



প্রফেসর প্রদ্যুৎ কুমার পাল  
নিয়ামক (ভারপ্রাপ্ত)  
Prof. Prodyut Kr. Paul  
Registrar (Acting)

# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫  
UTTAR BANGA KRISHI VISWAVIDYALAYA  
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

ইমেল/E-mail: [registrarubkv@gmail.com](mailto:registrarubkv@gmail.com)  
[registrar@ubkv.ac.in](mailto:registrar@ubkv.ac.in)  
ওয়েবসাইট/Website: [www.ubkv.ac.in](http://www.ubkv.ac.in)

NIT Ref. No. UBKV/Est. T/P-02/03/2024-25

Date: 29/07/2024

## NOTICE INVITING TENDER (NIT)

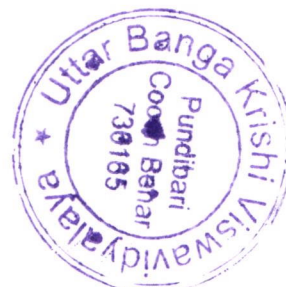
Sealed Tenders are being invited under Two Bid System viz, Part-I Technical Bid and Part II Financial Bid from the intending reputed, bona-fide and experienced caterers / food contractor/ event organizers / SHG / other interested bidders for providing **"Catering Services in Guest House Dining Hall of Uttar Banga Krishi Vishwavidyalaya, 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 Tender is to be submitted in a sealed envelope super scribed addressed to the Registrar, Uttar Banga Krishi Vishwavidyalaya, Pundibari, Coochbehar-736165 or may be placed in the tender box provided at Central Receive & Dispatch Section of the University. **Last date of submission of Tender is 12.08.2024, 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 Tender 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 Tender.

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 ineffective and efficient manner assess the requirement before submitting Tender, on any working days between 11:00 AM to 06:00 PM after taking prior permission of the Registrar (M-9434096763) or Guest House In-Charge (M- 8918726245).

  
Registrar

Uttar Banga Krishi Vishwavidyalaya



## TENDER DOCUMENT FOR

"Catering Services in Guest House Dining Hall of Uttar Banga Krishi Vishwavidyalaya, Pundibari, Cooch Behar"

### CRITICAL DATES & INFORMATION

Start Date of submission of Tender Document	29.07.2024
EMD Amount	Rs 1000/- (Rupees One thousand) only by means of Demand Draft from any Commercial Bank in favor of <i>Uttar Banga Krishi Vishwavidyalaya</i> payable at Cooch Behar
Closing Date & Time of Submission of Tender Document in Hard Copy	12.08.2024 up to 05:00 PM
Place, Date & time of Opening of Technical Bids only	Conference Hall of Vice Chancellor, Uttar Banga Krishi Vishwavidyalaya Pundibari, Coochbehar-736165, W.B 14.08.2024 at 02.00 PM
Date & time of opening of price bids	Would be notified later to the technically qualified bidders

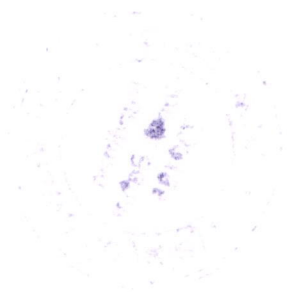
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## ABOUT THE UNIVERSITY



The Uttar Banga Krishi Vishwavidyalaya, 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 1<sup>st</sup> 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 Kms 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.

### Scope of Work

A canteen / Cafeteria shall be set-up in the Institute Guest House at Pundibari Campus for catering food service to the Faculty, Guests, Students and so on. The service shall include Breakfast, Lunch, Tiffin, Tea & Snacks, Dinner etc. and to be ensured for 24x7 hours. The refreshment on demand for the programme such as meeting, conference, training etc. organized by the University shall be provided with approved rate and the service shall be catered following strictly the T&Cs including personal hygiene. There will be a display of every-day menu-chart with rate (excluding GST) to ensure the options for guests / borders of the Guest House. The University will support the minimum logistics i.e. Dining space in the Guest House kitchen, suitable furniture and space for store / residence of 2-3 workers without any condition. The area shall be highlighted as smoking or alcohol-free zone. Rendering of services shall be commenced on a monthly rent basis and to be signed a contract for one year.

