

UTTAR BANGA KRISHI VISWAVIDYALAYA
P.O. PUNDIBARI, DIST. COOCH BEHAR,
WEST BENGAL – 736165

Notice Inviting Tender for Running of Students' Mess at UBKV, Pundibari, Cooch Behar, WB

Tender Ref. No.: UBKV/DSW-98/2024 dated 09.09.2024

Sealed tenders are being invited under two bid systems viz., Part-I Technical Bid and Part-II Financial Bid from the bona-fide, reputed agency/SHGs having sufficient experience of managerial and financial capacity to run catering service/food supplying service etc. in Government establishments/ Institutes for running and maintenance of **Mess in students' Hostel** at Pundibari Campus of UBKV.

Tender Schedule:

Last date of submission of tender paper: **23.09.2024** till 05.00 pm

Date of opening of tender: **24.09.2024** at 12.30 pm

Important points to be noted:

1. Tenders to be submitted with a forwarding letter addressed to **the Dean, Students' Welfare, Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, PIN-736165** with an email ID and mobile number for further communication.
2. An earnest money of Rs 10,000/- (Rupees ten thousand) only in the form of Demand Draft (DD) from any nationalized bank in favour of **UTTAR BANGA KRISHI VISWAVIDYALAYA, Pundibari, Cooch Behar**, payable at Cooch Behar to be submitted by the tenderer along with the tender documents.
3. The Technical Bid shall comprise of Self attested Photocopy of the following documents:
 - i) Valid copy of Trade License (2024-25),
 - ii) Photocopy of PAN Card,
 - iii) Copy of GST Registration certificate,
 - iv) Photocopy of Food license (FSSAI),
 - v) Credentials
 - vi) Bank account details
4. **Ladies Workers are mandatory for the Girls' Hostels.**
5. Approximate number of Boarders of different hostels (that may increase or decrease from time to time):

Sl. No.	Description	Approximate no of Boarders
01	Torsa Hall (Boys)	125
02	S. B. Chattopadhyay Hall (Boys)	72
03	CFH & International Hostel (Girls)	100
04	PCM Hall (Boys)	200
05	Teesta Hall (Girls)	160

6. The price bid to be submitted separately (hostel wise) as well as combinedly (all hostels together) as follows:

Sl. No.	Hostel name	Hostel wise Rate (Rs. Per meal) including GST@5%			Rs.Per meal (All hostel together) including GST@5%		
		Break fast	Lunch/ Dinner		Breakfast	Lunch/ Dinner	
			Veg	Non-Veg		Veg	Non-Veg
1.	Torsa Hall (Boys)						
2.	S.B. C. Hall (Boys)						
3.	CFH & Int. Hostel (Girls)						
4.	PCM Hall (Boys)						
5.	Teesta Hall (Girls)						

7. The price bid of the technically qualified bidders will be opened only. The price Bid shall comprise of the price per meal / breakfast as per the Menu chart given at **Sl. No.8.**

8. Menu Chart:

Sl. No.	Breakfast	Launch	Dinner
1.	Roti/Dalpuri/Puri & Soybean curry/Alu Dum, Pasta/Bread with Jam, Banana, Egg/Cake, Maggi	<p>Veg: Rice/Roti, Dal, Veg Fry/Pakora, Seasonal vegetable/Paneer</p> <p>Non-veg: Rice/Roti, Veg Fry/Pakora, Dal, Chicken/Fish/Egg</p>	<p>Veg: Rice/Roti, Veg Fry/Pakora, Dal, Seasonal vegetable/Paneer</p> <p>Non-veg: Rice/Roti, Veg Fry/Pakora, Dal, Chicken/Fish/Egg</p>
<p>Grand feast (once in a month)–Zeera Rice/Fried Rice + Veg. Dal + Veg. Pakora + (Fish Kalia + Chicken Kasa) & (Paneer Masala + Special Veg.) + Papad + Sweet Chatni + Ice Cream + mouth Freshener etc.</p>			

Terms and conditions:

- The University will provide Kitchen Room, Dining Hall, Power supply, Utensils, crockeries, Water Supply free of charges.
- Gas Connection:** The University will provide Gas connection only. However, refilling/ servicing of gases shall be the responsibility of the agency at their own cost.
- Materials for breakfast/ Meals etc.:** The vendor shall supply the entire materials like rice, Dal, Vegetables, fish, meat etc. required for preparation of breakfast/ launch/ dinner.
- Service:** The vendor shall prepare the foodstuff for breakfast, lunch, and dinner every day and serve the same to the students at the specified time-table.
- Timetable of serving food items:-**
Breakfast: 7.00 a.m. to 10.00 a.m.
Lunch: 10 a.m. to 2:00 p.m.
Dinner: 8.00 p.m.to 10.00 p.m.
- It shall be the responsibility of the Service provider to constantly maintain the quality of themess food, its preparation in accordance with the menu, which may be agreed upon inwriting from time to time between the Caterer and the Dean of Students, UBKV for the respective Hostel messes.
- The vendor shall always keep the kitchen room and dining Hall neat and clean. Washing and cleaning of Utensils and crockeries shall be the responsibility of the agency.

