

UNIVERSITY OF NORTH BENGAL
ACCREDITED BY NAAC WITH GRADE B++



समानो मंत्रः समितिः समानी
OFFICE OF THE REGISTRAR

TENDER NOTICE

Two separate sealed quotations are invited from the competent persons, having experience in catering business / running restaurant / maintaining canteen of educational institution to run (1) P.G. Students' Cheap Canteen at Raja Rammohunpur Campus and (2) NBU Law Students' Cheap Canteen. For detailed information please visit www.nbu.ac.in [Tender / e-Tender Section]. The Tender paper shall be submitted by **16.02.2023 within 12.00 Noon.**

Advt. No: 138/R-2023 dated: 09.02.2023

Registrar (Offg.)

Tender Document

UNIVERSITY OF NORTH BENGAL
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OFFICE OF THE SECRETARY
FACULTY COUNCIL FOR P.G. STUDIES IN ARTS, COMMERCE & LAW

Terms and Conditions of the Tender/ Contract for running P.G. Students' Cheap Canteen (Raja Rammohunpur Campus)

1. The tender should be submitted for P.G. Students' Cheap Canteen situated in the Raja Rammohunpur campus, University of North Bengal.
2. The tender must be unconditional. The tender form shall accompany documents relating to (a) proof of experience in this line of trade, (b) proof towards financial ability (c) PAN (d) GST no. (e) Trade license (f) FSSAI certificate & (g) Aadhar card to undertake the work. The rate of item shall be submitted in prescribed Tender paper and such rate should be inclusive of all taxes, charges etc.
3. Rs. 3000/- (Rupees three thousands only) shall be deposited as earnest money by bank draft drawn in favour of 'University of North Bengal' payable at SBI, NBU Campus Branch along with filled in tender form, failing which the tender paper will be treated as cancelled. The earnest money of the unsuccessful tenderer(s) will be refunded after one month of the opening of tender paper and the same of the successful tenderer will be refunded after the cessation of the contract period.
4. Rs. 200/- (Rupees two hundred only) shall be deposited as cost of the tender form by bank draft payable at SBI, NBU Campus Branch failing which the tender paper will be treated as cancelled.
5. The sealed tenders shall be submitted on or before 16.02.2023 within 12 Noon at the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Humanities Building, Raja Rammohunpur Campus, NBU, P.O. NBU, Dt. Darjeeling, West Bengal, Pin – 734013.
6. The tender will be opened on 16.02.2023 at 2.30 P.M. at the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Arts & Humanities Building in presence of the members of the committee. The tenderers may remain present at the time of opening of tenders.
7. The University Authority reserves the right to accept or reject any/ all quotation (s) without assigning any reason and shall not be bound to accept the lowest quotation.
8. The tenure of the contract will be initially for one year and extended up to 3 years in one year succession based on the performance evaluated by the University. The tenure may be terminated at the discretion of the University authority with one month's notice.
9. The caterer shall abide by the rules framed by the University authority and approved by the competent authority for management and running of the canteen.

10. The standard and quality of food items shall have to be maintained. Penal measures including termination of the contract may be taken against deterioration in the quantity and quality.
11. The caterer shall arrange for furniture for keeping commodities and also for use of the staffs of the canteen. The caterer will also arrange utensils for cooking, serving etc.
12. The caterer shall remain responsible for the safe custody and repair of the University property entrusted to him for running the canteen.
13. The caterer will have to pay the following rent per month within first 7 working days of each month, failing which the University authority may terminate the agreement.

Canteen

Rent

P.G. Students' Cheap Canteen (Raja Rammohunpur Campus)

Rs. 1000/-

14. The University may revise the rates from time to time.
15. The caterer will keep the canteen open from 10 A.M. to 5 P.M. daily on working days. The University reserves the right to modify the timing.
16. The caterer will keep the canteen neat and clean and will do nothing which may cause insanitation in and outside the canteen.
17. No increase in the rates of the food items will be permitted without the approval of the University authority.
18. The caterer shall notify the articles of food stuff along with price thereof as per rate chart and display the same at a suitable place in the canteen.
19. The authority will arrange for the following facilities on rent:-
 - a) Canteen Accommodation.
 - b) Table, Chair and Bench for customers.
 - c) Water
 - d) Electricity arrangement.
20. The caterer shall pay for consumed electricity as per prevailing WBSEDCL rate.
21. The caterer shall provide the staff engaged in the Canteen with Uniforms as will be specified by the University.
22. The caterer whose tender will be accepted shall be required to execute a formal agreement within the period as may be stipulated in the acceptance letter.
23. The caterer whose tender will be accepted shall deposit a sum of Rs. 5000/- (Rupees five thousands only) as Security Deposit before the execution of the agreement. The Security Deposit shall not carry any interest.

24. Quotations indicating the rate for various items along with necessary documents are to be submitted to the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Arts & Humanities Building, Raja Rammohunpur Campus, NBU, P.O. NBU, Dt. Darjeeling, West Bengal, Pin – 734013 by 16.02.2023 within 12.00 Noon. Selection will be made on the basis of both technical and financial bid. Financial bid will be considered only for those applicants who will be technically qualified.
25. Price mentioned in Annexure – C is indicative of maximum admissible price.
26. The price of the food articles shall be quoted as per the format of Annexure – B.
27. The tender paper shall be submitted in sealed cover bearing dated signature of the tenderer on all pages. The sealed cover should be super-scribed with the name of the canteen for which the tender has been submitted.
28. The detailed particulars under Annexure – B shall be filled up by the tenderer and be enclosed along with the tender paper.
29. If any clause not covered under this terms & conditions, the Hon'ble Vice-Chancellor, University of North Bengal will take the final decision.

Tender Document

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OFFICE OF THE SECRETARY
FACULTY COUNCIL FOR P.G. STUDIES IN ARTS, COMMERCE & LAW

Terms and Conditions of the Tender/ Contract for running NBU Law Students' Cheap Canteen, University of North Bengal.

1. The tender should be submitted for NBU Law Students' Cheap Canteen situated in the Raja Rammohunpur campus, University of North Bengal.
2. The tender must be unconditional. The tender form shall accompany documents relating to (a) proof of experience in this line of trade, (b) proof towards financial ability (c) PAN (d) GST no. & (e) Trade license (f) FSSAI certificate & (g) Aadhar card to undertake the work. The rate of item shall be submitted in prescribed Tender paper and such rate should be inclusive of all taxes, charges etc.
3. Rs. 3000/- (Rupees three thousands only) shall be deposited as earnest money by bank draft drawn in favour of 'University of North Bengal' payable at SBI, NBU Campus Branch along with filled in tender form, failing which the tender paper will be treated as cancelled. The earnest money of the unsuccessful tenderer(s) will be refunded after one month of the opening of tender paper and the same of the successful tenderer will be refunded after the cessation of the contract period.
4. Rs. 200/- (Rupees two hundred only) shall be deposited as cost of the tender form by bank draft payable at SBI, NBU Campus Branch failing which the tender paper will be treated as cancelled.
5. The sealed tenders shall be submitted on or before 16.02.2023 12 Noon at the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Humanities Building, Raja Rammohunpur Campus, NBU, P.O. NBU, Dt. Darjeeling, West Bengal, Pin – 734013.
6. The tender will be opened on 16.02.2023 at 2.30 P.M. at the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Arts & Humanities Building in presence of the members of the committee. The tenderers may remain present at the time of opening of tenders.
7. The University Authority reserves the right to accept or reject any/ all quotation (s) without assigning any reason and shall not be bound to accept the lowest quotation.
8. The tenure of the contract will be initially for one year and extended up to 3 years in one year succession based on the performance evaluated by the University. The tenure may be terminated at the discretion of the University authority with one month's notice.
9. The caterer shall abide by the rules framed by the University authority and approved by the competent authority for management and running of the canteen.

10. The standard and quality of food items shall have to be maintained. Penal measures including termination of the contract may be taken against deterioration in the quantity and quality.
11. The caterer shall arrange for furniture for keeping commodities and also for use of the staffs of the canteen. The caterer will also arrange utensils for cooking, serving etc.
12. The caterer shall remain responsible for the safe custody and repair of the University property entrusted to him for running the canteen.
13. The caterer will have to pay the following rent per month within first 7 working days of each month, failing which the University authority may terminate the agreement.

Canteen

Rent

NBU Law Students' Cheap Canteen

Rs. 1000/-

14. The University may revise the rates from time to time.
15. The caterer will keep the canteen open from 10 A.M. to 5 P.M. daily on working days. The University reserves the right to modify the timing.
16. The caterer will keep the canteen neat and clean and will do nothing which may cause insanitation in and outside the canteen.
17. No increase in the rates of the food items will be permitted without the approval of the University authority.
18. The caterer shall notify the articles of food stuff along with price thereof as per rate chart and display the same at a suitable place in the canteen.
19. The authority will arrange for the following facilities on rent:-
 - a) Canteen Accommodation.
 - b) Table, Chair and Bench for customers.
 - c) Water
 - d) Electricity arrangement.
20. The caterer shall pay for consumed electricity as per prevailing WBSEDCL rate.
21. The caterer shall provide the staff engaged in the Canteen with Uniforms as will be specified by the University.
22. The caterer whose tender will be accepted shall be required to execute a formal agreement within the period as may be stipulated in the acceptance letter.
23. The caterer whose tender will be accepted shall deposit a sum of Rs. 5000/- (Rupees five thousands only) as Security Deposit before the execution of the agreement. The Security Deposit shall not carry any interest.

