

BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH
ACCREDITED BY NAAC WITH GRADE B++

TENDER NOTICE

Sealed quotations are invited from the competent vendors, having experience in catering business / running restaurant / maintaining canteen of educational institution to run Students' Cheap Canteen and Hostel Mess.

Essential Documents to be attached with bid:

- Signed copy of Tender Proforma & Document
- Photocopy of Aadhar Card of Bidder
- Experience Certificate
- Registration Certificate issued by Food Safety & Standard Authority of India (FSSAI)
- Trade Licence
- Copy of PAN

TENDER PROFORMA

To
The Principal,
Bijoy Krishna Girls' College, Howrah

Dear Madam,

1. I/We hereby submit our tender for _____
2. I / We have gone through all terms and conditions, of the tender documents before submitting the same.
3. I/We hereby agree to all the terms and conditions, stipulated by the Bijoy Krishna Girls' College, Howrah in this connection.
4. I/We have noted that overwritten entries shall be rejected unless duly cut & re-written with initials.
5. I/We are ready to deposit Rs. 5000/- as security amount (refundable) if contract is awarded to me/us within 5 days.
6. Tender must be duly signed (No thumb impression should be affixed).
7. I/We undertake to sign the contract/agreement, if required, within 05 (Five days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited.
8. All the mentioned rates are complete and final in all respect and are inclusive of all applicable taxes.
9. I/ We have submitted a copy of Aadhar card, PAN, Trade Licence, Experience Certificate and Certificate from Food Safety and Standard Authority of India (FSSAI) under FSS Act.

Signature with seal

Tender Document

Terms and Conditions of the Tender

1. The tender of lunch and dinner should be submitted for the College students and also for hostel students.
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 no. (d) GST no. & (e) Trade license (f) Food license 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. The sealed tenders shall be submitted on or before 12.09.2024 on all working days between 11 A.M. to 3.00 P.M. at the Office.
4. The tender will be opened on 14.09.2024 at 3.00 PM at the College.
5. The College 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. College authority will not accept any blacklisted vendor.
6. The tenure of the contract will be initially for **one year**. The tenure may be terminated at the discretion of the College authority with one month's notice.
7. The caterer shall abide by the rules framed by the College authority and approved by the competent authority for management and running of the canteen.
8. The standard and quality of food items shall have to be maintained. Punitive measures including termination of the contract may be taken against deterioration in the size and quality of itself.
9. The caterer shall arrange for furniture for keeping commodities and also for use of his own staff. He/she will also arrange utensils for cooking, serving etc.
10. The caterer shall remain responsible for the safe custody and repair of the college property entrusted to him for running the canteen.
11. The caterer will have to pay Rs.1000 as electricity charges at the beginning of each month, failing which the College authority may terminate the agreement.
12. The College may revise the rates from time to time.
13. The caterer will keep the canteen open from 9 A.M. to 6 P.M. daily on working days. The College reserves the right to modify the timing. Hostel meal must be provided in time.

14. The caterer will keep the canteen neat and clean and will do nothing which may cause health & hygiene in and outside the canteen.
15. No increase in the rates of the food items will be permitted without the approval of the college authority.
16. 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.
17. The authority will arrange for the following facilities on rent:-
 - a) Canteen Accommodation.
 - b) Table, Chair and Bench
 - c) Water
 - d) Electricity.
18. The caterer shall provide the staff engaged in the Canteens with Uniforms as will be specified by the College.
19. 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.
20. The caterer whose tender will be accepted shall be required to procure and produce necessary licences before the execution of the agreement.
21. 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.
22. The detailed particulars under Annexure – B shall be filled up by the tenderer and be enclosed along with the tender paper.

ANNEXURE - B

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)

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Signature

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	Rajbhog/ KesharBhog (sweet)	
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 Bijoy Krishna Girls' College, Howrah in Annexure - A.

Name of the Caterer:

Signature:

Address: