



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar - 736101, West Bengal, India, Ph. : (03582) 230218, Fax : (03582) 230833
E-mail : info@cbpbu.ac.in Website : www.cbpbu.ac.in

OFFICE OF THE REGISTRAR



Ref. No.: F69.V1/REG/0449-20

Date: 06.03.2020

TENDER NOTIFICATION

A fresh sealed quotations (for running the **University Canteen**) are hereby invited from the reputed, reliable and bonafide traders. The rate should be quoted inclusive of all taxes including the estimated GST against the item.

Deadline for submission: 24.03.2020 on or before 05:00 P.M. No. quotation will be entertained after the scheduled date & time.

Quotations will be opened at **04:00 P.M. on 25.03.2020**. The quotationers may remain present at the time of opening quotations.

The undersigned reserves the right to accept or reject any or all of the quotations without showing any reason.

Name of the Work: NIT for running Canteen in Cooch Behar Panchanan Barma University Campus.

Security Deposit: The Successful Tenderer will have to deposit **INR 20,000/- (Rupees Twenty Thousand Only)** as security money by DD in favour of Cooch Behar Panchanan Barma University payable at Cooch Behar.

Envelope-A:

The sealed envelope with "**Tender for Canteen (Technical Bid and Financial Bid)**" clearly written on top of envelope, addressed to The Registrar, Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar, PIN:736101, West Bengal, India must reach the University office **24.03.2020 on or before 05:00 P.M.**

This envelope of bid must contain the following:

1. Envelope-1 (Technical Bid)
2. Envelope-2 (Financial Bid)


Registrar
Cooch Behar Panchanan Barma University



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar - 736101, West Bengal, India, Ph. : (03582) 230218, Fax : (03582) 230833
E-mail : info@cbpbu.ac.in Website : www.cbpbu.ac.in

OFFICE OF THE REGISTRAR



Ref. No.: F69.V1/REG/0449-20

Date: 06.03.2020

Envelope-1 (Technical Bid):

The envelope sealed with “**Technical Bid**” clearly written on top of envelope. This envelope of technical bid must contain the following:

1. **Cost of the Tender:** Amount of **INR 2000.00** (*Rupees Two thousand only*) DD in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar, as cost of Tender Document.
2. **Form : A ; Form : B ; Annexure : I (along with all supporting documents)**

Envelope-2 (Financial Bid):

The envelope sealed with “**Financial Bid**” clearly written on top of envelope. This envelope of financial bid must contain the following:

1. **Annexure-II**

Submission of Tender: Tender has to be dropped in the earmarked box to be kept in front of the **Office of the Registrar** up to **05:00 PM** on all working days.

Date, Time and Venue for opening of bid: 25.03.2020, at 04:00 PM at the chamber of the Registrar.

Registrar

Registrar

Cooch Behar Panchanan Barma University

TENDER FORM FOR RUNNING CANTEEN

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY
COOCH BEHAR**



To
The Registrar
Cooch Behar Panchanan Barma University
Cooch Behar-736101

Sub: Tender for running Canteen in Cooch Behar Panchanan Barma University Campus

Sir,

I am submitting herewith the tender for providing catering service in Cooch Behar Panchanan Barma University campus on Contract basis for one years as per the details given below :-

1. Name of the Tenderer :
2. Address:
3. Trade License & Food License (Attested Photocopy of License issued by the appropriate authority):
4. GST (Attested Photocopy of GST Certificate should be attached):
5. Year of Establishment:
6. Details of Contract/Experience till Date (If any) :

Sl. No.	Nature of Contracts	Period	Govt./Semi Govt./Private organizations
1			
2			
3			
4			

7. PAN Card No.: (Copy of the income Tax return filed in for the previous year may be enclosed)
8. Bank Account Details:
A/C Name:
A/C Number:
IFSC:
Branch:
9. Man Power/ Resources Available:

Certified that all the terms and conditions mentioned in the Tender form are true to the best of my knowledge.

Date:

Signature of the Tenderers with Stamp:

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY
COOCH BEHAR**



INTRODUCTION

Canteen needs to be established in the premises of the Cooch Behar Panchanan Barma University. This Tender is intended for the catering service to the Students, Officers, Staffs and Authorized Visitors of Cooch Behar Panchanan Barma University, Cooch Behar - 736101

The day-to-day working of the canteen will be watched by an Advisory by the University for this purpose.

SCOPE

The Tenderer is required to supply Tea, Coffee, Lunch and Snacks etc. to the Employees of the Cooch Behar Panchanan Barma University. In addition to the regular Employees of the university as explained above, the canteen will also cater to the needs of the Students, Officers, Authorized Visitors to the institute coming for official work as well as to the participants in academic, technical, production programme, Guest / Part-time Teachers, University Officials, Departmental Seminar etc. organized by the University from time to time. Tea, Coffee, Snacks, Cold Drinks, Lunch and Dinner shall also be supplied for meetings, Guest House or other purpose, whenever and wherever required in the premises.

Signature of the Tenderer with Date and Stamp:

TERMS and CONDITIONS

1. The vendor will not be allowed to use electric coil/ heater or hot plates.
2. No responsibility will be taken by the University for Credit Sales Losses or pilferage.
3. The contractor shall be liable to execute a written agreement on a non-judicial stamp paper of Rs.100/- before taking over charge of the Canteen premises.
4. The contractor should take all safety measures to while running the Canteen and also keep the Canteen Neat & Clean and Hygienic.
5. The contract will be operative for a period of 11 (Eleven) Months from the date of award but the University can extend it for another period subject to satisfactory working on the same terms & conditions.
6. The contractor will be bound to maintain sanitary conditions in and around the Canteen. No staff member will be engaged for the purpose and it shall be entire responsibility of the contractor.
7. The contractor will be bound to pay necessary fee, taxes as applicable, according to the rates prescribed by the concerned authority or any other authority for running the canteen, directly to concerned authorities.
8. The contractor should have **Trade License, Food License, PAN Card and GST.**
9. Other then infrastructure & water, necessary requirements like electricity, Furniture etc. have to be provided by the contractor himself/ herself.
10. The Tenderer will have to provide his canteen Employees in proper uniforms during duty hours in the Canteen as also for the room service in the University. No underage or minor Employee can be engaged. All the workers of the canteen will have to have proper identity cards issued by the contractor, and any change or inclusion in the staff of the contractor will have to be immediately reported to the Registrar. Without identity card, no worker of the canteen may be allowed by the security guards, if necessary.
11. The timing of the Canteen will be as prescribed by the University from time to time subject to change. **Skeleton services will also be provided beyond office hours if required by the University.**
12. **On all days, when the university is open (whether classes, examination, sports etc. Are going on or not), the normal services of the canteen are to be kept open.**

13. Material used for cooking, food stuffs, vegetable etc. should be of good quality only. The University reserves the right to inspect the materials at any time.

14. The Tenderer will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities to the satisfaction of the University.

15. The rate list and menu as approved by the University should be displayed conspicuously every day.

16. No new items would be introduced without approval of the University. No rate will be revised without the approval of the University.

17. Under no circumstances any of the Tenderer's Employees will stay in the University premises beyond Canteen Hours and after closing the Canteen. He will ensure that the Canteen rooms are properly locked and secured during closing hours of the University. The access to the space allotted to the Tenderer will be as per the conditions and in the mode as prescribed and regulated by the University from time to time which will be binding on him and his Employees. The institute reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.

18. Under exceptional circumstances the University reserves the right to change any term and conditions.

19. The Tenderer will not further sub-tender/ the sub-base canteen to any other party. In case of any deviation found having in the respect, the tender canteen will be terminated without Notice and Security Deposit will be forfeited.

20. In any case the Tender violates the terms & conditions of the tender, security deposit will be forfeited.

Signature of the Tenderer with Date and Stamp:

Annexure-II

COOCH BEHAR PANCHANAN BARMA UNIVERSITY

PRICE OF TEA/SNACKS TO BE SOLD FROM THE CANTEEN

SL. NO.	NAME OF THE ITEMS	QUANTITY	QUOTED PRICE / UNIT
1	TEA (ONE CUP)	100 ML	
2	COFFEE	100 ML	
3	LUNCH(RICE, DAL, CURRY, FISH)	PER MEAL	
4	LUNCH(RICE, DAL,CURRY, EGG)	PER MEAL	
5	LUNCH(RICE, DAL, CURRY, CHICKEN)	PER MEAL	
6	VEGETABLE MEAL (RICE, DAL, CURRY)	PER MEAL	
7	PARATHA (2 Pieces) WITH CURRY	PER PLATE	
8	ROTI (2 Pieces) WITH CURRY	PER PLATE	
9	CURRY	PER PLATE	
10	KACHURI WITH CURRY	PER PLATE	
11[a]	TARKAA	HALF PLATE	
11[b]	---DO---	FULL PLATE	
12 [a]	EGG TARKA	HALF PLATE	
12 [b]	---DO---	FULL PLATE	
13	CHANA MASALA	PER MEAL	
14	GHUGNI	DO	
15	CHOLAR DAL	DO	
16	CHOWMIN	HALF PLATE VEG	
17	DO	FULL PLATE VEG	
17b	DO	HALF PLATE NON VEG	
17c	DO	FULL PLATE NON VEG	
17d	ROLL EGG	PER PIECE	
18	ROLL MEAT/CHICKEN	PER PIECE	
18b	EGG TOAST/ BUTTER TOAST	PER PIECE	
19	VEG. CHOP, SINGARA	PER PIECE	
20	SWEET	PER PIECE	
21	FRIED RICE/BIRIYANI NON VEG	PER PLATE	
21	MOMO	5 PIECES	

22	MOMO NON VEG	5 PIECES	
23	WAI WAI /PASTA	1 PLATE	
24	LASSI /SHAKE	200 ML	
25	MOGLAI WITH GRAVY BOWL	PER PLATE	
26	IDLI 2 PIECES OR DOSA 1 PIECE WITH COCONUT CHUTNEY AND SAMBAR	SPECIFIED	
27	FRUIT JUICES	RESERVED BY UNIVERSITY AS "AS PER PRICE"	

- BISCUITS, CAKE, COLD DRINKS as per market price.

NOTE: No tenderer can keep any item-box empty while filling up tender.

Signature of the Tenderer with Date and Stamp:

We have read the above terms and conditions of the contract and undertake to abide by all the above terms and conditions in case of award off the contract for running the University canteen to me.

Signature:

Name in Full:

Address:

.....

.....

.....

.....

Mobile No:.....

Email Id:.....