



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়
পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫
UTTAR BANGA KRISHI VISWAVIDYALAYA
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

EXPRESSION OF INTEREST (EOI)

EOI Ref. No.: UBKV/Est. (T&P-02)/EOI-02/2023-24 dt. 02/02/2024

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for providing ***“Catering Services in Guest House Dining Hall of Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar”***. Interested bidders can download this document and submit their offers in the given format duly filled and signed with required enclosures and documents. The EOI is to be submitted in a sealed envelope super scribed addressed to the Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar-736165 or may be placed in the tender box provided at Central Receive & Dispatch Section of the University. **Last date of submission of EOI is 16.02.2024, up to 05:00 PM.**

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be conditional. Failure to furnish shall information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the University Guest House, to acquaint them regarding the nature and extent of work and space provided for running of Catering Services in effective and efficient manner assess the requirement before submitting EOI, on any working days between 10:00 AM to 06:00 PM after taking prior permission of the Director or his authorized representative.

[Note: All subsequent corrigendum/amendment, if any, shall be published only on www.ubkv.ac.in]

Sd/-
Registrar
Uttar Banga Krishi Viswavidyalaya

EOI DOCUMENT FOR

“Catering Services in Guest House Dining Hall of Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar”

CRITICAL DATES

Start date & Time of Issue of EOI document	02/02/2024 from 11:00 AM
Date and Time of Pre-bid meeting	07/02/2024 at 12:00 PM
Venue of Pre-bid meeting	Conference Hall of Vice Chancellor, Uttar Banga Krishi Viswavidyalaya Pundibari, Cooch Behar-736165, W.B
EMD Amount	Rs 1000/- in form of Demand Draft in favour of <i>Uttar Banga Krishi Viswavidyalaya</i>
Start Date & time of Submission of EOI in Hard Copy	02/02/2024, 11:30 AM onwards
Closing Date & time of Submission of EOI in Hard Copy	16/02/2024, upto 05:00 PM
Place, Date & time of Opening of Technical Bid only	19/02/2024 at 12.00 PM
Date & time of opening of price bids	Will be intimated separately

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ABOUT THE UNIVERSITY



The Uttar Banga Krishi Viswavidyalaya, is a public state agricultural University in Pundibari about 11 km North-West of Cooch Behar, West Bengal, India. The University with its head quarter at Pundibari (Cooch Behar) started functioning on and from 1st February, 2001 by an Act of the West Bengal legislature; for the development of agriculture and for the furtherance of the advancement of Agricultural Education, prosecution of Agricultural Research and extension in the eight northern districts of West Bengal. The University took birth through bifurcation from the Bidhan Chandra Krishi Viswavidyalaya. The University has three degree programs covering Agriculture, Horticulture and Agricultural Engineering disciplines along with the post graduate programs in every discipline of Agriculture & Horticulture faculties. The Head Quarter is situated at Pundibari, a rural block in the district of Cooch Behar (with 43m MSL) which is 15 Kms. away from district head quarter. The nearest railway station is New Cooch Behar, which lies in between Kolkata/ New Delhi and Guwahati train route. It is 14 Km from Cooch Behar town and situated by the side of National Highway 31 which leads from Cooch Behar to Siliguri. The nearest airport is Bagdogra, which is 184 kms. away from the University Head Quarter.

EOI for “Catering Services in Guest House Dining Hall of Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar ”.

EOI Ref. No.: UBKV/Est. (T&P-02)/EOI-02/2023-24 dt. 02/02/2024

1. Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar invites sealed EOI for **“Catering Services in Guest House Dining Hall of Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar”**. At present, the sanctioned strength of Guest House is 43 nos. boarders. However, upto 25 boarders & 5 employees may regularly avail the Catering Service in Guest House dining hall.
2. Complete Tender Document may be obtained from University website www.ubkv.ac.in.
3. Bidders are requested to submit hard-copy of both **Technical** and **Financial** bids duly completed in all respect along with Bid-Securing Declaration (Annexure-IX). Bidders may send their bids both **Technical Bid** and **Commercial Bid** in a sealed enveloped duly superscripted as **“EOI Bid for EOINO. XXX regarding “Catering Services in Guest House Dining Hall of Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar ”** and addressed to The Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar - 736165, West Bengal. The conditions of prior turnover and prior experience may be relaxed for Indian Startups (As defined by Department of Industry Policy and Promotion) and MSME (Micro or Small Enterprise as per latest definitions under MSME rules) subject to submission of relevant certificate.
4. In case of any postal delay, the Institute will not be held responsible.
5. Technical Bid will be opened as per schedule given in critical dates in the presence of bidder or their authorized representatives. If the opening date happens to be a closed day/ holiday, the tender will be opened on the next working day. Only two authorized representative from the firms shall be allowed to participate in the opening of technical bids/price bid.
6. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar, Uttar Banga Krishi Viswavidyalaya through the website www.ubkv.ac.in.
7. The University reserves the right to amend or withdraw any of the Terms and Conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, UBKV in this regard shall be final.

