



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

Website: www.knu.ac.in

Ref. No: KNU/R/C-NIT/439/18

Date: 19-05-2018

Tender for Kazi Nazrul University (KNU) Canteen

Sealed quotations are invited from interested parties including Self Help Group (SHG) for running new Canteen at one or more locations of KNU, Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Paschim Bardhaman, West Bengal

Last date of Submission for the quotation to the office of the undersigned is 30th of May 2018 (within 4 p.m.):

The scope of work includes the following:-

- i. To run the Canteen at the designated place in the University campus including supply of raw materials and man power for cooking and servicing etc.
- ii. To fix the menu in consultation with the Canteen Committee of the University from time to time.
- iii. To supply Tea/Coffee/Cold Drinks, food and snacks.

Terms & condition for award of canteen contract for KNU

1. A well canteen building will be made available free of cost.
 2. The bid is invited to run the Canteen for 1 year and the same may be renewed / revoked at the discretion of the University.
 3. The University will not provide water, electricity except basic canteen infrastructure as subsidy.
 4. The vendor will be allowed to use fan, refrigerator, electricity, electric coil/ heater or hot plates provided the vendor agrees to reimburse entire electricity bill as per bill of electrical-sub meter.
 5. No responsibility will be taken by the University for credit sales or losses or pilferage.
 6. The contractor/SHG will submit filled in proposal duly signed for participation in tender.
- The shortlisted contractor/SHG on acceptance of the tender should have to deposit a security money of Rs.10,000/- in favour of the KNU are fundable at the termination of contract after necessary adjustment, penalty, loss of asset etc.



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7. The contractor/SHG 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.
8. The contractor/SHG should take all safety measure to while running canteen and keep the canteen neat & clean.
9. The contract will be operative for a period of one year from the date of award but the University can extend it for another period of one year subject to satisfactory working on the same terms & conditions.
10. The contractor/SHG will be bound to maintain sanitary conditions in and around the canteen and maintain equal treatment in equal circumstances. No University staff member will be engaged for the purpose and it shall be entire responsibility of the contractor/SHG.
11. The contractor/SHG will be bound to pay necessary fee, taxes, GST as applicable, according to the rates prescribed by the concerned authority or any other authority for running the canteen, directly to concerned authorities.
12. The contractor/SHG should have trade licence and GST code number (if not should be acquired within 10 days).
13. Cost of food & beverages must be competitive and reasonable. Any change of prices of some basic item / different items will be fixed in consultation with the Canteen Committee.
14. The employees of vendor should be dressed properly preferably in a uniform and maintain cleanliness.
15. The fuel charges/Gas charges should be borne by the Vendor.
16. Price list must be displayed at the Canteen.
17. Food & beverages (including raw materials) must be of best quality.
 - 17.1 All the raw materials should be fresh and without pest and cooked food must be fresh, hygienic, hot palatable within the rate quoted by the party.
 - 17.2 Cooking is permitted with LPG gas (commercial) only. On demand, service provider has to pay for electricity and water charges to the University authority.
 - 17.3 University authority reserves the right to inspect kitchen, dining place and also test prepared food items at any point of time without giving any notice. During course of



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inspection if any unhygienic condition is noticed in the kitchen or found any cooked food sub-standard a fine of Rs. 3,000/- on each occasion.

17.4 Special instruction

- a. Rice: Rice must be stone and dust free and free from bad smell.
- b. Mustard Oil: It should be of reputed brand with good quality and free from any adulteration. Sealed container should have Agmark (or any other Govt.) certification.
- c. Dal / Pulses: Musur, Sona Mug, Chhola, Buli, Arahar etc. on rotation
- d. Posto: It should be fresh, good quality and free from any ingredient mixed with.
- e. Vegetable : Good quality, fresh green, clean and free from pests.
- f. Chicken: Only dry live chicken is to be cut into pieces and supplied
- g. Meat: Live 'he' goats preferably castrated to be supplied.
- h. Fish: Fishes (Rohu and Katla) to be supplied must be fresh
- i. Eggs: Fresh, big size poultry eggs are to be supplied.
- j. Utensils for cooking, servicing, preservation etc. have to be arranged in sufficient numbers by the contractor at his own cost.

17.5 Functioning of canteen should start within 7 days from issue of the formal work order. The canteen will be remained open in all working days during office hours and sometimes in holidays also as when required by the University authority.

18. Discipline to be maintained in all respect by the bidder and no out-sider other than his/her recognized worker will be allowed in the campus. A List of workers to be provided and workers should have identity card which must be issued by the Contractor. No worker of minor age should be engaged.

19. The rate quoted by the vendors for various food and beverages should be composite and inclusive of all taxes and other incidental charges, if any. The prices quoted shall be written in figures and words as well.

20. The KNU reserves the right to accept or reject any bid on any of the above grounds or absence of Infrastructure or without assigning any reason whatsoever.

21. The KNU reserves the right to terminate the contract after giving a month's notice to the vendor. However, If Canteen committee is not satisfied with the quality of eatables served,



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services provided or behaviour of the contractor or his/her employees, the contractor will be served with 24-hour notice to improve or rectify the defect[s], failing which University will be at liberty to take an appropriate action as deemed fit.

22. Only proposals received on or before the stipulated date and time for responding to the tender will be considered for further evaluation.

23. Selling of Pan Masala, Betel(PAN), Tobacco, Hard drinks is strictly prohibited. If found at any moment it invites termination of contract with immediate effect forfeiting security money

24. Canteen should always be free of cob web, posters, dirt & smoke

The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof without the written permission of the University authority.

