



# جامعة عليا Aliah University

## **NOTICE INVITING QUOTATION**

Ref No 06/AU/REG/Quot./16-17

Date: 16/12/2016

**Sub: Sealed Quotations are invited from the bonafide and resourceful contractors/suppliers/service providers for Mess Service at Residential Girls Students' of Aliah University.**

Aliah University, Kolkata an Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites Sealed Quotations are invited from the bonafide and resourceful contractors/suppliers/service providers for Mess Service at Residential Nursing students' (Girls) of Aliah University. Currently the number of Girls is 60 only and may be increase or decrease as per decision of authority.

Interested contractors/suppliers/service providers may submit their Tender Application for empanelment complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700156, West Bengal, India by 23<sup>rd</sup> December, 2016 at 2 PM. The Technical Bid will open on 23<sup>rd</sup> December, 2016 at 03:30 PM.

Tender document can be downloaded from website of Aliah University, <http://www.aliah.ac.in>.

### **Scope of Work:**

60 Residential Students of Nursing Faculty of Aliah University are temporarily residing at Park Circus Haj House. Now, to provide them Breakfast and Tea, Lunch, Evening Snacks, Tea and Dinner the University is looking for a Mess Service Provider from resourceful contractors/suppliers/service providers. In this regard NIQ has been invited in two fold basis i.e. Technical Bid and Financial Bid.

Filled-in applications with all credentials & other related documents must be submitted on or before 23<sup>rd</sup> December, 2016 by 2 P.M at the office of the Registrar, Aliah University, New Town Campus. Incomplete applications or applications received after the last date of submission will not be considered for empanelment.

Interested bidders are requested to provide their quotations following the format in **Annexure- II in their official letter heads along with signed Application and Declaration (Annexure- III).**

- i. Annexure I : General Terms & Conditions
- ii. Annexure II : Application Format
- iii. Annexure III : PRICE BID

Self-attested photocopies of valid Trade License, Food License Certificate, PAN card, I.T. Returns for the Assessment Years 2015-16, 2014-15 and 2013-14 and relevant credentials for food contract are to be enclosed with the said application form. **The sealed cover containing the afore-mentioned documents superscripted with the Tender Notice No. and submission date are to be dropped O/o Registrar of the University at New Town Campus.**

**LAST DATE OF SUBMISSION OF QUOTATIONS: 23<sup>rd</sup> December, 2016 up to 2 P.M.**

**DATE OF OPENING OF THE QUOTATIONS: 23<sup>rd</sup> December, 2016 on 03:30 P.M.**

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.

**Registrar  
Aliah University,**

## **Eligibility Criteria and Documents to be Submitted**

The following are the eligibility criteria for engaging agency for mess service.

The Mess Service Providers should have –

- a. Minimum Two (2) years experience in providing quality food supply services for Mess with experience of work undertaken for Government/Public Sector Undertaking/Autonomous Body and Educational Institutes. (updated documentary evidence to this effect should be enclosed)
  - b. The vendor applying for empanelment should not have been blacklisted by any organization at any point of time. (An undertaking in this regard should be submitted duly signed by the authorized person of the Organization).
  - c. Photocopy of Registration Certificate of Incorporation (in case of company) / partnership deed (in case of firm), and Valid Trade License etc should be enclosed with the Application.
  - d. Bank Solvency Certificate should be submitted duly signed by the authorized person of the Organization (An undertaking in this regard should be submitted duly signed by the authorized person of the Organization).
  - e. The Agency should have Valid Food License (documentary evidence to be submitted).
  - f. List of Clients need to be submitted with Self Declaration
  - g. I.T. Returns for the Assessment Years 2015-16, 2014-15 and 2013-14 needs to be submitted.
  - h. The payment will be made by RTGS / FUND Transfer mode only. Advance payment not allowed.
- Hence, following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER:**
- A. Name of the Firm with complete postal address
  - B. Name of the Bank with Branch where the Account exist
  - C. IFSC CODE
  - D. ACCOUNT No
  - E. PAN No

## **Annexure I: General Terms & Conditions**

- a. The Work Order will be issued for a period of 3 month and may be renewed further subject to satisfactory performance and competent approval.
- b. Payment shall be made within 30(thirty) days after receipt of the final bill, duly supported by all the newspaper clippings (in original). After completion of supply, Bills in triplicate along with necessary delivery challan and related documents should be submitted to the authority placing the order for arranging the payment. 100% payment will be released after receiving of supply in good order and condition and successful commissioning duly certified by the concern authority.
- c. The University shall have the discretion to give work to any empanelled Agency selected through tendering process and the Agency will have no right or claim for getting the work.
- d. The vendor will not be allowed to engage any other Sub-agency to execute the assigned work/job.
- e. In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Authority, Aliah University and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract pertaining to this empanelment shall be settled in the court of competent jurisdiction located within the local limits of Kolkata, West Bengal.
- f. The contract shall be governed by the laws and procedures established by Govt. of WB, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- g. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Kolkata, India only.
- h. The acceptance of the quotation will rest solely with the Registrar, Aliah University, who in the interest of the University is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
- i. Aliah University being a Premier Educational Institute, many of the requirements could be of emergent in nature. The vendor has to respond to such requirements at short-notice despite holidays/ beyond scheduled hours.
- j. It is clearly understood by the parties that no financial liability of any type is created by issuance of the letter of empanelment.
- k. Applications received after due date & time or without necessary documents will be rejected.
- l. The rates offered by the successful bidder will remain unchanged during the period of the Work Order. However, the benefit of downward rates, if any, is to be given to the University.
- m. Time is the essence of the work order. It is to be ensured that the matters are to be published in the newspapers on the day as per the requirement of the University authority.
- n. **Acceptance of Tender:** The Authority of Aliah University, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.

- o. The benefit of downward prices (revision on account of govt. financial policy, tax revision, etc.) should be given to Aliah University, Kolkata by the selected bidder.
- p. All service utensils, fuel, other consumables will be arranged by the vendor.
- q. As this is service directly related with Girls hence the vendor should engage efficient staff with good manner and preferable women staffs.
- r. Cleaning of the premises, utensils. cutlery and crockery, kitchen and other equipments shall be the responsibility of the Vendor, the University reserves the right to check on cleanliness and upkeep of premises and quality of provisions and food. If these things are found lacking on inspection, the University can impose a fine, deductible from the amount payable to the contractor.
- s. An amount of Rs. 10,000 (Rs. Ten Thousand) will be retained from the mess bill of the first month as security deposit which will be returned upon expiry of term
- t. The vendor will not employ and child labor
- u. The university will not be responsible for the life and safety of this her staff at the work place
- v. The Menu Chart for the mess service is as follows

<b>Mess Menu for Students</b>				
<b>Day and Time</b>	<b>Breakfast 07:30 am To 09:30 am</b>	<b>Lunch 12:00 pm To 02:00 pm</b>	<b>Evening Tea and Snacks 05:00 pm To 07:00 pm</b>	<b>Dinner 09:00 pm To 11:00 pm</b>
<b>Monday</b>	Bread (4Pcs), Butter/ Jam, Boiled Egg (1 Pc) Tea/ Coffee (1 Cup)	Rice, Dal, Seasonal Vegetable Curry, Fish Curry, Salad, Chatni, Papad	Muri (parched rice), Chop/ Beguni (2 pcs) Tea/ Coffee (1 Cup)	Rice/ Chapati, Dal, Seasonal Vegetable and Soya Chunk Curry, Salad, Papad
<b>Tuesday</b>	Luchi (4 pcs) Cholar Dal Seasonal Fruit (1 pc) Tea/ Coffee (1 Cup)	Rice, Dal, Seasonal Vegetable Curry, Egg Curry, Salad, Chatni, Papad	Bread Sandwich (2 pcs), Sauce Tea/ Coffee (1 Cup)	Rice/ Chapati, Dal, Seasonal Vegetable Curry, Chicken Curry, Salad, Papad
<b>Wednesday</b>	Paratha (2 pcs) , Alu Dum, Rasgulla (1 Pc) Tea/ Coffee (1 Cup)	Rice, Dal, Seasonal Vegetable Kofta Curry, Salad, Chatni, Papad	Muri, Alu/Seasonal Vegetable Pakora (2 pcs) Tea/ Coffee (1 Cup)	Rice/ Chapati, Dal, Seasonal Vegetable Curry, Egg Curry, Salad, Papad
<b>Thursday</b>	Bread Sandwich (2 Pcs), Seasonal Fruit (1 pc) Tea/ Coffee (1 Cup)	Rice, Dal, Seasonal Vegetable Curry, Fish Curry, Salad, Chatni, Papad	Chire(Pressed rice) Bhaja Tea/ Coffee (1 Cup)	Rice/ Chapati, Dal, Seasonal Vegetable and Soya Chunk Curry, Salad, Papad
<b>Friday</b>	Luchi (4Pcs), Suji, Boiled Egg (1 Pc) Tea/ Coffee (1 Cup)	Rice, Dal, Seasonal Vegetable and Paneer Curry, Salad, Chatni, Papad	Multi Grained Biscuit (4 pcs) Tea/ Coffee (1 Cup)	Rice/ Chapati, Dal, Seasonal Vegetable Curry, Chicken Curry, Salad, Papad
<b>Saturday</b>	Luchi (4 pcs) Cholar Dal Golab Jamun (1 pc) Tea/ Coffee (1 Cup)	Rice, Dal, Seasonal Vegetable Curry, Fish Curry, Salad, Chatni, Papad	Bread Sandwich (2 pcs), Sauce Tea/ Coffee (1 Cup)	Rice/ Chapati, Dal, Seasonal Vegetable Kofta Curry, Salad, Papad
<b>Sunday</b>	Chhola Bathura (2 Pcs), Amriti (1pc) Tea/ Coffee (1 Cup)	Rice, Dal, Seasonal Vegetable Curry, Chiken Curry, Salad, Chatni, Papad	Muri, Alu/ Seasonal Vegetable Pakora (2 pcs) Tea/ Coffee (1 Cup)	Rice/ Chapati, Dal, Seasonal Vegetable and Paneer Curry, Salad, Papad

## **Annexure II : Application Format**

- a. Name of the organisation ::  
(In Block Letters)
- b. Date of Establishment ::
- c. Registered Office Address (with telephone no. & email address) ::
- d. Day to day correspondence Office Address (with telephone no. & email address) ::
  
- e. Registration No./Trade License No. (if any) ::
- f. Food License copy enclosed
- g. PAN Card copy enclosed
- h. Address of Kolkata Office (with telephone no. & email address) ::
- i. Status of the organization ::  
Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company
- j. Name of the Directors/Partner/Proprietor ::  
(i)  
(ii)
- k. Name & address of Chief Executive/Proprietor ::
- l. Name of the Representative(s) indicating Designation who would be calling and attending to our work (designation, email id and mobile phone number). ::
- m. Total number of employees:
- n. I.T. Returns for the Assessment Years 2015-16, 2014-15 and 2013-14
- o. Name of the Banker with full address and Account Number, IFSC Code, PAN No. :
  
- p. Name of the large corporate clients (Banks/PSUs/Universities/ Autonomous Bodies/Govt. Org./reputed companies)
  - 1.
  - 2.
  - 3.
  - 4.
  
- q. Details of experience
- r. Credentials (list out mess service handled)
- s. Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the company and brief details of litigation.
- t. Any other information ::  
Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date

\_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal

**List of Documents enclosure:-**

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)
- (viii)

**(Please include extra sheet/s to include more enclosure)**

**Annexure – III**

**Price Bid**

**Reference No: - 06/AU/REG/Quot./16-17**

**Date: 16/12/2016**

<b>Sl . No.</b>	<b>ITEM</b>	<b>Unit</b>	<b>RATE (Rs.)</b>
1.	<b>Basic Menu for Girls</b> Breakfast, Lunch, Snacks and Dinner including tea/coffee/ given in Annexure I	Per student per week	

## **SCHEDULE**

**Schedule for**

**NIQ Reference No:**

**06/AU/REG/Quot./16-17**

**Last Date for Submission of Quotation:**

23<sup>rd</sup> December 2016, 02.00 PM

**Opening Date and Time of Quotation:**

23<sup>rd</sup> December 2016, 03:30 PM

**For Any Enquiry**

**Please Contact:**

The Registrar

Aliah University, Kolkata

Email: [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in)

[anowarhossain10@gmail.com](mailto:anowarhossain10@gmail.com)

and copy to [ith.kolkata@gmail.com](mailto:ith.kolkata@gmail.com)

**Ref. NO:** 06/AU/REG/Quot./16-17

**Dated:** 16/12/2016

Copy to:

1. Notice Board at New Town Campus, IIA/27, New Town, Rajarhat, Kolkata – 700 156
2. Notice Board at Park Circus Campus, 17, Gora Chand Road, Kolkata – 700 014
3. Notice Board at Main Campus, 21, Haji Md. Mohsin Square, Kolkata – 700 016
- 4. Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
5. The Member Secretary, West Bengal Minorities' Commission.
6. The Secretary, West Bengal Board of Madrasah Education.
7. The Secretary, West Bengal Urdu Academy, 75/2 R.A.Kidwai Road, Kolkata-16
8. The General Manager, Minorities' Development & Finance Corporation, Salt Lake, Sector-1, Kolkata.
9. The Chief Executive Officer, Board of Wakfs, West Bengal, 6/2, Madan St., Kolkata-72
10. The Executive Officer, West Bengal State Haj Committee.
11. The Secretary, West Bengal Madrasah Service Commission.

Registrar