor/SHG should have trade license and GST code number (if not should be acquired within 30 days).**
14. 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 Canteen Committee.
15. The employees of vendor should be dressed properly preferably in a uniform and maintain cleanliness.
16. The fuel charges/Gas charges should be borne by the Vendor.
17. Price list must be displayed at the Canteen.
18. Food & beverages (including raw materials) must be of best quality.
 - 18.1. 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.
 - 18.2. Cooking is permitted with LPG gas (commercial) only.
 - 18.3. Service Provider has to pay for electricity to the University authority.
 - 18.4. University authority reserves the right to inspect kitchen, dining place and also test prepared food items at any point of time without giving any prior notice. Junk Food is not allowed at University Canteen. During course of inspection if any unhygienic condition including cleaning is noticed in the kitchen or found any cooked food sub-standard a penalty of Rs. 10,000/- (Rupees Ten Thousand) on each occasion will be imposed.
 - 18.5. Disposal of Waste and garbage shall have to be ensured by the agency at its own cost
19. **Special instructions:**
 - a. Rice: Rice must be stone and dust free and free from bad smell.
 - b. Mustard Oil/ Soya Oil/ Vegetable 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, Arahara 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 (Halal) into pieces and supplied
 - g. Meat: Live 'he' goats (Halal) preferably castrated to be supplied.
 - h. Fish: Fishes (Rohu/Katla/ Any other species) 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.
- 20.** Functioning of canteen should start within 21 (Twenty One) days from the date of issue of the formal work order. The canteen will be remained open in all working days during office hours and sometimes in holidays also as when required by the University authority.
 - 21.** 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. Space for Canteen Staff will not be provided.
 - 22.** The firm/contractor will strictly abide by all labour laws and other statutory rules and regulations framed by Govt. of West Bengal {as per West Bengal Labour Rules (Regulations and Abolition) Act, 1972} from time to time. No person deputed for work of any category in Aliah University by the firm/contractor shall, under any circumstances, be paid less than the minimum wage prescribed for the category by the Govt. of West Bengal.
 - 23.** The rate quoted by the vendors for various food and beverages should be composite and inclusive of all taxes and other incidental charges, if any. The prices quoted shall be written in figures and words as well.
 - 24.** The AU 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.
 - 25.** The AU reserves the right to terminate the contract after giving a month's notice to the vendor. However, If Canteen committee 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.
 - 26.** Only proposals received on or before the stipulated date and time for responding to the tender will be considered for further evaluation.
 - 27.** Selling of Pan Masala, Betel(PAN), Tobacco, Hard drinks is strictly prohibited. If found at any moment it invites termination of contract with immediate effect forfeiting security money
 - 28.** Canteen should always be free of cob web, posters, dirt & smoke The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof without the written permission of the University authority.
 - 29.** Canteen operation will remain suspended during holiday/weekend/festival/ vacation. However, if University authority demands, canteen will have to be kept open during weekend/holiday/vacation. Canteen will also remain suspended for any unforeseen reason
 - 30.** There will not be any employer-employee relationship between the University and the service provider or his/her workers.
 - 31.** Bidder must take all the local conditions into consideration before filling up the bid documents. 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 Canteen Committee/University authority will assess the circumstances and take appropriate action. The price revision is the discretionary power of the Canteen Committee/University authority.
 - 32.** Wherever possible, veg and non-veg table/utensils should be segregated.
 - 33.** 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
 - 34.** 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.1,000/- for every violation may be imposed by the University authority without reference to the Concerned Supplier.
 - 35.** Quality and regular supply are the essence of supply and Aliah University will cancel the order unilaterally if the above are not complied with and violation of any terms and conditions.
 - 36.** Canteen premises will deal with only food and beverage service purpose, no other business, service; outside food delivery without knowledge and/or written permission of University Authority will be entertained.
 - 37.** University may take decision about non-placement of order even after selection of bidder due to its internal constraints.
 - 38.** University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.
 - 39.** The University Canteen will be responsible for delivery tea, coffee, snacks or any other food item as on demand by the Departments/ Sections/Committees of University during any function, occasion, seminar, meeting in lieu of payment for the same. Proper carriage facility will be deployed by the Contractor/ SHG for this service.
 - 40. Eligibility Criteria** - All bidders must submit all Technical Documents as per list below otherwise their bid will be cancelled.

SHG	OTHER PROFIT MAKING/ NON PROFIT MAKING BODY
<p>1. Graded as "A" Category Rural/ Urban SHG/Cluster/Federation certified/recognized by Government Authority preferably DRDA (Not by elected body)</p> <p>2. Having experience of Running Canteen/ eatery at least one year. The Experience Certificate must be certified by Government Authority preferably DRDA (Not by elected body)</p> <p>3. Must have sufficient Group Member to run the Aliah University Canteen</p> <p>4. It May be noted that the SHG must be obtained GST and PAN before submission of Bill otherwise Payment will be not reimbursed.</p>	<p>1. At least Two (02) Years Consecutive Experience for running Canteen in Government/Government Recognized Autonomous Educational Institution with Capacity of More than 1000 stakeholders (Certified Copy of Work Order must be submitted) for the Last two Financial Years.</p> <p>2. Audited Profit and Loss Account, Balance Sheet for FY 2016-17, IT Return for AY 2017-18 must be submitted)</p> <p>3. Rs 5 Lakh Bank Solvency Certificate (Original) of the bidder must be submitted (Date of the Certificate must be after publication of this NIT otherwise rejected)</p> <p>4. Certified Copy of License under the Food Safety and Standards Act' 2006 must be submitted</p> <p>5. PAN Card Copy must be submitted</p> <p>6. Certified Copy of E.S.I. Registration (Valid) must be submitted</p> <p>7. Certified Copy of E.P.F. Registration (Valid) must be submitted</p> <p>8, Certified Copy of Shop & Establishment Act Registration (Valid) must be submitted</p> <p>9. Self Declaration for Not Blacklisted by any Government Body/ Institute must be submitted</p> <p>10. Certified Copy Company Registration and/ or Partnership Deed and/ or Trade License and/ or Society Registration must be submitted</p> <p>11. GST Certificate</p>

