



GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin – 721517

Website: www.ggdcgopi2.ac.in

Phone No.: 03221-261263 Fax: ---

Email: principal@ggdcgopi2.ac.in

Memo No.- 37/NIT7/23-24

Date: 10.02.2024

NOTICE INVITING TENDER

The Officer-in-Charge of Government General Degree College Gopiballavpur-II invites sealed tender for the below mentioned work.

TENDER DOCUMENT FOR COLLEGE CANTEEN 2024-25

TENDER DOCUMENT

Sub: Awarding of Canteen Contract for the period of 1 Year from the date of contract.

Sir/Madam,

Please find enclosed herewith the tender documents for running of Canteen at Government General Degree College Gopiballavpur-II. Tender duly filled, signed and stamped in sealed cover addressed to the Officer-in-Charge, Government General Degree College Gopiballavpur-II, P.O & P.S-Beliaberah, Dist-Jhargram, PIN-721517 by 14.00 hrs. On 26.02.2024

In case of any query or clarification related to location, space etc., please feel free to visit the College

**(PLEASE SUBMIT ALL THE PAGES CONTAINED IN THIS DOCUMENT
ANNEXURE I, II & III DULY SIGNED AND SEALED)**

Annexure-I

Tender form to be submitted by the Tenderer

1. Name of the Firm
2. Address
3. Contact No:
4. Registration/Licence No.
(Copy of license issued by the local authority should be attached or copy of the letter pador bill book may be attached)
5. PAN No.....(Copy to be Enclosed)
6. GST No: (Copy to be Enclosed)
7. Year of Establishment
8. Contracts executed till date (Experience)
(Nature thereof): Govt. Semi Govt./Private
Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof
 - i)
 - ii)
 - iii)
 - iv)
9. Present assignment in hand: Govt./Semi./Private
 - i)
 - ii)
 - iii)
 - iv)
10. All the items and conditions, as mentioned in the Tender Form are acceptable to Me /us.

Date:

Signature of the Tenderer With stamp

**TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN IN
GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II,
BELIABERAH, JHARGRAM,721517**

(Please enclose this document along with tender papers and submit)

1. The agreement shall be valid initially for a period of 1 Year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the College authority.
2. The contractor should have a valid food/catering or any necessary license or permission required for running a college canteen. A FSSAI Certificate obtained at least 6 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 6 months.
3. The contractor will supply only such items specifically approved by the PRINCIPAL, Govt. General Degree College Gopiballavpur-II
4. The contractor will be responsible for providing all food items mentioned in Annexure-III.
5. The building for canteen will be provided by the College. The contractor will be responsible for proper handling and safe custody of the room. Repair and maintenance of the equipment will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
6. In case of any food poisoning/contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination.
7. The Contractor will employ adequate number of staff in order to maintain efficiency.
8. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from Officer-in-Charge, Govt. General Degree College Gopiballavpur-II, The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
9. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
10. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, hand gloves, mouth mask, head cover etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
11. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and

refuse.

12. The Canteen shall be opened for catering during college hours on all working days and will be closed maximum after one hour after the college is over.
13. The contractor will not take out any articles or stores of the college premises without a Gate-Pass to be issued by the Canteen in-charge/ Officer-in-Charge. In the event of failure, to supply the approved items without notice by the contractor, the same will be arranged by the Organization at the Contractor's risk and cost.
14. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Govt. General Degree College Gopiballavpur-II and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and/ or statues that may be applicable to them now or that may be introduced.
15. The contractor will have to furnish the statement showing the names and wages of all the employees to be engaged for GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II Canteen. Any addition/deletion must be communicated to the Principal, GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II, At least one out of the all employees should be female.
16. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II, otherwise the person will not be allowed to work in the College and the contractor will replace him immediately with the person whose verification is completed.
17. GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II Shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II.
18. GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II representatives reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in Govt. norms.
19. A canteen Management Committee will be nominated by GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the In-charge of the Canteen Committee with the approval of the chair can impose a fine up to Rs. 5000/-at one time to be recoverable from bills due to the contractor.
20. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.

21. **Security Deposit:** The successful Contractor will deposit with GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-IIa sum of Rs. 5,000/- (Rupees Five thousand only) as bid security. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.
22. a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
- b) The contractor shall be responsible for all damages or losses to GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II** property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
- c) GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II** will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
23. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of Officer-in-Charge, GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
24. In case of any dispute the decision of Officer-in-Charge, GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II will be final and binding on the Contractor.
25. The Contractor has a bare permission only to run a canteen in the GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II premises during the contract period and nothing contained in this document shall be construed as demise in law of the said GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II premises or any part thereof and shall not give any legal title or interest to the Contractor.
26. The vendor preferably should have working experience in catering or running of canteen in various offices at least of 6 months.
27. The Canteen Contractor will arrange all crockeries /utensils, Gas connection, oven, Microwave, Fridge, Mixer grinder, dustbins or any other gadgets/ equipment for the purpose of making serving food items.

