

**VISVA-BHARATI
SANTINIKETAN**

Notice inviting tender for engagement of Caterer for providing services at Patha Bhavana kitchen.

Sealed tender in single bids system is being invited from reputed Firms dealing with catering business for providing Morning cocoa, Breakfast, Lunch, evening tiffin, & Dinner to residence students of Patha Bhavana. Before submitting tenders the interested bidder is requested to go through the terms and conditions of the tender documents and specifications carefully to avoid cancellation of the tender.

Signature and Designation of the Intending Officer

Annexure-A

TERMS & CONDITIONS FOR OPERATION OF CATERING SERVICE FOR UNIVERSITY PATHA BHAVANA

A. General Conditions:

1. The firms having good profiles in dealing with such business are only eligible to take part in tender.

The following documents should be enclosed with Technical bid

- I. Trade license, Food license issued by Dist. Food Inspector or Department of Food & Health, W.B. Govt., Partnership deed (in case of Partnership firm), Power of Attorney (if required),
 - II. PAN and, Clearance of Service Tax.
 - III. Credential for dealing with this business (Govt. Org. preferable) for at least three years. Certificate indicating satisfactory service from at least three clients should be enclosed.
 - IV. Financial Solvency certificate from the banker in the proper format is to be submitted.
 - V. The vendor should submit document for serving of minimum 100 heads for at least 90 days continuously with breakfast, Lunch, Dinner Evening snacks etc.
2. List of manpower like Cook, Manager/Supervisors etc. to be deployed (both Male & Female) should be enclosed.
 3. The contract will be for One Year from the date of issuing of work order or the date of execution of agreement.
4. Caterer will be responsible for paying all taxes including service tax to the Competent Authority directly.
 5. EMD of Rs 10000/- in the form of D/D drawn in favour of the Accounts Officer, Visv-Bharati University payable at State Bank of India, Santiniketan Branch, must be enclosed with Technical bid. Tender will be considered CANCELLED without EMD. The EMD for the qualified vendor will be adjusted against Security Deposit (Performance Security) of Rs.50000/-. The Performance Security will be refunded after 60 days of completion of contract subject to adjustment of deductions, if any. No interest will be paid on Performance Security.
 6. Non-refundable Tender fees Rs.500/- for tender will have to be submitted in the form of D/D drawn in favour of the Accounts Officer, Visv-Bharati payable at State Bank of India, Santiniketan Branch, is to be enclosed with the tender.
 7. Evaluation of Lowest Bidder will be on the lowest evaluated **composite cost** (inclu. of service tax) of all items offered by the vendor in the financial bid.
 8. No price variation will be allowed within the tenure of contract unless there is any change in Govt. duties, if applicable.

9. Original tender document should be neatly typed or printed and each page will be signed and duly stamped with official seal. In case of Authorized signatory, authorization from the competent authority should have to be submitted in the given format.
10. Any correction, deletion or Erasures, overwriting should have to be endorsed by the competent authority or signatory otherwise the tender will be liable to be cancelled.
11. Vague, incomplete, confusing or contradicting and conditional tender will be liable to be cancelled without any explanation.
12. The Principal of Patha Bhavana on behalf of VISVA-BHARATI reserves right to annul/issue any amendments in the tender document or part thereof at any time prior to but five days before the deadline of submission of the tender and such change will be deemed as integral part of the tender. This will be published through Visva-Bharati web-site.
13. The successful vender will execute an agreement with the University.
14. Any loss or damage to the University's asset will be replenished by the vendor immediately and should report to the Office of the In-charge, guest house
15. Efforts to personally influence of any nature to the Tender Committee's decision will result in cancellation of the bid.
16. The bidder should quote financial bid both in figure and words. Illegible bid will liable to be cancelled. The rate indicated in 'words' will be considered for evaluation of lowest bidder
17. Duly filled in tender will be sent through currier/speed post only. By hand/personal submission of tender will be dropped in the Tender Box, kept in the Office of Patha **Bhavana**. No personal communication will be entertained and any information regarding the tender will be published in Visva-Bharati web-site.
18. The bidder should submit self declaration to the effect that he is free from any encumbrance and has no case of legal conviction in any form.
19. Tender should be submitted in sealed envelope.
20. The date of opening tender will be informed over telephone and responsive vender or their representative may present on that date.

E) Regarding Services (Food):

- (i) Caterer shall ensure quality food and provide satisfactory /acceptable catering services without giving any room for complaint from diners.
- (ii) Caterer shall prepare the food items in a hygienic atmosphere and qualified trained staff shall be available to supervise cooking, serving, dish washing and general canteen housekeeping.
- (iii) Caterer shall be solely responsible for the arrangements of gas requirements.

- (iv) Principal Patha Bhavana on behalf of the University reserves its right of inspection relating to quality & service at any given point of time and shall be the sole judge about the food services.
- (v) Caterer shall be responsible for housekeeping, cleanliness and hygienic maintenance of the Dining Hall including washing and cleaning of kitchen area on daily basis.

(F) Manpower:

- (i) Caterer shall provide sufficient experienced manpower having sound health and free from any infectious for the smooth working of the Dining Hall. Shortage of staff on account of leave shall be suitably replenished by the Caterer/ Agency by making alternative arrangements. Staff and all personnel involved in service will be subjected to medical check up at least once in a year.
- (ii) Caterer shall not engage any child labour.
- (iii) Caterer shall issue uniforms for all the staff employed by him and shall provide an identification badge embossing name of such staff. The cost of providing and laundry charges for uniforms shall be in Caterer's account.
- (iv) Caterer's employees shall maintain discipline and good relationship with the residential students of Patha Bhavana. In the event of any complaint or commission of an act of misconduct by the employees of the Caterer, the Caterer shall take prompt action, including removing the said employee from the kitchen. The Caterer shall deal with all disputes relating to its employees. The University will not take any responsibility about the workers.
- (v) The personnel of the Contractor shall not be the employees of the University and they shall not claim any salary or allowance, compensation, damages or anything arising out their employment/duty under this contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- (vi) The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the University shall not have any liabilities whatsoever on this account. The Contractor shall also abide by and comply with the Labour Laws, Workmen Compensation act, EPF Laws, ESIC Laws, Income tax Laws, Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other laws in force.

(G) Supervision:

- (i) The Principal Patha Bhavana will appoint a Committee to supervise the quality of all materials used in the Kitchen for preparation of food. The Committee will also ensure that the cooked food to be served in a comfortable manner to the Boarders in a Hygienic atmosphere.
- (ii) Periodic survey will be conducted by the Committee about the quality of food and services and the findings will be published.

Visva-Bharati
Santiniketan
Financial Part

In reference to the Tender notice dt..... for outsourcing of catering service at Patha Bhavana kitchen of the University I/we hereby offer the Financial Bid according to the scope of work at Annex-B,

Cost of

Morning cocoa :

Breakfast :

Lunch:

Evening tiffin :

Dinner:

Composite rate : _____

(Inclusive of all taxes and other Misc. cost)

1. Name of the bidder
2. Address with phone no. and E-mail

Signature of bidder and Office seal

Date.

N.B. It is requested to attach separate sheet, if required

Visva-Bharati
Santiniketan
Technical Part

1. Name of the bidder
2. Address with phone no. and E-mail
3. Details of the Firm. In case of Partner-ship Firm, submit the deed/agreement.
4. Detail of the Earnest Money submitted
 - I. Amount
 - II. D/D No and date of purchase
 - III. Drawn on
 - IV. Payable at
5. Whether all certificates indicating clearance of Govt. dues or statutory documents have been submitted .Mention the types of documents attached.
6. Whether the price of each item has been Quoted
7. Detail of Clients list.
8. Whether audited balance-sheets have been enclosed

Signature with office seal

Date:

N.B. It is requested to attach separate sheet, if required

খাদ্য তালিকা ও শর্ত

প্রতিদিন পাঁচ বেলা নিম্নলিখিত সময় ও খাদ্যতালিকা অনুযায়ী খাদ্য সরবরাহ করবো।

সকাল ৬-১৫ মি: প্রাতরাশ :- ঘন কোকো আধগ্লাস এবং বিস্কুট ৪ খানা (ব্রিটানিয়া-বেকম্যান- থিন অ্যারারুট বা মেরী)।

সকাল ৮-৩০ মি: জলখাবার :- ৬ খানি স্লাইস মাখন টোস্ট, ডিমসিদ্ধ - ১টি, বড় মিষ্টি - ১টি সপ্তাহে ৪ দিন।
বাকী ৩ দিন লুচি ৬ খানা (৬০ গ্রাম আটা বা ময়দার তৈরী) ও আলুর দম (মাথা পিছু ২৫০ গ্রাম)।

দুপুর ১২-০০ মি: :- ১) ভাত (কাঁকরমুক্ত মিনিকেট চালের) ২) ডাল - মাথা পিছু ১৫ গ্রাম (মুগ, মুসুর, কলাই, ছোলার ডাল) ৩) তরকারী অথবা আলু ভাজা, ৪ দিন তরকারী, ৩ দিন আলু ভাজা (মাথা পিছু ১৫০ গ্রাম ও তরকারী ২৫০ গ্রাম) ৪) মাছ - মাথা পিছু ৭৫গ্রাম - যথাসম্ভব ১কিলো ও তদূর্দ্ধ ওজনের - রুই, কাতলা, মৃগেল মাছ সরবরাহ করবো ৫) স্যালাড - সময়োপযোগী সবজি দিয়ে তৈরী করবো ৬) দই - (মাথা পিছু ৭৫ গ্রাম)।

বিকেল ৫-০০ মি: জলখাবার :- ১) ঘন কোকো/চা/দুধ ২) ফল - (কলা - ২টি/কমলালেবু - ১টি/আপেল - ১টি/তরমুজ ইত্যাদি। ৩) চাউ অথবা চিড়ের পোলাও অথবা সিদ্ধ ছোলা ভাজা - মুড়ি অথবা আলু মটরের ঘুগনি অথবা বাদাম পাপড় ভাজা মুড়ি অথবা কেক বা চপ ও মুড়ি - এই সাতটি খাবার করে করে দিতে হবে। কোনোটি সপ্তাহে দু'দিনের বেশি দেওয়া যাবে না অথবা রান্নাঘর উপসমিতির সভায় স্থির হওয়া কোন খাবার দিতে হবে।

রাত্রি ৮-০০ টা নৈশভোজ :- ১) ভাত (কাঁকরমুক্ত মিনিকেট চালের) অথবা রুটি। ২) ডাল - মাথা পিছু ১৫ গ্রাম (মুগ, মুসুর, কলাই, ছোলার ডাল) ৩) তরকারী অথবা আলু ভাজা, ৩ দিন তরকারী, ৪ দিন আলু ভাজা (মাথা পিছু ১৫০ গ্রাম ও তরকারী ২৫০ গ্রাম) ৪) ডিমের কারী ৫) স্যালাড - সময়োপযোগী সবজি দিয়ে তৈরী করতে হবে অথবা চাটনি (টমেটো, পেঁপে, আম, রাঙা আলু ইত্যাদি)। ৬) সপ্তাহে ১দিন ডিমের পরিবর্তে মাংস (মুরগী) -মাথা পিছু ১০০ গ্রাম দিতে হবে (প্রতি রবিবার)।

বিশেষ দ্রষ্টব্য:

- ১। নিম্ন-বেগুন ভাজা অথবা শুক্ক বেগুন গ্রীষ্মকালে দিতে হবে। ঋতুকালীন সবজি সরবরাহ করতে হবে।
- ২। যারা নিরামিষ খায় তাদের মাছ, ডিম ও মাংসের বদলে ছানার, সয়াবিনের, ধোকা ইত্যাদির তরকারী ও ১টি বড় মিষ্টি দিতে হবে।
- ৩। অসুস্থদের জন্য প্রয়োজনবোধে বিশেষ আহারের (আলাদা) ব্যবস্থা করতে হবে।
- ৪। মাসে ১দিন বিশেষ ভোজ (গ্র্যান্ড ফিষ্ট) দিতে হবে।
- ৫। রান্নাঘর উপসমিতির সভায় আলোচনা সাপেক্ষে যেকোনো পরিবর্তন হতে পারে।

স্বাক্ষর
২০/৫/১৫
অধ্যক্ষ
পাঠভবন

স্বাক্ষর
ক্যাটারার