

## বিজ্ঞপ্তি



পত্রাঙ্ক/পি বি/কে -৬/ /২০১৫-১৬

তারিখ: ১৬/০৮/২০১৫

পাঠভবন রক্ষনশালার দরপত্র আহ্বান করা হচ্ছে। দরপত্র পাঠভবন অফিস থেকে আগামী ২১/০৮/২০১৫ তারিখ থেকে দেওয়া শুরু হবে। পূরণ করা দরপত্র মুখবন্ধ খামে আগামী ২৮/০৮/২০১৫ তারিখের মধ্যে বেলা ১২-০০ টার মধ্যে অধ্যক্ষ, পাঠভবন দপ্তরে জমা দিতে অনুরোধ করা হচ্ছে। দরপত্র খোলার তারিখ ৩১/০৮/২০১৫ বেলা ১১-০০ টায়। ইচ্ছুক ব্যক্তিগণ ৩১/০৮/২০১৫ তারিখ বেলা ১১-০০ টায় অধ্যক্ষের দপ্তরে উপস্থিত থাকতে পারেন। এ বিষয়ে টেন্ডার কমিটির সিদ্ধান্তই চূড়ান্ত। প্রসঙ্গত উল্লেখযোগ্য --

১। দরপত্র দুইটি পর্যায়ে করতে হবে।

ক) যৌথ রান্নাঘরের জন্য। ছাত্র/ছাত্রী সংখ্যা : আনুমানিক ৩৮৩ জন।

খ) পৃথক রান্নাঘরের জন্য।

ছাত্র সংখ্যা : আনুমানিক ১৬৩ জন।

ছাত্রী সংখ্যা : আনুমানিক ২২০ জন।

২। সর্বনিম্ন দরই একমাত্র বিবেচ্য নাও হতে পারে।

৩। কোনো রান্নাঘর পরিচালনায় অন্ততঃ তিন বছরের অভিজ্ঞতা থাকতে হবে।

৪। রান্নাঘর পরিচালনার চুক্তি এক বছরের জন্য হবে।

৫। অন্যান্য তথ্য ও শর্তাবলী দপ্তর থেকে পাওয়া যাবে।

প্রাধিকার প্রাপ্ত

অধ্যক্ষ,

পাঠভবন, বিশ্বভারতী।

১। পাঠভবন কিচেন

২। জেনারেল কিচেন

৩। বিশ্বভারতী ক্যান্টিন

৪। স্টেট ব্যাঙ্ক, শান্তিনিকেতন

৫। পূর্বপল্লী গেষ্ট হাউস

৬। পোস্ট অফিস

৭। সমবায় সমিতি

৮। শিক্ষাভবন ক্যান্টিন

৯। শ্রীনিকেতন পোস্ট অফিস

১০। বোলপুর রেল স্টেশন

১১। সাব ডিভিসন অফিস

১২। বিশ্বভারতী প্রফেসর-রাইট



**VISVA-BHARATI  
SANTINIKETAN**

**Notice inviting tender for engagement of Caterer for providing services at Patha  
Bhavana, Visva Bharati**

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.5000/- 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 of 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 liability 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