25. Canteen operation will remain suspended during holiday/weekend/puja/winter vacation. However, if University authority demands, canteen will have to be kept open during weekend/holiday/vacation.

26. Canteen will also remain suspended for any unforeseen reason

27. There will not be any employer-employee relationship between the University and the service provider or his/her workers.

28. Bidder must take all the local conditions into consideration before filling up the bid documents.

29. University will not entertain any request to change the rate of any item during the whole contract period. Only in case of the emergence of force majeure kind of situation, the Canteen Committee/University authority will assess the circumstances and take appropriate action. The price revision is the discretionary power of the Canteen Committee/University authority.

30. Wherever possible, veg and non-veg table/utensils should be segregated.

31. There should be provision for supply and serving of food for sick/physically challenged person as per University authority's prescription within the limit of the rate per day

32. Instructions: It will be the responsibility of the supplier to clean kitchen and dining place any other used place and dump the refuse not within University campus. If violated, a fine



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of Rs.1,000/- for every violation may be imposed by the University authority without reference to the Concerned Supplier.

33. Quality and regular supply are the essence of supply and KNU, Asansol will cancel the order unilaterally if the above are not complied with and violation of any terms and conditions.

Discretion of the University:

34. University may take decision about non-placement of order even after selection of bidder due to its internal constraints.

35. University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

Please quote your rate as per items mentioned in the list

Sl.No.	Name of the items	Weightage factor	Quantity
1	Tea	4	one cup(75 ml)
2	Coffee	2	one cup(75 ml)
3	Vegetable meal[Rice and/or Roti, dal, bhajee, sabji two types, chatni]	3	per plate
4	Lunch(rice, dal, sabji, fish curry)	3	per plate
5	lunch(rice, dal, sabji, chicken curry)	3	per plate
6	lunch(rice, dal,sabji ,egg curry)	3	per plate
7	Paratha(Maida) with curry	3	per piece
8	Roti with curry	3	per piece
9	Veg. curry	3	per plate
10	Kachuri with dal/sabjicurry	3	per piece



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11	Chana masala	2	per plate
12	Tarka	2	per plate
13	egg tarka	2	per plate
14	Ghugni	4	per plate
15	cholar dal	2	per plate
16	biscuits, cake	3	per plate
17	Veg .chowmin (full)	3	per plate
18	Veg. chowmin (half)	3	per plate
19	roll(veg)	2	per plate
20	roll(egg)	2	per piece
21	Roll(chicken)	2	per piece
22	butter toast	3	per piece
23	egg toast	3	per piece
24	cold drinks ,ice-cream	0	per piece
25	veg. chop, singara	3	per piece
26	Meal(rice, dal, curry) with non-veg dish as per Mid day meal standard for students only[Mandatory to quote], as per student list(prepaid), serving time between 12 noon to 2:30 pm]	12	per plate
27	Any other item as per students/teachers/others demand e.g. MOMO(veg. & non-veg)	0	per plate
28	Fried Rice, Chilly Chicken, Curd(100gm), sweet(one)	2	per plate
29	Fried Rice, Chilly Paneer, Curd(100gm), sweet(one)	2	per plate
30	Non Veg .chowmin (full)	3	per plate



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31	Non Veg .chowmin (half)	3	per plate
32	Chicken Pakora	2	per piece
33	Veg Pakora	2	per piece
34	Moglai Parota	2	per piece
35	VEG.Thali special Rice/ /hot roti with Dal Mixed Vegetable Paner item or any delicious sabji Mixed Chatni 100 gm curd (sour) + sugar (if demanded)	3	per plate
36	NON VEG Thali special. Rice/ /hot roti with Dal Mixed Vegetable Mutton/Chicken curry or Fish curry -150 gm Mixed Chatni 100 gm curd (sour) + sugar (if demanded)	3	per plate
	Total weight	100	

The evaluation methodology will be a two stage process:

- Step I : Eligibility appraisal
Step II : Commercial appraisal

Bidder who meets the eligibility criteria will be qualified for Step II appraisal. Bidder should submit the documents in support of their eligibility. There will be no scoring involved in the eligibility evaluation.

It is expected that bidders will quote for all 36 items. If, any vendor failed to quote i.e. left blank in one or more than one items, then during the time of calculation, the University will put highest price from the quoted price for that particular item(s) in the blank field to ascertain the lowest bidder.



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The entity scoring the lowest marks after the commercial evaluation will be the preferred bidder of the University to be selected to award the canteen contract.

The principle of evaluation will be as per evaluation criteria indicated in the data sheet and weightage be given as stated. The bidder which is considered as eligible will be evaluated and such firm getting the lowest points will be awarded the work. The bidders will be ranked with the bidder getting the lowest marks as first.

KNU will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

The formulae used for calculation of finding “Most Competitive Bidder” is

Total score obtained= $\sum(\text{price per unit of item}) \times (\text{weightage factor of item})$

= Rs.-----

N.B.: If the lowest bidder does not comply with the above clauses or turn up within 15 days from the date of receipt of LOI, failing which the work order will automatically be cancelled and will be awarded to the next competitive bidder as per obtained score with the same terms and conditions as in the tender papers.

Commercial Bid Proforma

Sl.No.	Name of the items	Weightage factor -A	Quantity - B#	price / unit (Rs) -C	Total=AxBxC
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	Total score				

- unit is always one

Sd/-

Registrar (OSD)