*Handwritten signatures and dates:*  
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Sanyal 29/7/24





**Notice Inviting Tender for "Catering Services in Guest House Dining Hall of Uttar Banga Krishi Vishwavidyalaya, Pundibari, Cooch Behar".**

NIT Ref. No. UBKV/Est. T/P-02/03/2024-25

Date: 29/07/2024

1. Uttar Banga Krishi Vishwavidyalaya, Pundibari, Cooch Behar invites sealed Tenders for "Catering Services in Guest House Dining Hall of Uttar Banga Krishi Vishwavidyalaya, Pundibari, Cooch Behar". At present, the sanctioned strength of Guest House is 43 nos boarders. However, up to 25 boarders and 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](http://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 **Financial Bid** in a sealed envelope duly superscripted as "**Tender Documents for NIT Ref. No. UBKV/Est. T/P-02/03/2024-25 dt. 29/07/2024 regarding "Catering Services in Guest House Dining Hall of Uttar Banga Krishi Vishwavidyalaya, Pundibari, Cooch Behar"** and addressed to The Registrar, Uttar Banga Krishi Vishwavidyalaya, 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 responsible.
5. Technical Bids 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 representatives 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 Vishwavidyalaya through the website [www.ubkv.ac.in](http://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 final.

  
Registrar

Uttar Banga Krishi Vishwavidyalaya

RAB  
29/7/24

29/07/24



## **GENERAL TERMS AND CONDITIONS:**

1. Base price as rent for the allotted space at the Guest House for setting-up a canteen shall be Rs 12,500.00 per month. Bidder quoting highest rate shall be treated as successful bidder. The quoted rate below the base price shall be treated as cancelled.
2. Electric bill shall be paid as per actual consumption of electricity as per **Meter** reading at a specified rate fixed by the Authority.
3. A Successful bidder shall be allowed to operate the canteen / cafeteria at University Guest House (New Dining Hall) at Pundibari. Necessary furniture (Chair/Table with cover/Waste Bin etc.) for 40 sitting capacity (max) shall be organized and set-up by the University to facilitate.
4. The selected agency will be prioritized for catering refreshment service during seminar, Symposia, Official programmes etc. in the University, if any, and that is to be on approved rate and that to with utmost care of food hygiene.
5. The proposed **Menu** for the day and **Rate Chart** (excluding GST) will be displayed in the Dining hall of size minimum 18''(W) x 36'' (L) or equivalent. Bills to be raised with GST, as required.
6. The collection of bills / payment from the consumers shall be the responsibility of the contracting agency. However, the payment of the official meeting or equivalent shall be made by the concerned authority subject to submission of issuing Job order.
7. Along with the guest house boarders, the UBKV staff and visitors are allowed in the Guest House Canteen. ***No student will be permitted at any circumstances to the Guest House Canteen.***
8. Successful bidder may be allowed to set up a mobile food-cart outside the Guest house premises and will be accessible to all including students for ready snacks, tea etc.
9. Selected bidder shall be permitted to install Cold Drink Display Freezer & Ice Cream Deep Freezer to display the availability of Cold Drinks, Mineral Waters & Ice Creams and that should be on MRP rate.
10. Price for setting-up of mobile food-cart shall be Rs. 2500/- per month additionally and the rate shall be revised after completion of contract period of one year.
11. No partial bidding for setting-up canteen at Guest House and mobile food-cart shall be entertained.
12. Display Board for **No Smoking & Alcohol Zone** shall be affixed inside and agency shall be strictly responsible to respect the Guest House environment.
13. The vendor shall be terminated with a notice of one month in advance in case of compromising the quality of food as served and violation of any terms and conditions.





14. The tenure of the contract initially be for one year. Provisionally, it shall be extended for next tenure on reviewing feedback of 500 customers spreading evenly round the year on quality of food, public dealings, hygiene and keeping good environment inside the canteen. The agency will be responsible for collecting customer feedback.
15. For accommodation, a room to accommodate 2-persons with logistics in the guest-house shall be spared by the authority and at-least a person shall be available for 24x7 hours to cater the service for guests.
16. Payment of rent shall be made by the successful bidder for 3 months in advance to the University account before issuance of work order by the University authority.
17. The rent and all supporting price shall be revised based on customer feedback and rate of market inflation.
18. An amount of Rs. 10,000/- as earnest money (EMD) shall be deposited during the participation in the tender. The amount shall be converted into security deposit for the successful bidder. The EMD shall be refunded to the unsuccessful bidder after completion of the tender process.
19. The right to accept or reject the tender or cancel the whole tender process is reserved with the University.
20. Care with attention shall be paid so that no University property is damaged during running of the canteen. The liability rests solely with the successful bidder on account of any damage made thereof.
21. The competent authority of the University has every right to execute sudden & unnoticed inspection of the functioning of the canteen at any point of time.
22. The agency shall be responsible for maintaining its legal status and statutory compliances during the entire period of contract.



**Introduction of Menu (s) & Rate chart:**

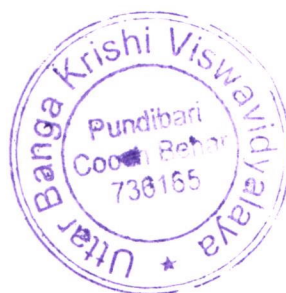
Sl No	Proposed Menu	Qty	Proposed Rate without GST
1	<b>Breakfast – Veg</b> (4 pcs Puri/Roti – Sabji/ 2 Pcs Paratha -Sabji /4 Pcs Bread Butter-Jam with 1 pc Sweet, Banana and Tea / Coffee upto 150ml)	1 Plate	Rs 50.00
2	<b>Breakfast – Non-Veg</b> (4 pcs Puri – Sabji/ 2 Pcs Paratha -Sabji /4 Pcs Bread Butter-Jam with 1 pc Boiled Egg/Omlet, 1 pc Sweet, Banana and Tea /Coffee upto 150ml )	1 Plate	Rs 60.00
3	<b>Lunch/ Dinner – Veg</b> (Rice/Roti –Dal-Vaji-Sabji-Chatni )	1 Thali	Rs 70.00
4	<b>Lunch/ Dinner – Veg (Special)</b> (Rice/Roti –Dal-Vaji-Sabji-Paneer & Chatni )	1 Thali	Rs 100.00
5	<b>Lunch/ Dinner – Egg</b> (Rice/Roti –Dal-Vaji-1 no. Sabji- 1 Pcs Egg Curry- Chatni )	1 Thali	Rs 85.00
5	<b>Lunch/ Dinner – Fish</b> (Rice/Roti –Dal-Vaji-1 no. Sabji- 1 Pcs Fish Curry- Chatni )	1 Thali	Rs 100.00
6	<b>Lunch/ Dinner – Fish (Special)</b> (Rice/Roti –Dal-Vaji-1 no. Sabji- 1pcs Fish Curry of Pabda /Ayer/ Boroli (LS) / Puti - Chatni )	1 Thali	Rs 150.00
6	<b>Lunch/ Dinner – Chicken</b> (Rice/Roti –Dal-Vaji-1 no. Sabji- 3Pcs Chicken Curry upto 150gms- Chatni)	1 Thali	Rs 120.00
7	<b>Lunch/ Dinner – Mutton</b> (Rice/Roti –Dal-Vaji-1 no. Sabji- 3Pcs Mutton Curry upto 150 gms - Chatni )	1 Thali	Rs 200.00
8	<b>VIP Thali (Unlimited) for Seminar/ Occasion Only- Fish &amp; Chicken</b> Salad-Rice/Roti – Dal-Chips -1 no. Sabji- Fish + Chicken Curry- Chatni– Sweet - Curd)	1 Thali	Rs 300.00
9	<b>Special Thali / VIP Thali (Unlimited) for Seminar/ Occasion Only- Fish &amp; Mutton</b> Salad-Rice/Roti – Dal-Chips-1 no. Sabji- Fish + Mutton Curry- Chatni– Sweet - Curd – Mouth Freshener)	1 Thali	Rs 400.00
10	<b>VVIP Thali (Unlimited) - Salad-Rice / Roti – Dal – Chips –Mix Veg – Paneer Masala- Fish + Chicken/Mutton Kasha - Chatni– Sweet - Curd- Mouth Freshener)</b>	1 Thali	Rs 700.00
11	<b>Lunch Packet in Aluminum Foil – Chicken /Paneer with Fried Rice</b>	1 Meal	Rs 150.00
12	<b>Lunch Packet in Aluminum Foil – Mutton with Fried Rice</b>	1 Meal	Rs 200.00
13	<b>Lunch Packet in Aluminum Foil – Rice-Dal-Chips-Chicken/Fish /Paneer- Sweet</b>	1 Meal	Rs 130.00
14	<b>Black /Milk Tea (upto 150ml)</b>	1 cup	Rs 10.00
15	<b>Coffee (upto 150ml)</b>	1 cup	Rs 15.00
16	<b>Maggi</b>	1 Plate	Rs 25.00
17	<b>Pakora (Approx.- 10 pcs)</b>	1 Plate	Rs 30.00
18	<b>Chicken Pakora (8 Pcs)</b>	1 Plate	Rs 60.00