- 41. The rates** so quoted must be inclusive of GST and all charges. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials involving head load/ trolley etc.
- 42.** If any part of the service in respect of the work assigned and undertaken by you not rendered/delivered in time, Aliah University shall be entitled to levy and recover liquidated damages/ penalty at 1% per week or part thereof the delay/ default, subject to 5% maximum, on the payment due to the agency/contractor for the particular stage. Any delay beyond scheduled dates may attract higher penalty to be decided by the Aliah University
- 43. Bidder must participate in all items otherwise their bid will be rejected**
- 44.** The bidder will be selected on overall rate only.
- 45.** All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
- 46.** Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
- 47.** The Tenders are liable to be rejected if the fore going conditions are not complied with. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
- 48.** If the lowest bidder does not comply with the above clauses or turn up within 15 days from the date of receipt of LOI, 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.
- 49. The agreement may be terminated by the University authority or by the agency with Two (02) months prior notice from either side.**

Annexure II : Technical Bid Application Format
(Please attach all relevant documents)

To,
The
Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 160

Sub: **Application for Operating Canteen for Aliah University New Town Campus and Park Circus Campus.**

Ref: - _____ N.I.T. Nodated

Sir,

1. ABOUT THE ORGANIZATION		
1.1	Name of the Organization	
1.2	Name of Authorized Person	
1.3	Registered Office Address with telephone no. & email address	
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail	

2. TECHNICAL DOCUMENTS

As per Point No. 39 of Annexure I of this documents

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

Sl	Para of Tender Enquiry Specification of Items Offered	QT Y	UNIT	Compliance to Tender specification whether YES/ NO	TOTAL RATE Inclusive GST and All Other Expenditure		
					1	2	4
(Note – Diameter of Food plate must be at least 11 inch or more)					Rate For Student	Rate for Staff	
1	Tea (100 ml)	1	Paper Cup				
2	Coffee (100 ml)	1	Paper Cup				
3	Vegetable meal [Rice and/or Roti, dal, bhajee, sabji two types, Papad]	1	Full Plate (Rice Dal Sabji Unlimited)				
4	Fish meal [Rice and/or Roti, dal, bhajee, sabji, 1 Cooked Fish (150 Gms) with Curry, Papad]	1	Full Plate (Rice, Dal, Sabji Unlimited)				
5	Egg meal [Rice and/or Roti, dal, bhajee, sabji, 1 Egg with Curry, Papad]	1	Full Plate (Rice, Dal, Sabji Unlimited)				
6	Chiken meal [Rice and/or Roti, dal, bhajee, sabji, 2 Chicken (cooked 150 Gms each) with Curry, Papad]	1	Full Plate (Rice, Dal, Sabji Unlimited)				
7	butter toast	1	pc				
8	Egg Toast	1	pc				
9	Omelet	1	pc				
10	Chiken Pakoda (Chop)	1	pc				
11	Veg Pakoda (Chop)	1	pc				
12	Roti	1	pc				
13	Egg	1	pc				
14	Chicken	1	pc				
15	Cooked Fish (150 Gms)	1	pc				
16	Sabji (100 Gms)	1	Katora				
17	Ghugni (100 Gms)	1	Katora				
18	Luchi/ Puri/Kacuri	1	Pc				
19	Fried Rice (100 Gms)	1	Katora				
20	Biriyani (Veg)	1	Plate				
21	Biriyani + (1 pc Chicken 200 Gms)	1	Plate				
22	Laddu/Rasgulla/Gulab Jamun	1	pc				
23	Parched rice/ Muri (100 Gms)	1	Katora				
24	Rice (100 Gms)	1	Katora				
25	Rice, One Sabji, Dal (Unlimited)	1	Plate				

25	Biscuit/ Cake/ Soft Drink/ Pee Nuts/Lassi/Ice Cream/ Packed Water/Cards/ Other Branded and packed items	As per MRP			
TOTAL QUOTE IN RUPEES					
TOTAL QUOTE IN WORD					

I/We agree to provide Canteen Service in accordance above rate within the period specified in the invitation for Tender. We confirm that the normal terms and conditions of mentioned in this Tender shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder
Name _____
Designation _____
Seal

Date _____

Ref. No: 033/AU/REG/NIT/18-19

Dated: 09/10/2018

Copy to:

1. **Chairman, Canteen Committee**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**
4. **One Bengali News paper**

Sd/-
Registrar