28. The Contractor shall make all standard seating arrangements at own cost if required.
29. College shall provide the basic amenities like water and electrical fittings, Basin and the room for canteen. All other fixtures and fittings shall have to be arranged by the contractor.
30. The contractor shall have to arrange a proper and scientific method for smoke outlet and garbage disposal. No garbage will be disposed at other than the specified place of the Vidyalaya campus. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the canteen clean and hygienic. No water logging at the outlets shall have to be cleared immediately.
31. All oils, butter, spices and other edible items must be ISI / Agmark approved.
32. All packed food like biscuits/ cakes etc. to be sold as per MRP only.
33. No such packed food like chips, kurkure etc. as desired & forbidden by the authority of the College shall be allowed to sell in the canteen.
34. Contractor should provide firms PAN & GST Number issued by Income Tax Department along with his quote. No payment will be released without submission of PAN Number. All taxes will be recovered from his payment as per tax provision in vogue.

Documents to submit:

1. Copy of PAN Card and GST Registration
2. Copy of FSSAI Certificate
3. Firm Registration Certificate
4. Experience Certificate etc.

**THE OFFICER-IN-CHARGE, GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II,
IS NOT BOUND TO OFFER THE BID TO THE LOWEST BIDDER.**

Terms and conditions mentioned above are accepted to me.

(Signature of Contractor)

GOVT. GENERAL DEGREE COLLEGE GOPIBALLAVPUR-II,

ANNEXURE-III

RATE OFFERED BY THE CONTRACTOR

Contractor Quotation No : Date :

LIST OF BEVERAGES / SNACKS TO BE SOLD IN THE CANTEEN

S.No.	Items	Rate(inclusive of all taxes and levies)
1 (i)	Standard Milk tea (150 ml) in disposable paper cups of 170 ml capacity	
1(ii)	Standard Black tea with lemon (150 ml) in disposable paper cups of 170 ml capacity	
2	Milk Tea (with tea bag) (150 ml) in disposable paper cups of 170 ml capacity	
3	Coffee using instant coffee powder (Nascafe / Bru) (150 ml) in disposable paper cups of 170 ml capacity	
4(i)	Bislary / Baily / equivalent ISI marked Packaged drinking water 1 Lit	
4(ii)	Bislary / Baily / equivalent ISI marked Packaged drinking water 500 ml	
5	Normal Meal: (Rice + Dry fry + Vegetable curry+ Dal + Papad+ Salad+ Pickles)	
6	Special Meal: (Rice + Dry fry + 2 Vegetable curry+ Dal + Papad+ Salad+ Pickles+sweet)	
7	Vegetarian Breakfast	
	a) Brown Bread (4"X 4") 4 pc, Butter & cutlet	
	b) Idli & Vada with Sambar	
	c) Upma & Vada Sambar	
8	Samosa 80 Gm	
9	Paratha (2 nos.) or Chapati (4 nos.) or Poories (5 nos.) 100 gms. With Vegetables and Chatney	
10	Rice Pulao or Jira Rice or Veg Biryani (All made of Basmati Rice) 250 gms 1 Plate	

11	Curd – 100 gms.	
12	Alu Paratha 150 gm 1 No with Curd 100gm and Pickle	
13	Veg Pakora 100 gram 1 plate with chatney	
14	Paneer Pakoda 100 gram 1 plate with chatney	
15	Veg Cutlet 2 pc, each of 50 gram & total 100 gram	
16	Khichadi with moong Daal 125 gram 1 plate	
17	Veg momo with sauce 5 pc 1 plate 100 gram	
18	Ata / Rice noodles with sauce 100 grams 1 plate	
19	Packed food as per approved type and brand by the College authority	Not more than MRP

Signature of the contractor
Office Seal

1. IMPORTANT DATE AND TIME SCHEDULE:

Sl.	PARTICULARS	DATE & TIME
1	Bid proposal submission start date	12.02.2024 at 10 am
2	Bid proposal submission end date	26.02.2024 up to 2 pm
3	Bid opening date for evaluation	28.02.2024 at 12.00 noon

N.B: dates may be changed on arising of any unavoidable circumstances & will be notified on College website

- The documents submitted by the bidders should be properly indexed & signed.
- Government General Degree College Gopiballavpur-II, Jhargram do not take any responsibility for the delay to submission of such bids.
- The execution of service should be made to the Convener, Purchase Committee or to the Office of the undersigned within 03 days from date of issuance of work order.
- Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Principal's action.
- The Bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
- Tender should be quoted as per the given proforma.

Memo no. ...37(7)/NIT7/23-24.....

Date...10.02.2024.....

Copy forwarded for information and necessary action to:

- The Hon'ble District Magistrate, Jhargram
- The Sub-Divisional Officer, Jhargram
- The Treasury Officer, Jhargram
- The Administrator, Jhargram Municipality
- The Block Development Officer, Gopiballavpur-II Community Development Block
- College Notice Board
- Convener, Purchase Committee, Govt. General Degree College Gopiballavpur-II
- Convener, Website Sub-Committee with a request to upload the notice in College website



Shikha

Principal/Officer-in-Charge
Govt. General Degree College Gopiballavpur-II

OFFICER - IN - CHARGE
Govt. General Degree College
Gopiballavpur - II