19	Evening Snacks (Jhal Muri / Bread Toast-4pcs etc)	1 Plate	Rs 20.00
20	Egg Boil / Omlet	1 Pcs	Rs 15.00
21	3 Pcs Ruti-Sabji / Ghugni	1 Plate	Rs 30.00
22	100 ml Milk-50 gms Corn Flakes	1 Plate	Rs 30.00
23	Veg /Egg Biryani (with 1 no. Egg) + Raita	1 Plate	Rs 100.00
24	Chicken Biryani (With 100 gms Chicken) + Raita	1 Plate	Rs 120.00
25	Chicken Biryani (With 100 gms Chicken) + Potato + 1 no Egg + Raita	1 Plate	Rs 140.00
26	Mutton Biryani (With 100 gms Chicken) + Raita	1 Plate	Rs 150.00
27	Mutton Biryani (With 100 gms Chicken) + Potato + 1 no Egg + Raita	1 Plate	Rs 170.00
28	Basanti Polao-Kosha Mungsho (Chicken)	1 Plate	Rs 130.00
29	Basanti Polao-Kosha Mungsho (Mutton)	1 Plate	Rs 150.00
30	Fish (Rohu-Katla)	1 Pcs	Rs 50.00
31	Special Fish (Pabda /Ayer/ Boroli (LS) / Puti)	1 Pcs	Rs 100.00
32	Chicken Curry	3 Pcs	Rs 60.00
33	Mutton Curry	3 Pcs	Rs 110.00
34	Paneer Curry	1 Plate	Rs 50.00
35	Alu Paratha	1 Pcs	Rs 30.00
36	Veg Momo – 8 pcs	1 Plate	Rs 40.00
37	Chicken Mono- 6 Pcs	1 Plate	Rs 60.00
38	Egg Roll	1 Pcs	Rs 30.00
39	Chicken Roll	1 Pcs	Rs 50.00
40	Veg Noodles	1 Plate	Rs 50.00
41	Chicken Noodles	1 Plate	Rs 80.00
42	Mix Hakka Noodles	1 Plate	Rs 120.00
43	Plain Dosa	1 Plate	Rs 40.00
44	Masala Dosa /Utthapam	1 Plate	Rs 60.00
45	Special Dosa	1 Plate	Rs 100.00
46	Idli /Vada (2Pcs)	1 Plate	Rs 40.00
47	Veg /Chicken Soup	1 Plate	Rs 40.00
48	Fried Rice-Veg	1 Plate	Rs 80.00
49	Fried Rice-Egg	1 Plate	Rs 90.00
50	Fried Rice- Chicken	1 Plate	Rs 120.00
51	Fried Rice -Mix	1 Plate	Rs 140.00
52	Chilli Chicken/ Garlic Chicken	4 pcs	Rs 70.00
53	Veg / Non-Veg Sick Meal (As per choice)	1 Plate	Rs 70.00
54	Packaged Drinking Water		On MRP
55	Soft Drinks		On MRP
56	Ice Cream		On MRP

\*\* 5% GST will be applicable to Sl. No. 01 to 53.