Sd/-
Registrar
Uttar Banga Krishi Viswavidyalaya

INSTRUCTION TO BIDDERS AND GENERAL TERMS & CONDITIONS:

The **catering Contractor/ Agency /Self Help Group** are required to submit the competitive rates for the items mentioned in the Schedule of requirement by adhering Terms & Condition.

1. This Institute will provide the agency the following facilities:

Rent free space, Water, Kitchen, Furniture (Table & Chairs), Electricity use is restricted strictly for gadgets, water cooler, fans, mixer and refrigerator only. Electricity should not be utilized for any other purpose, if found, the firm may be liable to charge the electricity charges on the prescribed commercial rates of WBSEDCL.

2. **Security Deposit (SD):** The successful bidder will be required to deposit ₹10,000/- (Rupees Ten Thousand only) as interest free security deposit in the form of a crossed demand draft drawn in favour of UTTAR BANGA KRISHI VISWAVIDYALAYA and payable at Cooch Behar, within 15 days of the award of the services contract. The SD will remain at the disposal of UBKV. University reserves the right to recover the losses/damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/civil action as the authority deems fit.
3. The payment of wages and other benefits as per Minimum Wages Act and other statutory liabilities to the employees of the agency shall be the **EXCLUSIVE RESPONSIBILITY OF THE AGENCY** and persons so employed by the AGENCY shall have **NO CLAIM** whatsoever on the Institute.
4. Child labor (children less than 18 years) is strictly prohibited.
5. The contractor/agency/ SHG shall be solely and wholly responsible for the procurement at its expenses of all the articles of food, raw material and provisions. The contractor/ agency shall bear complete financial responsibility for all purchases it agrees to and also of financial commitments it may enter into for fulfilling the contract. The contractor /agency should maintain the canteen premises clean at its own cost.
6. Wearing of cotton clothes, kitchen aprons, cotton gloves, head gear and a separate pair of slippers (for kitchen use only) provided by the contractor/agency / SHG should be adhered to whilst preparing the food. The contractor/ agency is required to maintain cleanliness and personal hygiene, wearing gloves & head gear during service. The use of mobile phones in the canteen kitchen will not be allowed.
7. Only branded oil, dry provisions and masalas should only be used for cooking meals. List of recommended brand for masala/Oil/Meal is enclosed at Annexure-IV. Any other brand may also be used but prior permission of the competent authority or his authorized nominated officer.
8. The number of persons availing the canteen facility may change from time to time.

9. The agency will have to complete all the required formalities/ if any, including agreement etc. immediately within 15 days after the award of the work order.

10. This University reserves the right to reject all bids without giving any reason.

11. Period of contract: *The contract will be assigned initially for a period of 1 (one) year, preferably from the date of awarding with a provision for normal extension for 2 (two) more years only yearly basis subject to satisfactory performance and approval of the competent authority of the Institute.*

12. Termination of contract: The contract can be terminated by the contractor by giving 02 (two) months clear notice. However, the authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the services, quality of food, maintenance of hygiene/ cleanliness of any of the canteen services have deteriorated to such an extent that it is detrimental to the interests of the Institute. The firm has to vacate the premises within the time prescribed by the competent authority without any condition. The firm has the full right and power to initiate any necessary action to get the premises vacated from the firm.

13. Agreement: The successful agency has to sign an agreement on Rs 100/- non-judicial stamp paper (to be borne by the successful bidder).

14. Existing contractors or their close relatives those who are already rendering the canteen/ mess in the University; are allowed to participate in the EOI subject to submission of satisfactory performance certificate & No Objection Certificate from the University Authority.

15. Arbitration: All disputes or differences whatsoever between the canteen service provider and the Institute related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purposes.

16. Legal dispute: Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at West Bengal only.

17. Inspection authority: Authorized representative(s) of the Institute will carry out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.

18. Canvassing: Any attempt to canvass for the candidature of any bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.

19. Rejection clause: The firm who does not fulfill any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.

20. Modifications: University reserves the right to modify/ add any clause to the agreement, during the period of the contract, for any essential item, services etc.

21. **Medical fitness:** The mess staff including cooks, serving member, and cleaners have to be medically reviewed. The fitness certificates should be obtained from our Asst. Medical Officer before employment of catering staff and also once in a year to the satisfaction of the University authorities, failing which suitable action may be initiated.