8. The vendor/ contractor will use all raw materials of best quality available in the market and in case it is found that any service or any item is sub-standard, the Institute will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion. The contractor shall ensure that raw material is sufficiently and appropriately stocked in the storage, for consumption, for a minimum period of 15-20 days.
9. The contractor shall procure only good quality fresh vegetables from the market. The vegetables shall not be stored for more than 2 days in summer months and 3 days in winter months at a stretch. The Hostel administration or its nominee shall have the right to check the quality of food articles and vegetable from time to time.
10. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall cater to the general taste of the residents.
11. The waste material and unused/ leftover food from mess shall be removed from the hostel premises every day by the contractor. The contractor shall ensure that stray cattle, dogs etc. do not consume any food within the hostel premises.
12. The Vendor will not be permitted for undertaking any construction work without prior permission of the competent authority and would remain liable to make good of the kitchen or loss of any movable or immovable property of the University which may be provided to him/ her for running the Mess.
13. The Vendor would remain responsible for maintenance of discipline among the staff to be engaged by him for the purpose of running the Mess.
14. The terms of agreement will be initially for a period of six months from the date of contract. The period of contract may be enhanced upon getting satisfactory services on mutually agreed terms and conditions.
15. UBKV reserves the right to split the work or award the contract to more than one tenderer on the same rates. UBKV also reserve the right not to award the contract of any or more than one messes to the successful bidder/tenderer.
16. The award process may be postponed / cancelled *suo-motto* without assigning any reason or giving any notice to the tenderer(s). The University reserves the right to consider the bidders of only from short-listed bidders.
17. The Service provider shall not sublet the contract/premises/venue allotted by the University or enter into contract with any other party to run the business at the said premises/venue implicitly/explicitly failing which the contract shall be cancelled.
18. The Provosts, Resident Superintendent cum NSS Coordinator, Dean, Students' Welfare, UBKV shall be authorized to inspect the premises, quality of edibles, sanitation and other arrangements from time to time. In case of any unsatisfactory condition or any defect or deficiency in the service or performance of contract, the University may impose fine subject to a maximum of Rs.5,000/- on the vendor on each such occasion.
19. The Service provider shall take all precautions that all persons engaged by him to do any work for catering services are courteous, civil, sober, honest and free from any virulent or contagious disease(s).

20. The Service provider shall be responsible for strict compliance with all applicable laws, rules and regulations relating to P.F. Act, Minimum wages Act, and such other Acts or laws, regulations passed by Central, State and Local government authority or agency.
21. None of the workers of the service provider shall enter into any kind of private work within the campus of the UBKV during working hours / days.
22. On expiry of the contract, the service provider shall vacate the premises of the University immediately and handover the charge of equipment etc. peacefully to the officer nominated by the Dean of Students' Welfare.
23. The University authority reserves the right to terminate the contract at any stage during the period of agreement due to failure on the part of the fulfilling the terms and conditions or for any act of the vendor which in the opinion of the authority may vitiate the atmosphere of the academic institute, and the Vendor will have no right to claim compensation in any from, whatsoever, for such decision of the authority. The Vendor shall be liable to apply for renewal of agreement at least one month before the expiry date of agreement if he/ she wants to renew the agreement.
24. The University reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
25. Preference will be given to bidder having credential/ experience on the said field of work.
26. Validity of the quoted rates must be fixed for one year.
27. The selection of successful bidder will be made on the basis of rate quoted for different items of food stuff as well as after examination of the documentary evidence to be provided in support to his / her credibility.
28. The successful bidder shall have to execute an Agreement with the Central Mess Committee (CMC) and/or Hostel Mess Committee (HMC) on non-judicial stamp papers of requisite denomination within a week of the receipt of award / contract letter which shall be guiding document for operation of mess services contract so awarded.
29. For any clarification or for any other information relating to this tender, please contact **Dr. Amarendu Mondal, Resident Superintendent cum NSS Co-ordinator, Mobile No. 7319132409.**

Sd/-
Dean, Students' Welfare (Actg.)