**Other Terms & Conditions:**

1. Canteen shall remain open from 7.00 A. M. to 10.00 P.M. on all working days as well as on the weekends/ holidays, as and when required by the Institute /Boarders, canteen service should be offered.
2. 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.
3. 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.
4. Rates are to be quoted as per the format (Annexure-III) mentioned in Tender Document.
5. No Child labor will be allowed.
6. 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 manpower (No child labor 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.
7. 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.
8. The Contractor/ Agency/ SHG shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards practices.
9. Security of allotted / provided space / premises, equipment, fittings and fixtures, furniture etc.is the responsibility of the canteen contractor.
10. 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.
11. No claims whatsoever, either for loss of Successful bidder property, tools and appliances, equipment 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 exists, 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 to be responsible for payment of any compensation on such account. The Successful bidder shall take all precautionary steps to avert any accidents resulting in damages to men and property.

12. 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.
13. The Successful bidder shall employ trusted workmen on the job and inhabited are as 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.
14. 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.
15. 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.
16. Safety of catering staff /personnel engaged by the contractor/agency/SHG is sole responsibility of the contractor/agency/SHG.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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



22. 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.
23. No damage shall happen to the Institute's property, equipment, 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.
24. 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.
25. The Work force deployed is not authorized to communicate any official information they may come across during their working in the office.
26. The Successful Bidder shall be responsible for any theft, pilferage or misbehavior by any his work force engaged for carrying out the work.
27. 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.
28. 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.
29. All liabilities arising out of accident or death while on duty shall be borne by the Contractor.
30. The cooking personnel engaged by the contractor shall not take part in any staff union and association activities/strike.
31. The Institute shall not provide residential accommodation to any catering staff of agency.
32. On occurrence of any accident as defined under the guidelines for Settlement of Claim for Compensation on Accident, will be paid by the Contractor.
33. 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 / retrenchment benefits 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.
34. That no right, much less a legal right shall vest in the Agency "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 be foredeputing 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.

35. **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 accounts to poor services in the mess, are (for abroad 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
36. **Safety measures:** The service provider shall ensure all safety precautions related to COVID-19 guidelines issued by the Government of India.  
Further service provider 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.
37. **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.
38. **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 sternaction may be Initiated leading to termination and recovery from the security deposit.
39. **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.
40. **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.
41. **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.



42. List of recommended brands for Masala /Oil/Meal are as follows:

SI No.	Name of Items	Recommended Brands
1	Salt	Tata, Annapurna, Nature fresh
2	Spices	Sunrise, Shalimar, Everest, Catch
4	Ketchup	Maggi/ Kissan/ Chings /Pow Chong/ Sinchung
5	Sun flower	Sun Drop/ Saffola
6	Soya bean 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	Kellogg's/Mohan
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, Brook bond, Taj
21	Coffee	Nestle (Nescafe), Brooke Bond (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.





#### **FINANCIAL TERMS & CONDITIONS:**

- **Rates are to be quoted as per the format (Annexure-III) mentioned in Tender Document.**
- **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. All the bidders are requested to fill-up and submit the Annexure- III carefully.**
- Price for setting-up of mobile food-cart shall be Rs. 2500/- per month and the rate shall be revised after completion of contract period of one year.
- No partial bidding for setting-up canteen at Guest House and mobile food-cart shall be entertained.
- 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.
- Payment against Contract Value should be deposited by the successful bidder in every 3 months to University.
- Security Deposit: Rs 10.000 .00.
- ***Existing contractors or their close relatives those who are already rendering the canteen/ mess in the University; are allowed to participate in the Tender subject to submission of satisfactory performance certificate & No Objection Certificate from the University Authority.***



**TENDER FORM**

To,  
The Registrar  
Uttar Banga Krishi Vishwavidyalaya  
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:  
FY2021-22 (Rs.) .....  
FY2022-23 (Rs.) .....  
FY2023-24 (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 Registration No.:(If Any)  
.....

Note: For any other information attach extra sheet.





**PRE-REQUISITE QUALIFICATION FOR BIDDERS**

The bidder shall necessarily be avail legal entity, having following registrations:

- The contractor/agency/SHG should have valid SHG Certificate & Trade License.
- The contractor/agency/SHG must possess at least 03years (2021-22,2022-23 & 2023-24) 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, Aadhar Card and PAN Card etc.
- The Bidder 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).
- ***Existing contractors or their close relatives those who are already rendering the canteen/ mess in the University; are allowed to participate in the Tender subject to submission of satisfactory performance certificate & No Objection Certificate from the University Authority.***



