

GOVERNMENT OF WEST BENGAL
HALDIA GOVERNMENT COLLEGE

Second Re-Tender and Final Tender notice for College Canteen

Memo no.:140/H.G.C./18

Date: 31.10.2018

Sealed tenders addressed to the Principal, Haldia Government College, Debhog, Purba Medinipur, are invited from eligible service providers having at least one year's experience of running any canteen in any institute or organization for running the College Canteen in the prescribed tender format containing the Terms and Conditions as available on the College Website www.haldiagovtcollege.org.in and in the College Notice board.

The last date for submission of tender form is **19. 11. 2018 till 04.00 P.M.** Tenders are to be submitted in sealed covers enclosing all documents as stated below either by hand or through speed post to the Office of the Principal, Haldia Government College within 12 Noon to 4 P.M. on all working days till the last date as stated above. No tender form shall be accepted after the last date and scheduled time.

All the tenders received shall be opened on **27.11.2018 at 02.00 P.M.** in the College Conference Room in the presence of interested bidders/ their authorized representatives. They should make themselves available for the same.

The contractor must submit:

1. Trade license Regn. No.
2. Valid food license issued from the Competent Authority.
3. Experience certificate
4. Signed rates of Food items as given under 'A' (on each page)
5. Signed Terms and Conditions as given under 'B' (on each page)

The undersigned reserves the right to accept or reject any or all the tender(s) submitted without assigning the reasons thereof.

Principal
Haldia Government College

N.B.: Papers sent through e-mail, if any, will not be accepted

FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD

Tender for providing the Canteen services in HALDIA GOVERNMENT COLLEGE

[Last date for submission of tender: 09.10.2018 (04:00 pm.)]

PARTICULARS

1. Name of the Firm/Contractor : _____
2. Address : _____

3. Phone No. i) (Mobile) : ii) Landline :.....
4. Experience (in years) of Catering and / or running Canteen :
5. Trade License Registration No. :
(self-attested copy to be attached)
6. Food License Registration No:
and the name of the Issuing
Authority:
(Self-attested copy is to attached)
7. Aadhaar No. (of the proprietors
in case of proprietary firm or the
partners in case of partnership
firm):
8. PAN . :
9. DECLARATION :

I hereby declare that:

- A. The applicant / firm has not been blacklisted and has not been penalized for not meeting the provisions of the Food and Adulteration Act, 1954 ever in the past.
- B. All the particulars furnished by me/us are true to the best of my/our knowledge.
- C. All the terms & conditions of this tender document are acceptable to me/us and I/we shall/will abide by the same in case the tender is awarded to me

Date ;

Signature: _____

With Official Seal:

A. List of Food Items to be quoted :

Serial No.	Item Name
1.	Veg. Thali (Rice (125 gm.). Daal, 1 Veg. Fry , Veg. Curry + 100 gm. white curd): [With one time additional rice and daal on demand]
2.	Fish Thali (Rice (125 gm.), Daal. 1 Veg. Fry, Veg. Curry. + 1 pc. Rohu/Katla Fish curry): [With one time additional rice and daal on demand]
3.	Chicken Thali (Rice. Daal. One Veg. Fry. Veg. Curry. 2 pcs. Chicken curry): [With one time additional rice and daal on demand]
4.	Tawa 'Atta' Roti (Per piece):
5.	2 pcs. Bread toast plain /or with butter / fruit jam (three rates):
6.	Veg. Sandwich:
7.	Egg Sandwich:
8.	Chicken Sandwich:
9.	1 pc Boiled Egg:
10.	1 pc Egg fry/Omlet:
11.	Dim-Pauruti (2 pieces of bread with one egg):
12.	2 pcs Tawa roti and 1 plate sabji:
13.	Noodles one plate (Veg):
14.	Noodles one plate(Egg);
15.	Noodles one plate (Chicken)
16.	Veg Roll (1):
17.	Chicken Roll (1):
18.	(Alu /Cauliflower) Samosa/ Singara (1pc.):
10.	Vegetable Chop (standard size) 1 pc.:
20.	Egg Chop 1pc.:
21.	Fish Chop 1pc.:

22. Fish Fry 1 Pc.. :
23. 6 pcs. 1 plate (Boneless) Chicken Pakora;
24. 6 pcs. 1 plate Veg. Pakora:
25. (a) Paratha 2 pcs. with Sabji:
(b) Additional paratha with/without sabji) per piece:
26. (a) Luchi / Kachuri 1 plate with curry (4 pcs. Luchi):
(b) Luchi per piece additional with free curry on demand:
27. 4 (medium) pcs.
Alur dom 1 plate: 28-
Ghooghni 1 plate:
29. 1 plate Alu Bhaja:
30. 1 plate Veg. Tarka:
31. 1 plate Egg Tarka:
32. Chilli Chicken (half plate. 3pcs):
33. Chilli Chicken (full plate. 6pcs):
34. 1 Half plate Fried Rice:
35. 1 Full plate Fried Rice:
36. 1 Full plate Fried Rice and half plate Chilli Chicken:
37. 1 Full plate Fried Rice and full plate Chilli Chicken:
38. Mineral Water (Bisleri / Kinley/Aquafina) 1 litre bottle:
39. Soft Drinks of reputed brands:
40. Muri (50 gm.)
41. Muri (50 gm.) with Veg. Chop (2)/ Singara (2)
42. Jhal Masala Muri (50 gm):
43. Dahi (Curd) 100 gm. with / without Sugar or Salt:
42. Lassi 1 glass (250ml):
43. Sweet (Rasogolla/Sandesh/Pantua/Sonpapdi /
Kaju-barfi etc): (per piece)
44. Tea (50 ml) with Milk:
45. Tea (100 ml) with Milk:

- 46. Tea (50 ml) black without Milk:
- 47. Tea (100 ml) black without Milk
- 48. Tea (50 ml) with Lemon:
- 49. Coffee (50 ml) black:
- 50. Coffee (100 ml) black:
- 49. Coffee (50ml) With Milk:
- 50. Coffee (100 ml) with Milk:
- 51. Cup / Tiffin Cake per pc (Standard and reputed brand):
- 52. General Biscuits per pc / per pack (50 gm./100 gm./200 gm.):
- 53. Candies/ Chocolates/Packaged snacks (Potato & other Chips) from reputed companies:

B. Terms and Conditions

Terms and Conditions to be agreed upon for submitting the tenders for providing Canteen Services:

1. It may be noted that the lowest quoted rates of a tenderer do not entitle him/her to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he/she is finally recommended.
2. The contractor's firm must have at least one year's experience in catering. The experience certificate needs to be attached.
3. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954.
4. The contractor shall abide by all the prevailing laws for running of canteen and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor and on account of this the contractor shall solely be responsible.
5. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
6. The contractor shall keep the canteen area (in and around) neat and tidy. Cleaning of dining space and kitchen will be the responsibility of the contractor.
7. Rs. 10,000/- as security deposit, refundable at the expiry of the contract is to be given by the contractor and no interest shall be payable on it. This may be adjusted in case of any dues/ damages are reported during the tenure of the contract period caused by the contractor or his/ her employee.
8. The kitchen of the canteen shall be maintained with best of hygiene standard.
9. The contractor shall take all precautions to maintain quality of food. In no case stale / old stuff preparations should be sold.
10. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the stakeholders or visitors of the college.
11. The contractor shall not use the canteen/ college premises for residential purpose. None of the employees of the contractor shall be allowed to stay in the college premises during night hours or on holidays.
12. Timings for canteen employees are from 06:30 am to 8 pm.

13. College canteen will remain open from 7.30 a.m to 7.30 p.m.
14. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu /items agreed upon shall be sublet to any other party. Use of canteen or any other part of canteen building or premises for any other purpose by the contractee or any of his relation or employee is strictly prohibited. If found, it will lead to the termination of the contract.
15. (a)The contractor shall provide the list of the workers along with their identification, contact number and residential proof, who are working in the canteen.

(b) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behavior of the staff employed by him in the college canteen and shall solely be responsible for any mishaps or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.

(c) A list of staff working in canteen shall be forwarded to the police station concerned.

(d) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time . They are not allowed to enter the boys' hostel, girls' hostel, teachers' hostel or the academic building without specific permission given for this purpose.
16. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage; theft etc. occurring in the canteen and no compensation of any kind shall be made by the college.
17. The contractor shall have to ensure that the canteen staff employed by him/her wear proper dress. The contractor shall have to take all measures to maintain good hygiene during the preparations and serving.
18. (a) The approved rates of the food items as accepted by the college shall not be increased by the contractor without prior permission of the college. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the college.

(b) The contractor shall display the rates of the items, as approved upon by the college at a prominent place within the canteen.

(c) The contractor shall display the menu every day on the notice board of the canteen.
19. The contractor shall have to make his own arrangement to remove / dispose of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange for proper dustbins. The garbage of these dustbins shall be properly disposed of

by the contractor outside the college on a regular basis.

20. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaints or suggestion. The same shall be submitted to the principal's office for inspection every month.
21. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays/Sundays/vacations/holidays as per the requirement of the college.
22. The contractor shall use good quality branded cooking medium and should ensure that only standard material / ingredients or cooking and serving are used. No local /sub- standard material / ingredients shall be allowed. The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients/material which shall be of good quality.
23. The selected bidder shall have to execute an appropriate agreement with the college on a non- judicial stamp paper of Rs. 10/- accepting all terms and conditions.
24. The contract will be given only for running the general canteen of the college. The college will have full authority to execute contract with other parties for running separate canteen for teachers and staff.
25. There shall be an observation period of 03 months from the date of award of the contract during which the work and conduct of the contractor shall be observed and assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor.
26. Any member of Canteen Committee or any other staff or other persons authorised and deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct and other matters. The contractor and/ or his/her staff must cooperate with the persons authorised or deputed for this purpose.
27. Any loss to the property of the College caused by the contractor shall be borne by the contractor.
28. No use of plastic or polythene packs or utensils are allowed in the canteen. Only paper cups. Plates, glasses or stainless steel utensils must be used. Clean banana leaf on plate is allowed.
29. Garbage, logged water, waste and dust are to be cleared everyday and kitchen and its surroundings must be kept clean all the time.
30. Insect-repellent machines are to be installed near the kitchen / food counter.
31. Usage of quality edible oil, Masala, Butter, Sauce, used for cooking and other cooking ingredients are allowed. These cooking aids must be approved by the Canteen Committee before use.

32. Selling or use of narcotics or drugs in any form, wine in any form, pan / pan masala , guthka, bidi, cigarette / match box, junk food and any alcoholic product is strictly prohibited. If found, strict actions will be taken by authority against the contractor.
33. Subsidised rates are expected to be formulated as rooms, electricity, water and drinking water, security will be provided by the college free of cost.
34. All materials, marketing, cooking items(gas oven, microoven), labour, other expenditure are to be borne by the contractor.
35. All items are not mandatory everyday and the Canteen Committee will decide everyday's menu.
36. Paper napkin, General sauces, Salt, Pepper, Pickle sachet should be supplied on demand.
37. Bulk order will be placed at least 48 hours earlier. Canteen keys will remain with college security staff and kitchen rooms is to be opened at 6.30 a.m. and closed at 8 p.m. No food can be carried out of the college or taken home.
38. Refrigerator must be arranged by the contractor.
39. No preparation of outside orders allowed other than college requirement only.
40. Food, tea etc. may be supplied to Principal, Staff and faculty room on call.
41. College will not supply cooking gas. Gas is to be arranged for by the contractor.
42. Only one heater or induction cook top is allowed to be used.
43. College Canteen Committee's decisions instructions are always final in listing every day's menu or special preparation of items or general canteen Management.
44. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by the Canteen Committee or the Principal of the College, and the decision shall be final and binding for both the parties.

**Sealed envelope should be addressed to:
The Principal,
Haldia Government College
P.O.- Debhog, Purba Medinipur,
Pin – 721657.**