



Ref. No. EDO/Canteen/ NIT/20-21/4(Part)

Date :12/09/2020

**Tender for Burdwan University Central (Separate Bid)**

Sealed quotations are invited from interested parties for running Central Canteen at Golap Bag campus of B.U., , West Bengal The scope of work includes the following:-

- i. To run the Canteen at the designated place in the University campus including supply of raw materials and manpower for cooking and servicing etc.
- ii. To fix the menu in consultation with the Canteen Committee of the University from time to time.
- iii. To supply Tea/Coffee/Cold Drinks, food and snacks.

**Terms & condition for award of canteen contract for B.U.**

1. A well canteen building will be made available free of cost.
2. The bid is invited to run the Canteen for 3 years and the same may be renewed / revoked at the discretion of the University.
3. **The University will provide space for operation of Canteen services, Electricity, Raw Water for washing purpose as subsidy.**
4. The vendor will not be allowed to use electric coil/ heater/hot plates or microven provided the vendor agrees to reimburse entire electricity bill as per bill of electrical-submeter.
5. No responsibility will be taken by the University for credit sales or losses or pilferage.
6. The contractor will submit filled in proposal duly signed for participation in tender. The shortlisted contractor on acceptance of the tender should have to deposit a security money of INR10,000/- in favour of the B.U. are fundable at the termination of contract after necessary adjustment, penalty, loss of asset etc.
7. The contractor shall be liable to execute a written agreement on a non-judicial stamp paper of INR100/- before taking over charge of the canteen premises.
8. The contractor/SHG/Cooperative should take all safety measure to while running canteen and keep the canteen neat & clean.



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9. The contract will be operative for a period of one year from the date of award but the University can extend it for another period of one year subject to satisfactory working on the same terms & conditions.

10. The contractor will be bound to maintain sanitary conditions in and around the canteen and maintain equal treatment in equal circumstances. No University staff member will be engaged for the purpose and it shall be entire responsibility of the contractor/SHG.

11. The contractor will be bound to pay necessary fee, taxes, GST as applicable, according to the rates prescribed by the concerned authority or any other authority for running the canteen, directly to concerned authorities.

12. The contractor should have trade/FSSAI licence and GST code number (if not should be acquired within 10 days).

13. Cost of food & beverages must be competitive and reasonable. Any change of prices of some basic item / different items will be fixed in consultation with the **Canteen Committee**.

14. The employees of vendor should be dressed properly preferably in a uniform and maintain cleanliness.

15. The fuel charges/Gas charges should be borne by the Vendor.

16. Price list must be displayed at the Canteen.

17. Food & beverages (including raw materials) must be of best quality and should provide South/North Indian, Local and Chinese dishes.

17.1 All the raw materials should be fresh and without pest and cooked food must be fresh, hygienic, hot palatable within the rate quoted by the party.

17.2 Cooking is permitted with LPG gas (commercial) only. On demand, service provider has to pay for electricity and water charges to the University authority.

17.3 University authority reserves the right to inspect kitchen, dining place and also test prepared food items at any point of time without giving any notice. During course of inspection if any unhygienic condition is noticed in the kitchen or found any cooked food **sub-standard a fine of Rs. 3,000/- on each occasion.**

17.4 Special instruction

a. Rice: Rice must be stone and dust free and free from bad smell.



**b.Mustard Oil: It should be of reputed brand with good quality and free from any adulteration. Sealed container should have Agmark (or any other Govt.) certification.**

c.Dal / Pulses: Musur, Sona Mug, Chhola, Buli, Arahar etc. on rotation

d.Posto: It should be fresh, good quality and free from any ingredient mixed with.

e.Vegetable : Good quality, fresh green, clean and free from pests.

f.Chicken: Only dry live chicken is to be cut into pieces and supplied

g.Meat: Live 'he' goats preferably castrated to be supplied.

h.Fish: Fishes (Rohu and Katla) to be supplied must be fresh

i.Eggs: Fresh, big size poultry eggs are to be supplied.

j.Utensils for cooking, servicing, preservation etc. have to be arranged in sufficient numbers by the contractor at his own cost.

17.5 Functioning of canteen should start within 7 days from issue of the formal work order.

The canteen will be remained open in all working days during office hours and sometimes in holidays also as when required by the University authority.

18. Discipline to be maintained in all respect by the bidder and no out-sider other than his/her recognized worker will be allowed in the campus. A List of workers to be provided and workers should have identity card which must be issued by the Contractor. No worker of minor age should be engaged.

19.The rate quoted by the vendors for various food and beverages should be composite and inclusive of all taxes and other incidental charges, if any. The prices quoted shall be written in figures and words as well.

20.The B.U. reserves the right to accept or reject any bid on any of the above grounds or absence of Infrastructure or without assigning any reason whatsoever.

21.The B.U. reserves the right to terminate the contract after giving a month's notice to the vendor. However, If Canteen committee is not satisfied with the quality of eatables served, services provided or behaviour of the contractor or his/her employees, the contractor will be served with 24-hour notice to improve or rectify the defect[s], failing which University will be at liberty to take an appropriate action as deemed fit.

22. Only proposals received on or before the stipulated date and time for responding to the tender will be considered for further evaluation.



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23. Selling of Paan Masala, Betel(PAAN), Tobacco, Hard drinks is strictly prohibited. If found at any moment it invites termination of contract with immediate effect forfeiting security money

24. Canteen should always be free of cob web, posters, dirt & smoke

The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof without the written permission of the University authority.

25.Canteen Service provider can suspend operation during holiday/weekend/puja/winter vacation on ground of thin attendance. However, if University authority demands, canteen will have to be kept open during weekend/holiday/vacation.

26.Canteen will also remain suspended for any unforeseen reason

27.There will not be any employer-employee relationship between the University and the service provider or his/her workers.

28.Bidder must take all the local conditions into consideration before filling up the bid documents.

29.University will not entertain any request to change the rate of any item during the whole contract period. Only in case of the emergence of force majeure kind of situation, the Canteen Committee/University authority will assess the circumstances and take appropriate action. The price revision is the discretionary power of the Canteen Committee/University authority.

30.Wherever possible, veg and non-veg table/utensils should be segregated.

31.There should be provision for supply and serving of food for sick/physically challenged person as per University authority's prescription within the limit of the rate per day

32.Instructions: It will be the responsibility of the supplier to clean kitchen and dining place any other used place and dump the refuse not within University campus. If violated, a fine of Rs.1,000/- for every violation may be imposed by the University authority without reference to the Concerned Supplier.

33.Quality and regular supply are the essence of supply and B.U., Bardhaman will cancel the order unilaterally if the above are not complied with and violation of any terms and conditions.

**Discretion of the University:**



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34. University may take decision about non-placement of order even after selection of bidder due to its internal constraints.

35. University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

36.A Pre-bid Conference shall be held as indicated in Invitation to Bid. All prospective bidders are requested to kindly attend the Pre-bid Conference. In order to facilitate University for proper conduct of the Pre-bid Conference, all prospective bidders are requested to kindly submit their queries (with envelope bearing Tender No. and Date on top and marked "Queries for Pre-bid Conference") so as to reach the University as indicated in Invitation to Bid. the University shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the Pre-bid Conference. These proceedings will become a part of clarifications /amendments to the bidding documents and would become binding on all the prospective bidders. These proceedings would also be hosted on the University website [www.tropmet.res.in](http://www.tropmet.res.in) for the benefit of all the prospective bidders. Before formulating and submitting their bids, all prospective bidders are advised to surf through the University website after the Pre-bid Conference, in order to enable them take cognizance of the changes made in the bidding document. Any Statement made at the pre-bid conference shall not modify the terms of the bidding documents unless such statement is made part of clarification proceeding of Pre-Bid Conference.

37.Mandatory/essential documents [Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be identified and their financial bid will be opened:

Sl.No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Name of Director/ Partner/Proprietor
2	Company Details	Company Details 1	Trade Licence
			FSSAI License[Food Safety & Standards Authority of India]
			Last renewal date with payment of FSSAI License



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3	Credential	Credential 1	<p>a) Copy of the Work Order for Similar nature of work at least for last 2 years in an Institute of Higher Learning/University</p> <p>b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning/Central University/State Aided university</p>
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Financial year 2016-17
			Income Tax Returns submitted for the Financial year 2017-18
			Income Tax Returns submitted for the Financial year 2018-19
		Payment Certificate 2	GST Registration
			GST Returns
			Professional Tax Clearance certificate