### ANNEXURE-III

PRICE BID TO BE SUBMITTED BY THE PARTICIPATING FIRM ON THEIR OFFICIAL LETTER  
HEAD

RATE OF INSTITUTIONAL CHARGE OFFERED TO UNIVERSITY BASED UPON FIXED RATE  
OF MEALS

Base price as <b>rent</b> for the allotted space at the Guest House in the University main Campus for setting-up a canteen per month	Name of the Participating Firm	<b>Rent</b> per month offered by the Vendor
Rs 12,500.00		

Date:  
Seal

Signature of the Vendor





**DECLARATION**

**ANNEXURE-IV**

**(On letter head)**

**FROM:**

M/s. \_\_\_\_\_  
\_\_\_\_\_

**TO,**

The Registrar  
Uttar Banga Krishi Vishwavidyalaya  
Pundibari, Coochbehar

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 Tender Document;
2. I have carefully read and understood all the Terms and Conditions of the Tender Documents 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 15 days, if any Agency in which Proprietor/ Partners/ Directors are Proprietor or Partner or Director of such a 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-V**

**CERTIFICATE REGARDING NEAR RELATIVES**

(on the letter head of the firm)

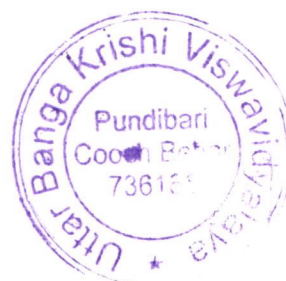
I/we.....S/o/D/o.....  
resident of .....

hereby certify that none of my/our relative(s) as defined in clause..... Of the Section in the Tender document is/ are employed in Uttar Banga Krishi Vishwavidyalaya, 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





## Annexure – VI

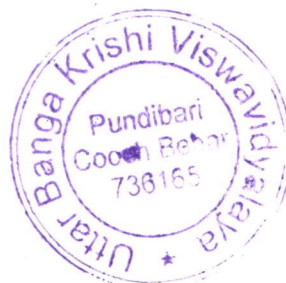
**“Note: This certificate should be executed on ₹10/-Non-Judicial Stamp Paper”**

### CERTIFICATE & DECLARATION

1. It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced 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 no case of any nature i.e. CBI / Civil / Income Tax/ GST/EPF/ESIC is contemplated or pending against us.

Date:  
Place:

Signature of the Bidder



**Annexure-VII**

**Banking Information**  
(to be submitted by the bidder)

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:

Seal & Signature of the Bidder

Stamp:





## Annexure-VIII

### CHECKLIST

(To be submitted in Technical Bid as Covering Page along with supporting documents)

1	PAN	Yes/No
2	Aadhar Card	Yes/No
3	Trade License	Yes/No
4	Copy of GST Registration	Yes/No
5	Copy of GST Return for last three months in FY 2024-25	Yes/No
6	Company Certificate of Registration	Yes/No
7	SHG Certificate	Yes/No
8	Valid FSSAI certificate (Bidders having valid FSSAI certificate shall be given preference)	Yes/No
9	Experience Certificates serving in Central/State Govt. Institutions/ PSUs / reputed Private Institute (please enclosed copy of Work Order/Experience Certificate)	Yes/No
10	Attached copy of last 3 years Turnover Certificate (2021-22, 2022-23 & 2023-24)	Yes/No
11	Indian Startup / MSME (Micro or Small Enterprise as per latest definitions under MSME rules) shall be exempted from the requirement of "Turnover" and "Experience" Criteria	Yes/No
12	EMD of Rs 1000.00 in favor of Uttar Banga Krishi Vishwavidyalaya	Yes/No
13	Tender Form (Annexure-I)	Yes/No
14	Pre-requisite Qualification for Bidders (Annexure-II)	Yes/No
15	Format of Price Bid (Annexure- III) (To be submitted in a separate sealed envelope duly superscripted as Financial Bid)	Yes/No
16	Declaration by Bidder (Annexure - IV)	Yes/No
17	Certificate regarding near relative (Annexure- V)	Yes/No
18	Certificate & Declaration (on ₹10NJ Stamp paper) (Annexure - VI)	Yes/No
19	Banking Information (Annexure- VII)	Yes/No

I agree to all terms and conditions mentioned in the tender document of the Institute.

Date:

Name:

Seal:

Signature:

