

# DIAMOND HARBOUR WOMEN'S UNIVERSITY

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

Office Phone: (03174) 245801

Tender No. NIT/Canteen/33/DHWU/2018, Dated: 20-08-2018.

Tender for Operating Canteen at Diamond Harbour Women's University

## TENDER DETAILS AND GENERAL TERMS & CONDITIONS

1)	Tender Item.	Sealed Quotations are invited from organizations for operating Canteen in the University premises of <b>Diamond Harbour Women's University, Sarisha.</b>
2)	Period of Contract.	Two year, from the date of awarding the contract and signing of the agreement. The contract may be extended for one more year based on their performance which will be assessed by a committee to be constituted by the Hon'ble Vice Chancellor.
3)	Tender Cost.	Free of cost and can be downloaded from our website <a href="http://www.dhwu.ac.in">www.dhwu.ac.in</a> .
4)	Tender forms.	Tender forms can be downloaded from the University website <a href="http://www.dhwu.ac.in/tenders.html">http://www.dhwu.ac.in/tenders.html</a> .
5)	Important dates.	Last Date for submission of tenders in the office of the University is 1.00 PM on 04-09-2018 and tenders will be opened on same date at 2.00PM.
6)	Award of the Contract.	<b>The contract of operating the canteen shall be awarded to the firm quoting highest license fee subject to signing of agreement and acceptance of sale prices of the items that can be sold.</b>
7)	E. M. D.	Each quotation should include a Demand Draft for Rs. 1,000/- (Rupees One thousand only) in favour 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.
8)	Agreement.	The successful bidder will have to execute an Agreement of License on a non-judicial stamp paper of value Rs. 100/- (two stamp paper with valid date to be provided by the bidder)
9)	License Fee Payment.	The agreed license fee and other charges are to be paid in advance before 5 <sup>th</sup> 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.
10)	Security Deposit.	Security Deposit of Rs. 10,000/- (Ten thousand only) is to be paid in the form 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.
11)	Right to reject Offers.	The University reserves right to accept or reject any or all offers without assigning any reason.
12)	Items that can be sold.	<b><u>Morning Snacks:</u></b> Idly, Dosa, Upma, Poori, Chapatti/Paratha, Vada, Chola Bhature, Nun/Kulcha, Bread Omlet/Butter, Tea, Coffee etc. <b><u>Working Lunch:</u></b> Veg-meal North/South Indian - Poori or Chapatti with Rice, one Curry, one seasonal Sabji, Dal, Sambar or Rasam or Curd, Papad, Pickle, and Salad (also separate plate of Poori or Chapatti with Seasonal Sabji or Alu Korma/ Masala Dosa/ Idli/ Chowmin/ Maggi/ Chola Bhature/ Nun/Kulcha with Paneer Butter Masala etc.). <b><u>Evening Snacks:</u></b> Ready to eat noodles, Chowmin Veg/Non-veg, Samosa, Momo, Bread Omlet/ Butter Masala Dosa, Idli, Chicken Roll, Egg Role, Paneer Roll, Tea, Coffee etc.

13) Maximum acceptable Prices of Items that can be sold.

**The following is the list of items that can be sold in the canteen along with suggested maximum acceptable prices.**

Sl. No.	Name of the Items	Maximum Acceptable Price per plate (in Rs.)
1.	Poori (4 Nos. in a Plate) with Sabji	15.00
2.	Rice meal with dal, one curry, 1 piece fish(75gm)	45.00
3	Rice meal with dal, one curry, chicken (150 gm.)	60.00
4	Rice meal with dal, one curry, 1 egg.	40.00
5	Chapatti (2 Nos. in a Plate) with Alu Korma	13.00
6	Paratha (2 Nos. in a Plate) with Alu Korma	18.00
7	Chola Bhature (2 Nos. in a Plate)	15.00
8	Nun/Kulcha (3 Nos. in a Plate) with Paneer Butter Masala	30.00
9	Idli (2 Nos. in a Plate)	09.00
10	Vada (2 Nos. in a Plate)	11.00
11	Masala Dosa	15.00
12	Upma	15.00
13	Samosa (2 Nos. in a Plate)	10.00
14	Bread Omlet (Single)	15.00
15	Bread Omlet (Double)	20.00
16	Bread Butter	10.00
17	Maggi	12.00
18	Fried Maggi	18.00
19	Momo (5 Nos. in a Plate)	19.00
20	Tea (50 ml)with milk	04.00
21	Tea (50 ml)without milk	03.00
22	Roti(2pieces) with Ghugni	10.00
23	Roti(2pieces) with sabji	12.00
24	Masale Muri	10.00
26	Muri with Ghugni	10.00
27	Coffee (50 ml)	06.00
28	North Indian Veg Meal (with pickle & papad)	25.00
29	South Indian Veg Meal (with pickle& papad)	25.00
30	Veg Fried Rice with Gravy	30.00
31	Veg Biryani with Gravy	35.00
32	Egg Biryani with Gravy	45.00
33	Chicken Biryani with Gravy	60.00
34	Veg Chowmin	20.00
35	Egg Chowmin	25.00
36	Chicken Chowmin	30.00
37	Egg Chicken Chowmin	35.00
38	Egg Roll	25.00
39	Egg Toast	15.00
40	Egg boiled(one)	8.00
41	Paratha (two pieces)	12.00
42	Plain Roti(1 piece)	2.00
43	Cake	MRP
44	Chicken Roll	30.00
45	Paneer Roll	25.00
46	Egg Chicken Roll	35.00
47	Fruit Juice (Musambi/Pineapple/Orange etc.) (150 ml)	20.00
48	Lassi	12.00
49	Packaged Drinking Water (500 ml)	MRP
50	Packaged Drinking Water (1000 ml)	MRP
51	Cold Drinks	MRP
52	Ice Cream (Kwality wall's/Mother Dairy/Amul)	MRP
53	Biscuits Pkt	MRP

		<b>Tenderer should list all the items that would be sold along with the weights and prices in the above format. The final list of permissible items along with the agreed sale prices will be decided by the University in consultation with the successful bidder. Some new items can be added in consultation of the Canteen Committee in future.</b>
14)	Working Hours.	9.00 AM - 6.00 PM. May be changed as per the requirement of the University.
15)	Items that cannot be sold.	Cigarettes, Pan masala, Gutka, Alcoholic drinks. (Any deviation from this leads to termination of contract without notice and all deposits will be forfeited).
16)	Preparation of Items.	a) All items are to be cooked using commercial gas. b) Oil to be used should be certified ISI standard double refined Mustard Oil/ Refined oil/ Dalda.
17)	Cooking Utensils.	All cooking and serving utensils are to be obtained by the contractor.
18)	Mode of Service and availability of space.	Self-service. Enough space for cooking and washing is available. Hall can accommodate tables and chairs for about 40 people to sit. At present the University has a student strength of 900
19)	Food Control.	Once the contract is awarded, the contractor will automatically be within the purview of the <b>Food Safety and Standard Act</b> , and the items supplied in the canteen should strictly adhere to the stipulated regulation of <b>Food Safety and Standard Act, 2006</b> . Any deviation from this will be viewed seriously and is liable to attract legal penalties and punishments.
20)	Hygiene.	The contractor has to maintain the premises of the canteen including kitchen and surroundings clean and hygienic.
21)	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 and the contract can be terminated without any notice and the tenderer shall lose all the deposits submitted.
22)	Quotation.	<b>Tenderer has to submit the maximum payable license fee and other details in the prescribed form supplied along with the tender document.</b>
23)	Previous Experience.	Previous experience in maintaining restaurant or canteen in any government or quasi government organization for at least six months is essential. All quotations without experience certificates are liable to be rejected.
24)	Compliance of General Conditions.	Each Tenderer should submit along with the tender, a declaration to the effect that they will strictly adhere to the terms and conditions of the contract and any deviation on their part will lead to the cancellation of the contract and are liable to forfeit all the deposits.
25)	Electrical Appliances.	Electrical appliances other than coffee maker, water filter, refrigerator and microwave oven can be used in the canteen. But separate meter is there and electric bill need to be paid for that.
26)	Termination of contract.	This contract may be terminated by giving one month's notice by either sides.
27)	Location of Office.	Bidder should have their own local office in and around Sarisha, South 24 Parganas, West Bengal.

**For further inquiry you can contact the office of the University. (03174 – 245801)**

REGISTRAR

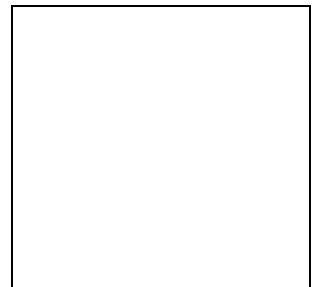
**FORM OF DECLARATION TO BE SUBMITTED ALONG WITH QUOTATION**

1. Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Tenderer \_\_\_\_\_ / \_\_\_\_\_ 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**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

Date:

Signature

Seal / Stamp of the  
Firm Name and Address

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Diamond Harbour Road, Sarisha, South 24 Parganas

West Bengal, 743368

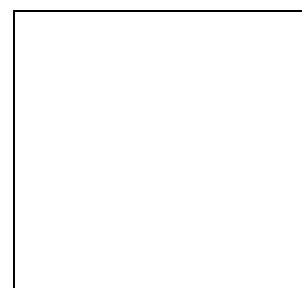
QUOTATION FOR OPERATING CANTEEN

## FORM OF THE QUOTATION

1. Name and Address of the Firm: \_\_\_\_\_  
\_\_\_\_\_

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 and water charges payable for operating the Canteen  
(Electricity charges are payable extra as per meter reading on actual basis): \_\_\_\_\_

Rs. .... In wards: .....

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)**