22. The Bidder/ Firm should sign one each and every page of the EO documents.

23. **Brief Scope of services:** The scope of work to be carried out under the Catering Service Contract is essentially providing catering services at Guest House Dining Hall at the premises of UBKV Pundibari. Meals to be served in the canteen are tea & snacks (Morning and evening), Lunch & Dinner. Also the contractor is required to provide catering service for workshop/seminar/official meetings.

a. Procuring good quality raw materials, both dry and wet rations, from the open market.

b. Ensuring that the procured raw materials are fit for cooking with proper washing and cleaning in a hygienic environment.

c. Cooking the raw stuff as per menu and meal specification using ISI/FSSAI branded cooking materials, wherever applicable. Standard brand or quality of ingredients should be used for preparing food items as per the menu recommended by authorized body of the Guest House in consultation with the service providers (contractor).

d. Serving the prepared food in hot condition using service utensils on pre-cleaned dishes, tumblers, cups (small bowls), as the case may be. Food is to be served during fixed time periods as per meal schedule in a well maintained and clean environment in the dining halls of the Guest House.

e. Thorough washing and cleaning of all the items and space used for the purpose should be done after each meal.

f. Firm may also provide cold drinks, coffee/ soup/ tea vending machines along with stall for light snacks on payment basis with prior permission of the competent authority.

g. The bidder shall have required specialized and trained staff for cooking as well as supervision and for service, catering, helping job etc.

24. Self-service is to be observed in the canteen/ cafeteria. However, during the meeting/ seminar/ conference, tea/ snack may be served on the tables. Food in guesthouse should be served on tables provided in dining area.

25. The tentative requirement of the food items are as follows:

Sl. No.	Proposed Menu	Qty.
1	Breakfast – Veg (upto 4 pcs Puri/Roti – Sabji/ 2 Pcs Paratha-Sabji /4 Pcs Bread Butter-Jam with 1 pcs Sweet and Tea)	1 Plate
2	Breakfast – Non-Veg (upto 4 pcs Puri – Sabji/ 2 Pcs Paratha-Sabji /4 Pcs Bread Butter-Jam with 1 pc Boiled Egg/Omlet , 1 Pcs Sweet and Tea)	1 Plate
3	Lunch/ Dinner – Veg (Rice/Roti –Dal-Salad-Vaji-Sabji-Chatni)	1 Thali
4	Lunch/ Dinner – Egg (Rice/Roti –Dal-Salad-Vaji-1 no. Sabji- 1 Pcs Egg Curry-Chatni)	1 Thali
5	Lunch/ Dinner – Fish (Rice/Roti –Dal-Salad -Vaji-1 no. Sabji- 1 Pcs Fish Curry-Chatni)	1 Thali
6	Lunch/ Dinner – Chicken (Rice/Roti –Dal-Vaji-Salad - 1 no. Sabji- 3Pcs Chicken Curry-Chatni)	1 Thali
7	Lunch/ Dinner – Mutton (Rice/Roti –Dal-Vaji-Salad- 1 no. Sabji- 3Pcs Mutton Curry-Chatni)	1 Thali
8	Special Thali (Unlimited) for Seminar/ Occasion Only- Fish & Chicken Salad-Rice/Roti – Dal-Chips-1 no. Sabji- Fish+Chicken Curry- Chatni– Sweet-Curd)	1 Thali
9	Special Thali (Unlimited) for Seminar/ Occasion Only- Fish & Mutton Salad-Rice/Roti – Dal-Chips-1 no. Sabji- Fish+Mutton Curry- Chatni– Sweet-Curd)	1 Thali
10	Ordinary Whole Day Package for Guest House Boarders /Non Boarders in case of Seminar / Symposium Bed Tea- Veg /Non Veg Breakfast (Choice Per Sl No-1 / 2) Hi tea during Seminar- Veg/Non Veg Lunch (Choice Per Sl. No 3/4/5/6) - Evening Snacks–Veg/Non Veg Dinner (Choice Per Sl. No 3/4/5/6)	1 Complete Package
11	Special Whole Day Package for Guest House Boarders /Non Boarders in case of Seminar / Symposium Bed Tea- Veg /Non Veg Breakfast (Choice Per Sl No-1 / 2) Hi tea during Seminar- Veg/Non Veg Lunch (Choice Per Sl. No 8/9) - Evening Snacks - Veg/Non Veg Dinner (Choice Per Sl. No 8/9)	1 Complete Package
12	Black /Milk Tea- 150 ml	1 cup

13	Coffee- 150 ml	1 cup
14	Maggi	1 Plate
15	Pakora (Approx- 10 pcs)	1 Plate
16	Singara / Kachori /Alu Chop / Veg Chop – 2 pcs	1 Plate
17	Evening Snacks (JhalMuri / Bread Toast-4pcs etc)	1 Plate
18	Egg Boil / Omlet	1 Pcs
19	3 Pcs Ruti-Sabji/Ghugni	1 Plate
20	Hot Milk (250ml)-Cornflakes (25gms)	1 plate
21	Mineral Water	500ml/ 1000ml
22	Soft Drinks	-

26. Any of the items may be deleted or added at the discretion of the Competent Authority and rates of the items shall be fixed by the Competent Authority.

27. The rates of extra items shall be fixed by the Institute and no escalation in rates of the food items shall be allowed for whatsoever reasons without prior permission of Director.

28. Prior booking of food shall be ensured from the occupants /boarders /staffs.

29. **Canteen shall remain open from 7.00 am to 10.30 PM on all working days as well as on the weekends/ holidays, as and when required by the Institute, canteen services should be offered.**

30. **The contractor/agency/SHG has to bring his own cooking utensils, cutlery, crockery (ceramic/SS), Commercial Gas/gas cylinder, stove etc. And dry ration/provisions as may be considered necessary for running and maintaining the Guest House Dining Hall. Use of single plastics items is banned inside the premises.**

31. The Contractor/ agency/ SHG and their man power shall maintain a high standard of cleanliness in the kitchen area. Smoking, chewing of Pan or Tobacco is strictly prohibited in the Kitchen and dining area. The Contractor shall keep adequate man power (No child labour is allowed) for running the guest house and canteen with appropriate training and experience, at his own expense, for the proper discharge of the responsibilities entrusted to him, such persons shall be properly and neatly dressed in uniforms and well behaved. They should also be medically fit for employment in the Guest House /Dining Hall.

32. The timings, menu and price of extra items would be determined mutually with Competent Authority and the vendor. The packaged items should contain the MRP and Date of packing and Expiry and selling price of such packaged items should not exceed MRP.

33. The Contractor/ agency/ SHG shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards practices.

34. Security of allotted/ provided space/ premises, equipment, fittings and fixtures, furniture etc. is the

responsibility of the canteen contractor.

35. The Successful bidder shall co-operate and co-ordinate with other contractors /agencies working in the same area and shall not cause any hindrance to the other agencies in their work.
36. No claims whatsoever, either for loss of Successful bidder property, tools and appliances, equipments etc., or accident of workmen during the course of work, will be entertained and no losses made good by the Institute on any such account. The workmen deployed on the work shall evince particular care and abundant precaution while doing their duties and special precaution shall be bestowed where electric lines and cables exist, both exposed and underground. Any damage to men or property of Institute due to careless operation and consequential losses shall be to Successful bidder account. The Institute will not be responsible for payment of any compensation on such account. The Successful bidder shall take all precautionary steps to avert any accidents resulting in damage to men and property.
37. All activities shall be so carried out as not to damage Institutes "property or existing Sanitary / Water supply / Electric service lines. Any damage or extraneous loss to Institutes" property due to rough or careless handling will be to Successful bidder account.
38. The Successful bidder shall employ trusted workmen on the job and inhabited areas shall not be trespassed without obtaining specific permission of the Occupants. The Contractor/ agency/ SHG's persons shall not infringe the normal principles of carrying out their duties with the least disturbance or least discomfort to the occupants.
39. The University Authority does not extend facilities like transport, canteen and medical and other facilities to the Successful Bidder and his laborers. The Successful Bidder should make his own arrangement for the same at his own cost.
40. The Contractor/ agency/ SHG needs to provide high safety measures for its staff throughout the contract period. The following guidelines / information have to be followed in addition to the standard practices.
 - Safety of catering staff /personnel engaged by the contractor/agency/SHG is sole responsibility of the contractor/agency/SHG.
 - The contractor/ agency / SHG may arrange for suitable insurance coverage against accidents etc. for his personnel and contractor or his personnel are not eligible for any compensation from UBKV.
 - The contractor/ agency /SHG should ensure that all personnel engaged by them are adequately trained for the use of catering/ cooking equipment/ firefighting maintained in the campus.
 - The contractor / agency / SHG should ensure that all personnel engaged by them are adequately trained for the use of FIRST AID KIT maintained in the campus in case of requirement. The contractor shall maintain at one standard FIRST AID KIT at site for the use of

his personnel

- The contractor / agency / SHG should ensure that all personnel engaged by them are adequately trained for the standard Grounding practices while performing catering/cooking food.
- The contractor / agency / SHG should ensure that all personnel engaged by them are adequately trained for the use of PERMIT to WORK and other safety procedures while performing operation and maintenance
- The contractor / agency / SHG should ensure that all personnel engaged by them are Polite and possess good manners while on duty and while dealing with Department / other agency officials.
- No damage shall happen to the Institute's property, equipments, systems and if anything happens by action of contractor / agency / SHG or his personnel during the period, the contractor / agency / SHG is required to set right/repair or make good the loss according to the decision taken by the University.

