

**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 all 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

ANNEXURE -

### Terms and Conditions of the Tender for Canteen and Hostel

1. The tender for 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 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 and from 05.03.2025 to 18.03.2025 all working days between 11 A.M. to 3.00 P.M. at the Office.
4. The tender will be opened on 19.03.2025 at 3.00PM at the College. The tenderers may remain present at the time of opening of tenders.
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.
6. The tenure of the contract will be initially for **two years**. 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. Penal measures including termination of the contract may be taken against deterioration in the size and quality.
9. The caterer shall arrange for furniture for keeping commodities and also for use of his own men. He will also arrange utensils for cooking, serving etc.
10. The caterer shall remain responsible for the safe custody and repair of the University property entrusted to him for running the canteen.
11. The caterer will have to pay Rs.1000 as rent per month 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 09 A.M. to 06 P.M. daily on working days. The College reserves the right to modify the timing. Hostel Lunch Time: 12:00 noon to 02:00 pm and Dinner Time 07:00 pm to 08:00 pm.
14. The caterer will keep the canteen neat and clean and will do nothing which may cause insanitation in and outside the canteen.
15. No increase in the rates of the food items will be permitted without the approval of the University 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 for customers.
  - 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.

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

QUOTE FOR FOOD ARTICLES  
(For Hostel)

Sl. No.	FOOD ARTICLES	RATE (inclusive of all taxes)
1	Veg Meal	
2	Non Veg Meal	
i	Fish Meal	
ii	Chicken Meal	
iii	Mutton Meal	
iv	Egg Meal	