

## DIAMOND HARBOUR WOMEN'S UNIVERSITY

Diamond Harbour Road, Sarisha, South 24 Parganas, West Bengal 743368  
Office Phone: (03174) 245801

**Tender No. NIT/Canteen/35/DHWU/2019**

**Dated:05-08-2019**

**For Operating Canteen AND Hostel at Diamond Harbour Women's University**

Sl. No.	Name	Descriptions
1	Tender Item	Sealed Quotations are invited from organizations for operating Canteen and hostel in the University premises of Diamond Harbour Women's University, Sarisha.
2	Period of Contract	Two years, from the date of effect of the contract and signing of the agreement. The contract may be extended based on their performance which will be assessed by the University Canteen Committee.
3	Cost and Availability of Tender Forms	Tender Forms can be downloaded free of cost from the official website of the University, <a href="http://dhwu.ac.in/">http://dhwu.ac.in/</a>
4	Important Dates	Last Date for submission of tenders in the office of the University is 1.00 PM on 17.08.2019 and tenders will be opened on 19.08.2019 at 2.00PM.
5	Award of the Contract	<b>The contract of operating the canteen/ hostel shall be awarded to the firm/organization/company quoting highest license fee, subject to signing of agreement, including agreeing to sale food items in the price attached herewith. The firm/ company shall have to abide by the rules and regulations of the University.</b>
6	Earnest Money Deposit (EMD)	Each quotation should include a Demand Draft for Rs. 2,000/- (Rupees Two thousand only) in favor of <b>Diamond Harbour Women's University</b> payable at Sarisha towards EMD. Quotations without EMD will not be considered. EMD will be returned to unsuccessful bidders after finalization of the Contract with the successful bidder. The amount is not refundable.
7	Agreement	The successful bidder will have to execute an Agreement of License on a non-judicial stamp paper of value Rs. 100/-. (two stamp papers with valid date to be provided by the bidder).
8	License Fee Payment	The agreed license fee and other charges are to be paid in advance before 5th of every month. License fee is to be paid for all the 12 months of the year inclusive of holidays and vacation for the University.
9	Security Deposit	Security Deposit of Rs. 10,000/- (Ten thousand only) is to be paid in the form of Demand Draft or Bank Guarantee valid for one year in favour of <b>Diamond Harbour Women's University</b> payable at Diamond Harbour at the time of signing the agreement.

10	Right to Reject Offers	The University reserves right to accept or reject any or all offers without assigning any reason thereof.
11	Items for Sale	Refer to Annexure – I for List of Items for Sale and their prices.
12	Canteen Working Hours	The Canteen should regularly be opened on all working days of the University from 9 AM to 6 PM. The working hours may change without prior notification if the University Authority deems fit. Hostel timing will be notified later on.
13	Prohibited Items	All Tobacco products, Alcoholic Beverages, and all addictive substances banned or controlled under the Narcotic Drugs and Psychotropic Substances Act (1985). Any deviation of this rule shall lead to immediate termination of the contract with all deposits forfeited.
14	Cooking Medium / Preparation of Items	All items should be cooked using commercial gas. ISI Standard edible oils / clarified butter should be used for cooking medium.
15	Cooking Utensils	All cooking and serving utensils are to be obtained by the contractor, except for the ones that may be provided by the University from time to time.
16	Mode of Service	Self-Service for Students. Food should be delivered to the offices of University Officers / Teachers / Non-Teaching Staff, if need be.
17	Availability of Space	There are two separate halls, one for the students and another for the staff of the University. The Students' Hall has 10 tables with four chairs each, and can thus accommodate 40 people at a time. The Staff Hall has 4 tables with 4 chairs each, and can accommodate 16 people at a time. At present the University has a student strength of around 1000. The strength of the university Hostel is approximately 50 students at present which may increase.
18	Food Control	Once the contract is awarded, the contractor will automatically be within the purview of the <b>Food Safety and Standard Act 2006</b> , and the items supplied in the canteen/hostel should strictly adhere to the stipulated regulation of the same. Any deviation of the same will be seriously taken which may result in legal penalties and punishments, including, but not limited to, immediate termination of the contract with all deposits forfeited.
19	Hygiene	The Contractor must maintain a clean and hygienic ambience in the Canteen and the Surrounding.
20	Sub-Lease	Any sub-lease or other assignment to and in favour of a third party or person of the above contract shall render the contract void, leading to immediate termination of the same with all deposits forfeited.
21	Quotation	<b>Bidder has to submit the maximum payable license fee and other details in the prescribed form supplied along with the tender document.</b>
22	Previous Experience	Previous experience in maintaining restaurant or canteen in any government or quasi-government organization for at