### 38. Evaluation of the tenders

Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

#### 38.11 Technical Bid Evaluation Parameters

Sl No.	Technical Bid Evaluation Parameters	Tick
1	Financial Capability: Average annual turnover during FY 17-18	
	INR =>5 lakhs	
	INR >5 lakhs but <10 lakh	
	INR >10 lakh	
2	Experience in Similar Nature of works successfully during the preceding 3 years (2015-16 to 2017-18) for a University/Institute. One of these <b>MUST BE</b> a Central University/ State Govt. aided University level.	
	1 University/Institute	
	2 University/Institute	
	>= 3 University/Institute	
3	Service provider's Existence	



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	2 years	
	2-3years	
	>3years	
4	Staff Strength	
	5 staff	
	>5 to 10 staff	
	>10 staff	
	Financial Bid	
	Total	

### 38.2 Financial bid Evaluation Parameters

Sl.No.	Name of the items	Weightage factor - A	Bidding rate in (₹)- B#	Point =(Ax B)
1	Tea 100ml (with and without sugar option)	3		
2	Lemon Tea/black tea (with or without lemon)	3		
3	Coffee(with or without lemon)	2		
4	Milk with Bournvita/Horlicks(200ml)	2		
5	Soft Drinks/ice-cream(as per MRP)	0		
6	Butter Milk (200 ml)	2		
7	Paratha(Maida) – 2 Nos (120 gms) with AlooKurma(150gms)	2		
8	Puri – 4 Nos (120 gms) with AlooKurma(150gms)	3		
9	Chana Batora-2 Nos (120 gms) with chana masala (150gm)	2		
10	Tarka(150gm) with Chapati(3 Nos/Phulka 4 nos.standard size about 35 gm each)	3		
11	Egg tarka (150gm) with Chapati(3 Nos/Phulka 4 nos.standard size about 35 gm each)	2		
12	Ghugni(150gm)	2		
13	Cholar dal(150gm)	2		
14	Veg. Noodles (200 gms) with sauce (50 gms)	3		
15	Roll(veg) -300gm	2		
16	Roll(egg) -300gm	2		
17	Roll(chicken) -300gm	2		



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18	Butter and Bread toast – 2 No.	2		
19	Single Omlet with 2 Bread slice	2		
20	Double Omlet with 4 bread slice.	2		
21	Idly – 2 Nos. (150 gms.) with Sambar(100ml)and Chutney(30gms)	2		
22	Upma (200gm)	2		
23	Dahiwada-One Plate -2 pieces (150 gm)	2		
24	Veg Pakoda1 Plate(200 gm.)	2		
25	Chicken Pakoda1 Plate(300 gm.)	2		
26	veg. chop/singara-2 pieces (150 gm)	2		
27	Mutton Cutlet-1Plate 2pieces with sauce/chutney(200 gm)	2		
28	Veg Cutlet-1Plate 2pieces with sauce/chutney(150 gm)	2		
29	Meal(rice, dal, curry) with non-veg dish as per Mid day meal standard for students only[ <b>Mandatory to quote</b> ], as per student list(prepaid), serving time between 10hrs.to12 hrs.]	10		
30	Fried Rice(200 gm), Chilly Chicken(250gm), Curd(100gm), sweet(one)	2		
31	Fried Rice(200 gm), Chilly Paneer(250gm), Curd(100gm), sweet(one)	2		
32	MoglaiParota -one egg (300gm)	2		
33	Lunch/Dinner (Thali)-Rice(200 gm),Dal (120ml) , Mixed veg with curry(120 gms),dry veg(120 gms), Chapati(3 nos.standaredsizeabout 35 gm each), Papad, Chatni100 gm curd (sour) + sugar (if demanded)	3		
34	Chicken Curry (200 gms)	2		
35	Eggs Curry with two eggs (200 gms)	2		
36	Fish (100 gms)	2		
37	Special Lunch -Chapati 3 Nos(120 gms each) ,Vegetable mix dry(120gm), vegetable gravy(paneer, 120gms), Fried Rice/Veg Pulav (200gm),Salad,Papad,Pickle,Chicken Curry (200 gms), curd (100gm),Sweet dish consisting of 2 pieces of gulab jam(100 gm),	3		





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38	Masala Dosa (200gms.)with sambar and Chutney	2		
39	Plain Dosa(100gms.)with Sambhar(100ml)	2		
40	Veg. Momos 5 No. (150 gms) with chutney (50 gms)	2		
41	Chicken Momos 5 No. (150 gms) with chutney (50 gms)	2		
42	Roll(Paneer) -300gm	3		
43	Fruit Juice(200ml)	2		
	Total Bidding weight	100		
	Financial Score calculation - $\sum(Ax B)/100$			

# - To be filled by bidder and unit is ₹

The firm securing the lowest score in this way will be selected

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened.

39. Sealing of Bids in the case of bids invited on Two bid basis:

39.1 Technical Bid should contain documents as listed in Clause 37 without mentioning Prices on Bid Form. The Bidder shall seal the original Bid and copy Bid, duly marking the Bids as "original" and "copy". The original and copy Bids shall then be sealed in the First Envelope and marked as Technical Bid.

b) Price/Financial Bid should contain Price Bid Form with bidding price filled in. Price Bid should be sealed in the Second Envelope and marked as Price Bid.

c) Two sealed envelopes (Technical and Price Bids) should be placed in the main envelope.

### 39.2 Marking of Envelopes:

a) The inner and outer envelopes shall be addressed to the University.



**b) The name and address of the bidder, Tender No., due date and a warning “Do not open before \_\_\_\_\_” to be completed with the time and date as specified in the invitation for bids.**

**c) All envelopes should be super scribed with**

**Tender Number: \_\_\_\_\_**

**Name of the Bidder \_\_\_\_\_**

**Addressed To:**

**The Registrar  
The University of Burdwan  
Rajbati, West Bengal**

**In the drop box available in Finance department on or before 21/09/2020 .**

39.3 If the outer envelope is not sealed and marked as required above, the University will assume no responsibility for the bid's misplacement or premature opening of the submitted bid. In such cases, bids received in open condition within the due date and time will be accepted at the risk of the bidder if the same is presented to the Senior Manager before expiry

of the due date and time of opening of the bids. Firms submitting bids in a single envelope against the requirement of two-bid system would be considered for further evaluation at the risk & responsibility of the bidder. However, the opened Price Bid would be sealed immediately by the Tender Opening Committee without disclosing the price.

Opening of Bids by the Contracting Institute

39.4 The University will open all bids one at a time in the presence of bidders' authorized representatives who choose to attend, as per the schedule given in Invitation for Bids. The Bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Contracting Institute, the Bids shall be opened at the appointed time and location on the next working day. In case of two-bid, the Price bid of technically qualified shall be opened only after technical evaluation.



39.5 Bidders interested in participating in the bid opening process, should depute their representatives along with an authority letter to be submitted to the University at the time of bid opening.

#### 40. Clarification of Bids

To assist in the examination, evaluation, comparison and post qualification of the bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder and last but one lowest bidder, at the discretion of the University. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the University shall not be considered.

#### 41. Post qualification

In the absence of pre-qualification, the University will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed above. The determination will take into account the Eligibility & Qualification criteria listed in the bidding documents and will be based upon an examination of the documentary evidence of the Bidder's eligibility & qualifications submitted by the Bidder, as well as such other information as the University deems necessary and appropriate. An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

#### 42. Award of contract

##### 42.1 Negotiations

Normally, there shall not be any negotiation. Negotiations shall be held with the two most competitive bidder. Counter offers tantamount to negotiations, shall be treated at par with negotiations.

##### 42.3 Award Criteria

University will award the contract to the most two successful Bidder whose bid have been determined to be substantially responsive and has been determined to be the lowest and



last but one lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

#### 42.4 Signing of Contract

Promptly after notification, the University shall send the successful Bidder(s) the WorkOrder.

Within twenty-one (21) days of date of the Work Order, the successful Bidder shall enter into Contract Agreement

The evaluation methodology will be a two stage process:

Step I : Eligibility appraisal – Technical appraisal

Step II : Commercial appraisal

Bidder who meets the eligibility criteria will be qualified for Step II appraisal. Bidder should submit the documents in support of their eligibility. There will be no scoring involved in the eligibility evaluation.

It is expected that bidders will quote for **all 43 items except serial number 5 of Financial Bid .If, any vendor failed to quote i.e. left blank in one or more than one items, then during the time of calculation, the University will put highest price from the quoted price for that particular item(s) in the blank field to ascertain the lowest bidder.**

The principle of evaluation will be as per evaluation criteria indicated in the data sheet and weightage be given as stated. The bidder which is considered as eligible will be evaluated and such firm getting the lowest points will be awarded the work. The bidders will be ranked with the bidder getting the lowest marks as first.

B.U. will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

N.B.: If the lowest bidder does not comply with the above clauses or turn up within 15 days from the date of receipt of LOI, failing which the work order will automatically be cancelled and will be awarded to the next competitive bidder as per obtained score with the same terms and conditions as in the tender papers.

sd/-

Registrar(Officiating)