



**DURGAPUR GOVERNMENT COLLEGE  
J.N. AVENUE, DURGAPUR – 713214**

**TENDER FOR CATERING SERVICES IN THE DURGAPUR GOVERNMENT  
COLLEGE CAMPUS**

**Notice No.:** DGC/19-20/16/Tender

**Date:** 14/11/2019

**Notification Regarding Canteen Services in Durgapur Govt. College**

**INTRODUCTION:**

This tender is intended for the catering services for the staff, students and authorized visitors in the Durgapur Government College as well as the Staff of Quarter of the College. Sealed tenders are invited for these purposes.

Keeping in mind that the term “Institute” shall mean Durgapur Government College. “Principal” shall mean the Principal, Durgapur Government College, “Contractor” shall mean the person who is awarded this contract, to run the canteen in the Institute on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by an Advisory Committee duly constituted by the Institute for this purpose.

**SCOPE:**

The Contractor is required to supply tea, coffee, lunch and snacks etc to nearly 100 employees of and about 2000 students of the Institute per day. In addition to the employees and students as explained above, the canteen will also cater to the needs of the authorized visitors to the Institute for official work as well as to the participants in academic, technical and production programmes organized by the Institute from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.

**TENTATIVE DATE OF EFFECT: 1<sup>st</sup> December, 2019**

**Principal  
Durgapur Government College**

## TERMS AND CONDITIONS

- 1) The contractor shall obtain licence under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licences at his own cost from the Appropriate Authorities and comply with the terms and conditions of the licence(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed thereunder all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury / casualty or mishap to any employees of the canteen during canteen working hours.
- 2) All bidders have to register themselves for Licence / Registration online through the FLRS portal i.e., <https://foodlicensing.fssai.gov.in/index.aspx> if not already registered (See Annexure – I).
- 3) **Licence Fee:** Free as given in Annexure – II
- 4) **Electricity:** Free. But it ***SHOULD NOT BE USED FOR COOKING PURPOSES***. Use of Heater, Induction Top / Plate, Microwave Oven etc. is NOT ALLOWED in any circumstances.

But the agency can use power only for Refrigerator, Hot-Case, Fan and Light etc.

- 5) The canteen should serve nutritious and hygienic food to the students and staff of the College. Quick service has to be provided. ***Canteen facilities should also be available to the Students / Staff residing in the College campus.***
- 6) Working hours of the Canteen should be during Office Hours (***6:30 AM to 5:30 PM***) including **College / University examination dates and / or any special occasion.**
- 7) The timings of the canteen will be as prescribed by the Institute from time to time subject to change. Skeleton services will also to be provided beyond office hours.
- 8) Existing furniture for use within the canteen premises will be provided by the Institute except almirah / racks required for storage purpose etc.
- 9) The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the Institute. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
- 10) The contractor shall arrange for items i.e., crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and items of similar nature of good quality as approved by the Institute at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
- 11) The cost of the Gas consumed in Canteen will be borne by the contractor and on expiring of the tenure of the contract NO DUES CERTIFICATE will have to be submitted in concerned section i.e., General Section of the College Office.
- 12) **'Service'** The contractor will be required to provide canteen service in the canteen premises and also in various Faculty Rooms / Staff Rooms of the College.
- 13) The contractor shall employ only medically fit persons, fit certified by the Govt. Hospital of West Bengal. No such employee will be under the age of 18 years. Documentary evidence are to be provided by the contractor.
- 14) Only cooking gas is to be used in the canteen for preparing hot drinks & cooking which is to be arranged by the contractor including gas cylinders.