		least six months is desirable.
23	Compliance of General Conditions	Each bidder should submit along with the tender, a declaration to the effect that they will strictly to the terms and conditions of the contract and any deviation on their part will result in immediate termination of the contract with all deposits forfeited.
24	Electrical Appliances	Electrical appliances other than coffee maker, electric kettle, water filter, refrigerator, microwave oven, and induction cooker cannot be used in the canteen without prior permission of the University.
25	Termination of Contract	This contract may be terminated by giving one month's notice by either sides.
26	Location	Bidders should have their own local office in and around Sarisha, South 24 Parganas, West Bengal. The vendor should have an already established business entity preferably within ten (10) kilometres from the main campus of the University, so that catering is not hampered despite natural calamities.
27	Recruitment of Female Staff in the Canteen	Since the University is a women's university, adequate female staff should be recruited in the canteen as per directives of the University Authority / University Canteen Committee from time to time.

**For further inquiry please contact the office of the University. (03174 – 245801/7003570855)**

REGISTRAR

**FORM OF DECLARATION TO BE SUBMITTED ALONG WITH QUOTATION**

1. Name of the Tender Bidder / Firm:
2. Name of the Contact Person along with phone numbers and attested photo(Please paste an attested photo of the contact person – Only this person is authorized to operate the canteen and should be available in the canteen):
3. Address for Correspondence:
  
4. Permanent Address:

**DECLARATION**

I / We agree to abide by the terms and conditions stipulated by the University from time to time. Further we agree to pay the license fee and other charges every month before the specified time and date.

I / We shall not cause any structural damage to the premises of the canteen. Further, we undertake all necessary precautions and measures to maintain dignity, decency and decorum in operating the canteen in the premises.

I / We shall abide by all the requirements obligations under the laws in force from time to time and applicable to operating canteen and specifically the Food safety and Standard Act, 2006, Labour Laws, GST Registration, Income Tax Act.

After expiry of contract period of operation of canteen, if awarded to us, we agree to vacate and hand over the premises to the University. We also agree that we will not take any legal or other steps to continue to operate the canteen after expiry of the contract period.

I / We understand that the contract of operating the Canteen, if awarded to us, is liable to be cancelled if any of the conditions mentioned here or in the agreement form to be signed are violated. In such an event, we agree to forego all the deposits paid by us.

I / We shall abide by the price list provided in Annexure-I attached herewith.

Date:

Signature

Seal / Stamp of the  
Firm Name and Address

**DIAMOND HARBOUR WOMEN'S UNIVERSITY**

Diamond Harbour Road, Sarisha, South 24 Parganas  
West Bengal,743368

**QUOTATION FOR OPERATING CANTEEN**

**FORM OF THE QUOTATION**

1. Name and Address of the Firm/ Company/ Organization:

2. Name of the Contact Person Along with Telephone Numbers, attested photo and PAN card.

3. Details of the E.M.D:

Name of Bank with Branch :

Cheque / DD No. & Date :

Amount of EMD (figure & in words):

4. Previous Experience in operating of restaurants / canteens  
(Enclose all relevant certificates along with the last year's Income Tax  
Return.):

5. Maximum license fee payable for operating the Canteen (Electricity charges  
are payable extra as per meter reading on actual basis):

Rs. .... In words: .....

Seal/ Stamp of the Firm

Signature with Date

**N.B: Price list of maximum acceptable prices of items that can be sold in the canteen should be  
attached (See clause 13)**

**Diamond Harbour Women's University**  
**University Canteen**

LIST AND PRICE OF FOOD ITEMS (ANNEXURE – I)

Sl. No.	Name of the Items	Maximum Acceptable Price per plate (in Rs.)	Remarks
1	Poori (4 Nos. in a Plate) with Sabji	20	
2	Rice meal with dal, one curry, 1 piece fish(75gm)	50	
3	Rice meal with dal, one curry, chicken(150 gm)	65	
4	Rice meal with dal, one curry, 1 egg	45	
5	Chapatti (2 Nos. in a Plate) with Alu Korma	15	
6	Paratha (2 Nos. in a Plate) with Alu Korma	20	
7	Chola Bhature (2 Nos. in a Plate)	18	
8	Nun/Kulcha (3 Nos. in a Plate) with Paneer Butter Masala	35	
9	Idli (2 Nos. in a Plate)	10	
10	Vada (2 Nos. in a Plate)	15	
11	Masala Dosa	25	
12	Upma	20	
13	Samosa (2 Nos. in a Plate)	10	
14	Bread Omlet (Single)	18	
15	Bread Omlet (Double)	25	
16	Bread Butter	12	
17	Maggi	15	
18	Fried Maggi	20	
19	Momo (5 Nos. in a Plate)	25	
20	Tea (50 ml)with milk	5	
21	Tea (50 ml)without milk	4	
22	Roti(2pieces) with Ghugni	12	
23	Roti(2pieces) with sabji	15	
24	Masale Muri	10	
26	Muri with Ghugni	12	
27	Coffee (50 ml)	8	
28	Veg Meal (with pickle & papad)	35	
29	Veg Fried Rice	40	
30	Veg Biryani	40	
31	Egg Biryani	50	
32	Chicken Biryani	70	
33	Veg Chowmin	25	
34	Egg Chowmin	30	
35	Chicken Chowmin	35	
36	Egg Chicken Chowmin	40	

37	Egg Roll	25	
38	Egg Toast	18	
39	Egg boiled(one)	8	
40	Paratha (two pieces)	12	
41	Plain Roti(1 piece)	3	
42	Cake	MRP	
43	Chicken Roll	35	
44	Paneer Roll	30	
45	Egg Chicken Roll	40	
46	Fruit Juice (Musambi/Pineapple/Orange e.t.c.) (150 ml)	20	
47	Lassi	15	
48	Packaged Drinking Water (500 ml)	MRP	
49	Packaged Drinking Water (1000 ml)	MRP	
50	Cold Drinks	MRP	
51	Ice Cream	MRP	
52	Biscuits Packet	MRP	

## **LIST AND PRICE OF FOOD ITEMS FOR GIRLS' HOSTEL**

<b>Sl. No.</b>	<b>Name of the Items</b>	<b>Maximum Acceptable Price per plate (in Rs.)</b>	<b>Suggested Meal Timings</b>
1.	Poori (4 Nos. in a Plate) with Sabji	20	Evening Snack
2.	Rice meal with dal, one curry, 1 piece fish (75 gm)	50	Lunch
3.	Rice meal with dal, one curry, chicken (150gm)	50	Lunch
4.	Rice meal with dal, one curry, 1 egg	40	Lunch
5.	Chapatti (2 Nos. in a plate) Alu Korma, dal	20	Dinner
6.	Paratha (2 Nos. in a plate) dal, Alu Korma/ soyabean	25	Dinner
7.	Idli (2 Nos. in a Plate)	10	Evening snack
8.	Upma	20	Evening snack
9.	Samosa (2Nos. in a Plate) and Moori	15	Evening snack
10.	Veg Chowmein	15	Evening snack
11.	Tea (50ml) with milk	5	Morning
12.	Tea (50ml) without milk	4	Morning
13.	Roti (2 pieces) with Ghugni	12	Evening snack
14.	Roti (2 pieces) with Sabji	15	Evening snack
15.	Masale Muri	10	Evening snack
16.	Muri with Ghugni	12	Evening snack
17.	Veg Rice Meal (with two curries, dal pickle & papad)	30	Lunch
18.	Egg Roll	20	Evening snack

# The payment mode of the students will be negotiable.

# If any student does not take lunch/dinner/ Tiffin, the amount will be deducted from the monthly bill of the student

# The decision of the university authority shall be final and binding in any matter.

# The firm/company shall maintain a food register.

Registrar