41. Successful Bidder will be required to follow the Security requirements such as possessing a valid pass/ identity card while entering the UBKV Campus and maintaining high order of discipline while on duty. The Successful Bidder will make own arrangement for preparing Photo ID Card, duly signed by Registrar or his Authorized Officer.
42. The Workforce deployed is not authorized to communicate any official information they may come across during their working in the office.
43. The Successful Bidder shall be responsible for any theft, pilferage or misbehavior by any his workforce engaged for carrying out the work.
44. In case, the workforce employed by the Successful Bidder commits any act of omission/Commission that amounts to misconduct/indiscipline/incompetence, the Successful Bidder will be liable to take appropriate disciplinary action against such persons, including their removal from site of the work, if required by the Registrar, UBKV.
45. The Successful Bidder shall replace immediately any of its personnel who is found unacceptable to Institute because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from this office.
46. All liabilities arising out of accident or death while on duty shall be borne by the Contractor.
47. The cooking personnel engaged by the contractor shall not take part in any staff union and association activities/strike.
48. The Institute shall not provide residential accommodation to any catering staff of agency.
49. On occurrence of any accident as defined under the guidelines for Settlement of Claim

for Compensation on Accident, will be paid by the Contractor.

50. The Agency shall pay, and continue to fulfill, during the currency of contract all statutory requirements applicable, as per rules and law, regarding payment of gratuity/retirement benefit etc. It shall keep Institute indemnified and hold the Institute harmless from and against all claims, damages and losses, expenses arising out of, or resulting from the work/services under the contract provided by the contractor.
51. That no right, much less a legal right shall vest in the Agency's workers/employees to claim/ have employment or otherwise seek absorption in the Institute nor the Agency's workers / employees, shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Institute. The workers / employees will remain employees of the Agency at all times and this shall be solely the responsibility of the Agency to make it clear to their workers before deputing or work at the Institute. Such a stipulation shall also be mentioned in the appointment letter or any similar document which may be issued to workers / employee of the Agency.
52. Penalty: Non-availability or short supply of any declared item of the menu of any meal may entail imposition of penalty decided by the competent authority, as and when necessary. A few of the possible penalty situation under the purview of authorities, which account to poor services in the mess, are (for a broad idea to the contractor):
- (i) Delay in making food
 - (ii) Shortage of food item before scheduled time
 - (iii) Food item (to be made according to menu) not prepared at all
 - (iv) Contractor is found responsible for any theft, loss of material/ damages
 - (v) If employee is found of any disobedience
 - (vi) Poor Hygiene and quality
53. **Safety measures:** The service provider shall ensure all safety precautions related to COVID-19 guidelines issued by the Government of India. Further service providers shall ensure that all safety precautions are properly taken during the process of cooking by his employees. Special emphasis will be laid on fire Safety norms and proper operation of electrical gadgets/instrument, and fire-fighting Equipment etc. placed at the disposal of the canteen mess. Any loss to the goods/human life incurred due to mishandling of safety measures shall be made good by the firm/contractor.
54. **Good behavior and prompt service:** The successful firm shall ensure that the quality of service is courteous and prompt and is in accordance with the laid down specification.
55. **Recovery of dues:** In case of any rightful dues (such as claim, penalty etc.) the service provider is supposed to deposit the amount in due time, failing which stern action may be initiated leading to termination and recovery from the security deposit.
56. **Subletting of contract:** Under any circumstances, the contractor cannot sublet or transfer the contract to any third party. Any deviation from this clause may invite

spot termination of the contract.

57. **Dining Hall premises:** The entire activity of the canteen service provider/ contractor shall be limited within area of the Dining Hall premises inside the Guest House for dining, cooking, storing, cleaning and preparation areas.
58. **Uniforms:** In order to bring uniformity amongst the service boys in the dining hall, service provider shall arrange to provide them with a pair of Shirt/ T-shirt, which should be common for his/her entire team.
59. **Transportation of raw materials:** Transportation of all the consumables, including filling and refilling of the gas cylinders, to the canteen will be the sole responsibility of the service provider at his own risk and cost.
60. Rates share to be quoted as per the format (Annexure-III) mentioned in EOI.
61. **Bidders may like to contact the In-Charge Guest house, Mr. Sangeet Sinchan Roy (M: 89187 26245), Instrumentation Engineer, UBKV for any query.**

Sd/-
Registrar

Uttar Banga Krishi Viswavidyalaya

FINANCIAL TERMS&CONDITIONS:

- **Final selection of the contractor / agency / SHG will be made on the basis of submission of highest Institutional Charge to be offered to the University Authority against rate of food items fixed by University Authority and maintenance charge upon uses of Electricity & Water .All the bidders are requested to fill-up and submit the Annexure- III carefully.**
- The whole system will be operated and handled by the Successful contractor / agency / SHG at University Guest House Dining Hall at Pundibari.
- The collection of bills/ payment from the consumers shall be the responsibility of the contractor. However, the payment of the official meeting shall be made by the Institute. Hence, the contractor/agency/SHG shall confirm in writing the order for official tea/lunch before preparation.
- The above-mentioned proposed Menu and Rate Chart will be displayed in the Dining halls in flex printing of size minimum 18''(w) x 36'' (L) or equivalent.
- Duration of Contract: 12 Months
- Payment against Contract Value should be deposited by the successful bidder in every 3 months in advance to University.
- Security deposit : Rs 10.000
- Rate of Food should be reviewed in every 6 months by the committee.

Sd/-
Registrar

Uttar Banga Krishi Viswavidyalaya

EXPRESSION OF INTEREST (EOI) FORM

To,
The Registrar
Uttar Banga Krishi Viswavidyalaya
Pundibari, Coochbehar-736165

1. Name of the Agency (As registered):
2. Address of the Agency:
3. Phone Number:
4. Proprietor's name:
5. Address of Proprietor:
6. Proprietor's Phone No.:
7. Date from which the firm is operating:
8. Turnover of the firm during:
 - FY 2020-21 (Rs.)
 - FY 2021-22 (Rs.)
 - FY 2022-23 (Rs.)
 (Please attach copy of Turnover Certificate)
9. PAN Card No. (Mandatory):
10. Aadhar Card No. (Mandatory):
11. Agency Registration No. (Mandatory):
12. Agency Trade License No: (Mandatory):
13. GST No.: (If Any)

Note: For any other information attach extra sheet.

PRE-REQUISITE QUALIFICATION FOR BIDDERS

The bidders shall necessarily be availed legal entity, having following registrations:

- The contractor/agency/SHG should have valid SHG Certificate & Trade License.
- The contractor/agency/SHG must possess at least 03 years (2020-21, 2021-22, 2022-23) of experience serving Central/State Govt. Institutions/PSUs/reputed Private Institute (please enclosed copy of Work Order/Experience Certificate)
- Bidders having valid FSSAI certificate will be given preference. Copy of the same should be attached.
- Copy of Registration with GST, Aadhaar Card and PAN Card etc.
- The Bidders should not have been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization at any point of time and also no case of any nature i.e. CBI/ Civil/ Income Tax/ GST/ EPF/ESIC is contemplated or pending against them.
- Annual financial turnover of Rs. 2.00 lakhs (in each year) during last three financial years in the similar services (catering of food services only).
- The caterers having experience only in the Cafeteria (snacks & beverages services) will not be considered.
- Existing contractors or their close relatives those who are already rendering the canteen/ mess in the University; are allowed to participate in the EOI subject to submission of satisfactory performance certificate & No Objection Certificate from the University Authority.

ANNEXURE-III

PRICE BID

RATE OF INSTITUTIONAL CHARGE OFFERED TO UNIVERSITY BASED UPON FIXED RATE OF MEALS AND MAINTANANCE CHARGE TOWARDS ELECTRICITY & WATER

USES

SI No	Proposed Menu	Unit	Fixed Rate per Unit including all Taxes	Rate of Institutional Charge offered to UBKV	Fixed Electricity & Water Uses Charge
1	Breakfast – Veg (upto4 pcs Puri/Roti – Sabji/ 2 Pcs Paratha-Sabji /4 Pcs Bread Butter-Jam and Tea with/without 1 pcs Sweet)	1 Plate	Rs 30.00 (Without Sweet) Rs 40.00 (With Sweet)	Minimum Bidding Price /Base Value Rs20,000.00 Per Month	Rs3,000.00 Per Month to be paid additionally
2	Breakfast – Non-Veg (upto4 pcs Puri – Sabji/ 2 Pcs Paratha-Sabji /4 Pcs Bread Butter-Jam with 1 pc Boiled Egg/Omlet& Tea with/without 1 Pcs Sweet)	1 Plate	Rs 40.00 (Without Sweet) Rs 50.00 (With Sweet)		
3	Lunch/ Dinner – Veg (Rice/Roti –Dal- Salad- Vaji-Sabji-Chatni)	1 Thali	Rs 60.00		
4	Lunch/ Dinner – Egg (Rice/Roti –Dal –Salad- Vaji-1 no. Sabji- 1 PcsEgg Curry- Chatni)	1 Thali	Rs 75.00		
5	Lunch/ Dinner – Fish (Rice/Roti –Dal-Salad - Vaji-1 no. Sabji- 1 Pcs Fish Curry- Chatni)	1 Thali	Rs 80.00		
6	Lunch/ Dinner – Chicken (Rice/Roti –Dal-Salad-Vaji-1 no. Sabji- 3PcsChicken Curry- Chatni)	1 Thali	Rs 100.00		
7	Lunch/ Dinner – Mutton (Rice/Roti –Dal-Salad- Vaji-1 no. Sabji- 3PcsMutton Curry- Chatni)	1 Thali	Rs 130.00		
8	VIP Thali (Unlimited)for Seminar/ Occasion Only- Fish & Chicken Salad-Rice/Roti – Dal-Chips-1 no.	1 Thali	Rs 300.00		

	Sabji- Fish+Chicken Curry- Chatni- Sweet-Curd-Mouth Freshener)				
9	VIP Thali (Unlimited)for Seminar/ Occasion Only- Fish & Mutton Salad-Rice/Roti – Dal-Chips-1 no. Sabji- Fish+Mutton Curry- Chatni- Sweet-Curd- Mouth Freshener)	1 Thali	Rs 400.00		
10	VVIP Thali (Unlimited) - Salad-Rice / Roti - Dal - Chips -Mix Veg - Paneer Masala- Fish + Chicken/Mutton Kasha - Chatni- Sweet-Curd - Mouth Freshener-Mineral Water 500ml)	1 Thali	Rs600.00		
11	Lunch Packet in Aluminum Foil - Chicken /Paneer with Fried Rice	1 Meal	Rs 130.00		
12	Lunch Packet in Aluminum Foil - Mutton with Fried Rice	1 Meal	Rs 180.00		
13	Lunch Packet in Aluminum Foil - Rice- Dal-Chips-Chicken/Fish /Paneer- Sweet	1 Meal	Rs 120.00		
14	Ordinary Whole Day Package for Guest House Boarders /Non Boarders in case of Seminar / Symposium Bed Tea- Veg /Non Veg Breakfast (Choice Per Sl No-1 / 2) Hi tea during Seminar- Veg/Non Veg Lunch (Choice Per Sl. No 3/4/5/6) - Evening Snacks - Veg/Non Veg Dinner (Choice Per Sl. No 3/4/5/6)	1 Comple te Packag e	Rs 300.00		
15	Special Whole Day Package for Guest House Boarders / Non Boarders in case of Seminar / Symposium Bed Tea- Veg /Non Veg Breakfast (Choice Per Sl No-1 / 2) Hi tea during Seminar- Veg/Non Veg Lunch (Choice Per Sl. No 8) - Evening Snacks - Veg/Non Veg Dinner (Choice Per Sl. No 8)	1 Comple te Packag e	Rs 750.00		
16	Black /Milk Tea- 150 ml	1 cup	Rs 10.00		
17	Coffee- 150 ml	1 cup	Rs 15.00		
18	Maggi	1 Plate	Rs 20.00		
19	Pakora (Approx- 10 pcs)	1 Plate	Rs 30.00		
20	Singara / Kachori /Alu Chop / Veg Chop – 2 pcs	1 Plate	Rs 20.00		
21	Evening Snacks (JhalMuri / Bread Toast-4pcs etc)	1 Plate	Rs 20.00		
22	Egg Boil / Omlet	1 Pcs	Rs 15.00		

23	3 Pcs Ruti-Sabji/Ghugni	1 Plate	Rs 30.00		
24	Hot Milk (250ml)-Cornflakes (25gms)	1 Plate	Rs 30.00		
25	Mineral Water	500ml/ 1000ml	ON MRP		
26	Soft Drinks	-	ON MRP		

Kindly mention the percentage Tax/GST, if any

Signature of the Vendor

ANNEXURE-IV

Sl. No.	Name of Items	Recommended Brands
1	Salt	Tata, Annapurna, Naturefresh
2	Spices	Sunrise, Shalimar, Everest, Catch
4	Ketchup	Maggi/Kissan/Chings/Pow Chong/Sinchung
5	Sun flower	Sundrop/Saffola
6	Soyabean Oil	Fortune/ Kings
7	Mustard oil	Fortune, Dhara , Engine
8	Atta	Aashirvad, Ganesh
9	Rice (Basmati)	India Gate / Best in Local Market
10	Rice (Minikit)	Palki /Orange/ Best in Local Market
11	Dal (Moong/Masoor)	Best In Local Market
12	Butter	Amul /Equivalent
13	Papad	Lijjat/ Puja/Equivalent.
14	Bread	Lila /Mitra Bakery/Paul Bakery/Equivalent
15	Ghee	Annapurna/ Amul/Equivalent
16	Cornflakes	Kelloggs/Mohon
17	Jam	Kissan/Equivalent
18	Milk	Farm Fresh Cow's Milk/ Amul Gold /Equivalent
19	Paneer	Amul/ Best in Local Market
20	Tea	Tata, Lipton, Brooke bond, Taj
21	Coffee	Nestle (Nescafe), BrookeBond (Bru).
22	Mineral Water	Aquafina/Bisleri/Kinley/Equivalent
23	Fish	Not to be older than 2 days
24	Chicken/Mutton	Fresh of same day
25	Vegetables	Not to be older than 2 days

Note: Use of any other brand may also be permitted subject to prior approval of the Competent Authority.

DECLARATION

(On letter head)

From:-

M/s. _____

To,

The Registrar
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar

1. I, _____ Son/Daughter / Wife of Shri _____ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this EOI document;

2. I have carefully read and understood all the Terms and Conditions of the EOI and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I/ We further undertake that none of the Proprietor/ Partners/ Directors of the Agency/agency was or is Proprietor or Partner or Director of any Agency with whom the Government have banned/ suspended business dealings. I/ We further undertake to report to the Registrar, UBKV immediately after we are informed but in any case not later than 15 days, if any Agency in which Proprietor/ Partners/ Directors are Proprietor or Partner or Director of such an Agency which is banned/ suspended in future during the currency of the Contract with you.

Yours faithfully,
(Signature of the Bidder)

Date:
Place:
Seal of the Agency

Name:
Designation:
Address:

Annexure – VI

CERTIFICATE REGARDING NEAR RELATIVES

(On the letter head of the firm)

I/we S/o/D/o
resident of
hereby certify that none of my/our relative(s) as defined in clause Of the Section in the EOI
document is/ are employed in Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar or any of
its outstation campuses. In case, at any stage, it is found that the information given by me is false/
incorrect, UBKV shall have the absolute right to take away any action as deemed fit including
rejection of bids without any prior information to me/us.

Place:-

Date:-

Signature and Seal of the Bidder

CERTIFICATE&DECLARATION

1. I/We have been certified that all information provided in tender form are true and correct to the best of my knowledge and belief. No forged / tampered document(s) are reproduced with tender form for gaining unlawful advantage. I/ We understand that UBKV, Pundibari, Cooch Behar is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
2. In case it is established that any information provided by me/us is false/misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further UBKV, Pundibari, Cooch Behar is also authorized to blacklist our firm/ company/ agency and debar us in participating in any tender/bid in future.
3. I / We assure the Institute that neither I/ We nor any of my/ our workers will do any act/s which is improper/illegal during the execution in case the tender is awarded to us. Neither I/ We nor anybody on my/ our behalf will indulge in any corrupt activities/practices in my/our dealing with the Institute.
4. Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization and also on no case of any nature i.e. CBI/Civil/Income Tax/GST/EPF/ESI is contemplated or pending against us.

Date:
Place:

Signature of the Bidder

Note: This certificate should be executed on duly notarized ₹100/- Non Judicial Stamp Paper.

Annexure-VIII

Banking information for payment through PFMS

(To be submitted by the bidder)

Banking details for payment is as under:

Sl. No.	Details	
1.	Name of firm	
2.	Name of Bank	
3.	Branch Name & Address	
4.	Account Name	
5.	Account Type & Number	
6.	IFSC Code	
7.	MICR Code	
8.	Email ID	
9.	Contact Number	

Date:
Place:
Stamp:

Seal & Signature of the Bidder

FORM OF BID-SECURING DECLARATION

(The Bidders shall fill in this form in accordance with the instructions indicated No)

To,
The Registrar
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar

Ref: Tender No.....for.....

Sir,

I/We, the undersigned declare that:

I/We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

I/ We accept to automatically be suspended from being eligible for bidding in all tender in UBKV, Pundibari, Cooch Behar for a period of 3 years from the date of opening of Bid of the aforesaid tender. If we are in breach of our obligation(s) under the bid conditions, because we:

1. I/We withdraw our Bid during the period of bid validity or any extension to it; or
2. I/We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender No.; or
3. I/We failed or refused to sign the contract.

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon:

1. Our receipt of your notification to us of the name of the successful bidder; or
2. Twenty-eight days after the expiration of our Bid or any extension to it.

Name _____

For and on behalf of M/S. _____

Place: Seal and Signature of the bidder

Date:

CHECKLIST

1	ExperienceservinginCentral/StateGovt.Institutions/PSUs/reputedPrivateInstitute(pleaseenclosedcopyofWorkOrder/Experience Certificate)	Yes/No
2	Attachedcopyoflast3yearsTurnoverCertificatedulycertified by CA(Minimum Rs5.00 Lakhs)(2020-21, 2021-22, 2022-23)	Yes/No
3	PAN	Yes/No
4	Aadhaar Card	Yes/No
5	Trade License	Yes/No
6	GST	Yes/No
7	SHG Certificate	Yes/No
8	Company Certificateof Registration	Yes/No
9	Form ofBidSecurityDeclaration	Yes/No
10	IndianStartup/MSME(MicroorSmallEnterpriseasperlatestdefinitionsunder MSMErules)shallbeexemptedfromtherequirementof“Turnover”and “Experience”Criteria	Yes/No
11	DeclarationbyBidder(AnnexureV)	Yes/No
12	Certificateregardingnearrelative(AnnexureVI)	Yes/No
13	Certificate & Declaration(on ₹100NJ Stamp paper)(AnnexureVII)	Yes/No
14	ValidFSSAIlcertificate(BiddershavingvalidFSSAIlcertificateshallbegivenpreference)	Yes/No

Iagreetoallterms andconditions mentionedinthetender documentoftheInstitute.

Date:

Name:

Seal:

Signature: