



**VISVA-BHARATI**  
**Central Library**  
(*Visva-Bharati Library Networks*)

Memo No. CL/ 1174 /2019-20/(17A)

Date: 31 January 2020

ENQUIRY

LAST DATE OF SUBMISSION	24 February 2020
HOURS (I.S.T.)	3.30pm

To

M/S .....

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Sub: Cafeteria at Central Library

Dear Vendor,

Intending vendors are requested to submit signed quotation for 'Operating a Cafeteria in Central Library'. The quote should include rates (as per Annexure - I), facilities (staff, furniture etc), modalities (on cleanliness, timeliness, fire management, etc.) and amount offered as monthly Fee/Rent for Leave and License for use space & water. Besides, GSTN, PAN and Service Tax No. Vendors may also mention their views on proper running of a cafeteria in a library atmosphere. The quotes should be sent to Dr. Nimai Chand Saha, University Librarian (Acting), Visva-Bharati on or before the date and time as noted above.

1. The cafeteria will serve food to the library users and staff in particular and VB community in general at the premises. However, the vendor will be allowed to serve non-users too of the Library, if he wants so without hampering the library environment.
2. The initial tenure of the contract shall be for 1 year (from 01 April 2020 to 31 March 2021) and may be extended on satisfactory fulfilment of commitments and services.

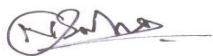
3. The bidder shall build a cafeteria structure (aesthetic) or to renovate the existing structure / operate a mobile cafeteria to sell beverages and foodstuff, on single proprietorship basis. Partnership or collaboration will not be allowed. Any violation of these two conditions will lead to termination of the agreement without notice. The bidder will not get any right to appeal for arbitration in case of such termination, not withstanding anything contained in this regard in the subsequent clauses.
4. Visva-Bharati may arrange supply of un-treated tap water through the existing pipe line and outlets. On requirement, vendor may take additional water connection from Indo-German Project or any other scheme with prior permission of University Engineer, Visva-Bharati.
5. The vendor shall take its own power connection from WBSEDCL and pay power consumption charges directly to WBSEDCL. Licensor will issue 'no-objection-certificate' for this, if required against a security deposit of Rs. 5000/-, which will be refunded to the Licensee, after successful completion of the tenure of this agreement (treated with extension, if any), without any interest. Before obtaining direct connection, Existing Central Library power connection may be used for which Rs. 1000/- per month is to be paid additionally for the first one year as experiment period as well as period of obtain direct connection.
6. The vendor shall have to deposit an amount Rs. 15,000/- (Rupees fifteen thousand only) as Performance Security Deposit which will be refunded after successful completion of the tenure.
7. The bidder shall pay monthly license fee (to be decided on basis of the offers) towards Leave and License for use of the said space. The license fee shall be paid in advance on half-yearly basis to the Accounts Officer, Visva-Bharati within the first ten days of each calendar month concerned i.e. July and January.
8. The vendor shall arrange furniture, lights, fans, refrigerator, utensils and crockery required for preparation and serving food/beverage at their own cost.
9. In case of deficiencies in services by bidder, the library authority shall have the right to decide the quantum of deduction and take necessary action including but not be limited to deduction from security deposit and support services bills and cancellation of license and blacklisting the licensee from future bids.
10. The Cafeteria shall be operative in all respects within one from the date of signing of the agreement, failing which suitable penal amount will be deducted from the security deposit of the Licensee.
11. The vendor shall be liable to pay enhanced licence fee as decided by the authority from time to time.
12. The vendor may prepare food / beverages by using authorized gas / electricity connection only and following necessary fire-safety measures.
13. The quantity and quality of food / beverage served must be standard and must satisfy usual norms of health and hygiene. Food and beverage items shall be branded products, wherever possible.
14. All food items will preferably be pre-prepared. Gravy less, dry, not requiring any side dish creating least noise in preparing/boiling/heating, least smell and smoke & flames are preferred. A chimney is advised. It is to be kept in mind that this is not to be treated

as a Restaurant. It is simply a cafeteria having some additional snacks and dry food items.

15. The vendor may provide table service if required, at Visva-Bharati's offices/meetings/seminars/conferences etc. at accepted rates, against written requisition/order. Concessional rate may be applied as and when possible. Special concession may be given for lump sum order for any programme.
16. However, no table service is to be made within Central Library compound without permission of the University Authority.
17. There will be limited sitting arrangement for taking food by the library readers. The Licensee shall keep in mind the fact that the basic purpose of introducing cafeteria inside the library premises is only to develop reading environment by providing refreshments in the vicinity, but no way it should serve as a meeting/gossiping place like cafeteria in other market places.
18. Silence, discipline and cleanliness should be maintained in the Cafeteria as the Library Reading Halls are in the proximity.
19. The vendor shall not do or permit on the said premises or its surroundings any antisocial activity.
20. The vendor shall keep the shop open from 8.00 am to 7.30 pm on all normal library working days and from 10.30 am to 4.30 p.m. on weekly holidays (Saturday and Sunday) & other holidays and also to be followed if weekly holiday(s) has/have been changed by the authority.
21. The vendor shall bear all responsibility towards regular civil / electrical and other maintenance of the cafeteria and the university shall have no responsibility in this regard. Furnishing, painting & lettering shall be done by the vendor in such a manner not to violate / disturb the aesthetics, natural environs and ambience of Visva-Bharati. Signboards/signage/trade signs can be erected / displayed only in the structure, shade & paint approved by Visva-Bharati authority, and with prior permission of the Library authority.
22. The Library authority shall have the right to terminate the license any time before its expiry with two month's notice in writing if the Licensor requires the premises for its own use and with two weeks' notice in writing if the Licensee violates the terms and conditions of this agreement. The vendor shall have the right to determine or terminate this agreement at any time during the aforesaid term, by giving the authority two months' notice in writing.
23. The vendor shall not claim any job, contract, citation, award, reward, privilege, membership etc. in Visva-Bharati on the basis of this agreement or for performance of any duty / obligation arising out of this agreement.
24. The vendor shall ensure that all workers engaged by it wear uniform approved by the University Librarian and carry their identity cards whenever they are on duty. The workers shall not disturb the library staff or students or scholars or visitors or not engage themselves in gossiping, loitering etc. inside the library compound.
25. Safety & security of all the machines and tools installed/used in the cafeteria shall be binding of the vendor.

26. The vendor shall abide by all statutory requirements relating to workers' rights (minimum wage, working hours, etc.), fire safety, pollution control etc. as applicable and the licensor will not take any responsibility on such matters.
27. No enhancement of selling price of foodstuffs, beverages etc. will be allowed to the Licensee during the first year of the license period and rate of items will be modified only once a year only after obtaining written consent of authority.
28. Price list of the food & drink items shall be displayed prominently and aesthetically.
29. No publicity materials will be displayed by the vendor outside or inside the Central Library building.
30. The selected vendor needs to sign an agreement with VB authority before launching of the cafeteria which will contains updated Terms & Conditions in a stamp paper of Rs 100/-, purchased by vendor.
31. Vendors are required to submit the photo copy of GSTN, Trade Licence, and other documents relating to similar type business.
32. For any clarification, vendor may visit the central library premises with their own expenditure and also contact with Dr. Koushik Ghosh, Assistant Librarian, Central Library, (+91 9474042139) Sri Sujit Kujur, Assistant Librarian, Central Library, Visva-Bharati (+91 9800379878).

Application may be sent through registered post (address as noted below) or by hand to the office of the Central Library in sealed envelop on or by 24 February 2020, 3.30pm



(Dr. Nimai Chand Saha)  
University Librarian (Acting)  
Central Library, Visva-Bharati,  
Santiniketan-731235

I / we agreed to Yearly Rent for space and water supply	Amount Rs..... (In words) .....
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(Signature of the vendor with date and seal)

**Annexure - I**

**Food List (indicative but not limited)**

Item	Brand	Quantity	Normal Price (mention per piece or per plate) in Rs.	Price for VB (mention per piece or per plate) in Rs.
Tea				
Coffee				
Soft drinks				
Ice creams				
Juice/Cocktail (Non-alcoholic)				
Cake/Pastry/Patties/Pizza/				
Birthday cakes				
Chips				
Biscuits				
Puri- Sabji				
Parata- Sabji				
Tawa roti-Sabji				
Sandwich				
Idly				
Dohi Vada				
Vegetable Momo				
Soya Momo				
Prawn Momo				



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University Librarian (Acting)  
Central Library, Visva-Bharati,  
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(Signature of the vendor with date and seal)