24. Quotations indicating the rate for various items along with necessary documents are to be submitted to the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Arts & Humanities Building, Raja Rammohunpur Campus, NBU, P.O. NBU, Dt. Darjeeling, West Bengal, Pin – 734013 by 16.02.2023 within 12.00 Noon. Selection will be made on the basis of both technical and financial bid. Financial bid will be considered only for those applicants who will be technically qualified.
25. Price mentioned in Annexure – C is indicative of maximum admissible price.
26. The price of the food articles shall be quoted as per the format of Annexure – B.
27. The tender paper shall be submitted in sealed cover bearing dated signature of the tenderer on all pages. The sealed cover should be super-scribed with the name of the canteen for which the tender has been submitted.
28. The detailed particulars under Annexure – B shall be filled up by the tenderer and be enclosed along with the tender paper.
29. If any clause not covered under this terms & conditions, the Hon'ble Vice-Chancellor, University of North Bengal will take the final decision.

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1. Name :
2. Address for communication :
3. Details of experience in trade :
(to be supported with documents)
4. Details of financial status :
(to be supported with documents)
5. Details of Bank Draft for cost of Tender form:-
No Dated.....Amount
6. Details of Bank Draft for earnest money:-
No Dated..... Amount

.....
Signature

N.B. – The tender form shall be submitted to the Office of the Secretary, Faculty Council for P.G. Studies in Arts, Commerce & Law, Raja Rammohunpur Campus, University of North Bengal, P.O. N.B.U., Dt. Darjeeling, West Bengal, Pin – 734013 within 16.02.2023 upto 12 noon.

University of North Bengal

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সমানো মন্ত্র: সমিতি: সমানী

TENDER PAPER FOR FOOD ARTICLES

Sl. No.	FOOD ARTICLES	RATE (inclusive of all taxes)
1	Meals consisting of fine Rice (150gm), Dal, Mixed vegetable curry, Potato Fry & Curd.	
2	Egg Curry (2 pieces)	
3	Fish Curry (75 gm/piece) – Ruhi/Katla/Charapona	
4	Chicken Curry (100 gm.)	
5	Mutton Curry (100 gm.)	
6	Veg. Fried Rice (150 gm.)	
7	Plain Roti (3 pieces) with Sabji	
8	Puri (4 pieces) with Sabji	
9	Mixed Vegetable Curry (100 gm.) for Roti/ Puri	
10	Veg. Tarka (100 gm.)	
11	Egg Tarka (100 gm.)	
12	Masala Dosa (standard size)- per piece	
13	Doi Bora (standard size)	
14	Egg Moghlai	
15	Egg Roll	
16	Chicken Roll	
17	Veg Momo (5 pieces) with soup	
18	Non veg Momo (5 pieces) with soup	

19	Egg Chowmin (200 gm.)	
20	Veg Chowmin(200 gm.)	
21	Chop/Singara	
22	Rasogolla	
23	Sweet Curd (100 gm.)	
24	Tea	
25	Coffee	
26	Butter Toast/ Jam Toast (Bread 4 slices)	
27	Egg Toast/ French Toast (Bread 4 slices)	
28	Omlete (single)	
29	Omelete (double)	

It is certified that we are quoting the above prices as per terms and conditions laid by the University of North Bengal in Annexure – A.

Name of the Caterer:

Signature:

Address:

Maximum Admissible Price

<u>Items</u>	<u>Rate</u>
1. Meals consisting of fine Rice (150gm), Dal, Mixed vegetable curry, Potato Fry & Curd.	Rs. 50/-
2. Egg Curry (2 pieces)	Rs. 25/-
3. Fish Curry (75 gm/piece) – Ruhi/Katla/ Charapona	Rs. 40/-
4. Chicken Curry (100 gm.)	Rs. 45/-
5. Mutton Curry (100 gm.)	Rs. 90/-
6. Veg. Fried Rice (150 gm.)	Rs. 50/-
7. Plain Roti (3 pieces) with Sabji	Rs. 25/-
8. Puri (4 pieces) with Sabji	Rs. 25/-
9. Mixed vegetable curry (100 gm.) for Roti/Puri	Rs. 20/-(per plate)
10. Veg Tarka (100 gm.)	Rs. 25/-
11. Egg Tarka (100 gm.)	Rs. 35/-
12. Masala Dosa (standard size)	Rs. 45/- (per piece)
13. Doi Bora (Standard size)	Rs. 40/- (2 pieces)
14. Egg Moglai	Rs. 40/-
15. Egg Roll	Rs. 30/-
16. Chicken Roll	Rs. 40/-
17. Veg Momo (5 pieces) with soup	Rs. 25/-
18. Non veg Momo (5 pieces) with soup	Rs. 30/-
19. Egg Chowmin (200 gm.)	Rs. 40/- (per plate)
20. Veg Chowmin(200 gm.)	Rs. 30/- (per plate)
21. Chop/Singara	Rs. 7/- (per piece)
22. Rasogolla	Rs. 10/- (per piece)
23. Sweet Curd (100 gm.)	Rs. 20/-
24. Tea	Rs. 7/-
25. Coffee	Rs. 12/-
26. Butter Toast/ Jam Toast (Bread 4 Slices)	Rs. 25/-
27. Egg Toast/ French Toast (Bread 4 Slices)	Rs. 30/-
28. Omlete (Single)	Rs. 15/-
29. Omlete (Double)	Rs. 25/-