- 15) The contractor will be fully responsible for the repair / maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Institute for the purpose of preparing lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss / damage (including repairs) to the same will have to be made good by the Contractor, at his cost.
- 16) At least two sweets and three salty items (samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure – III). However this list is subject to modification by the Institute from time to time.
- 17) Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only will be used. Cooking medium should be branded and available in sealed pack. The Institute reserves the right to inspect the materials at any time.
- 18) The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the Institute.
- 19) The rate list and menu as approved by the Institute should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only.
- 20) Details of day-to-day lunch are enclosed as Annexure – IV.
- 21) The size and weight including quality of the various items should be approved by the Institute. No new items would be introduced without approval of the Institute. No rate will be revised without the approval of the Institute.
- 22) The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen.
- 23) The Institute shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the Institute also.
- 24) The Canteen service providing tenderer has to submit his Authenticated ID Proof along with all the Contractor Labour who will be there in the College for running Canteen.
- 25) Under no circumstances any of the contractor's employees will stay in the Institute premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the Institute. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the Institute from time to time which will be binding on him and his employees. The Institute reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
- 26) The contractor shall not entertain any orders or supply eatables outside the Institute.
- 27) The contract will be for **ONE YEAR** to start with from the date of signing the agreement and the agreement may be renewed by the Institute on such terms and conditions as may mutually be agreed upon between the parties. The College Authority reserves the right to repudiate the contract at any time after giving one month's notice, if the College Authority is not satisfied with the working of the said contractor. The decision of the College Authority in this regard shall be final and binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
- 28) The contractor will, at all times, ensure discipline decent and courteous behaviour by his employees while they remain in premises of the Institute. In case any of his employees

indulges in any act of indiscipline, misbehaviour or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.

- 29) Under exceptional circumstances the Institute reserves the right to change any term and condition as and when warranted.
- 30) In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Principal, Durgapur Government College, will be final and binding.
- 31) The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
- 32) The contractor, under any circumstances, will not be allowed to sublet the service to any other person / Company.
- 33) Objectionable items (e.g., Alcohol, Bidi, Cigarette, Gutkha, Pan Masala etc.) in any form should not be there in the Canteen.
- 34) Keys of the Canteen should be in the key box of the College, available at College Main Gate.
- 35) Non-environment friendly (i.e., plastic bags / plates, thermocol plates / bowls) utensils will not be allowed.
- 36) Our College Campus is a Plastic-Free Zone. So plastic use will not be allowed.
- 37) Bidder has to quote all the items listed in Annexure – II & Annexure – III. However College Authority may consider few exceptions.
- 38) The **quoted rate should be inclusive of all kinds of taxes**.
- 39) The list of documents to be submitted with the quotation are:
  - a) FSSAI Licence
  - b) Local Authority e.g., DMC Licence, etc.
  - c) GST Number
- 40) In case of violation in any of the above condition, the contract will be liable to be cancelled with immediate effect.
- 41) The contractor, to whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office by **1:00 P.M** in sealed cover on or before **23<sup>rd</sup> November, 2019**. The tenders will be opened afterwards which will be notified later.
- 42) The contract will be awarded to the Bidder with Lowest (L1) for all Items / maximum Items.

**FOUR ANNEXURES ARE ALSO ENCLOSED HEREWITH.**

**Principal  
Durgapur Government College**

**Annexure – I**

**Government of West Bengal  
Education Directorate  
Bikash Bhawan, Salt Lake, Kolkata - 700 091**

Memo No: ED-586 / 2018

Dated: Kolkata, the 22<sup>th</sup> March, 2018.

From: The Director of Public Instruction,  
West Bengal.

To: The Principal/Teacher-in-Charge/Officer-In-Charge of Govt., Govt. aided and erstwhile Sponsored Colleges of West Bengal.

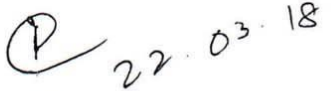
**Sub: Licensing of Units providing catering services in Colleges and regulatory compliance by them—reg.**

Ref: Letter from Commissioner of Food Safety, Govt. of West Bengal vide No. 31/HF/CSF/1P-10/2016 dt. 07.02.2018 & No. 4(10)2017/Delhi/RCD/FSSAI/Vol-III dated 29.12.2017 received from Director (RCD).FSSAI

With reference to the subject mentioned above, the Principals/Teachers-in-Charge/Officer-in-Charge of Govt., Govt. aided and erstwhile Sponsored colleges of West Bengal , are hereby requested to instruct the Food Business Operators engaged in students hostel messes, canteens, cafeterias etc. in Colleges to register themselves for Licence / Registration online through the FLRS portal i.e. <https://foodlicensing.fssai.gov.in/index.aspx>, if not already registered.

This may be treated as extremely urgent.

Enclosure: As stated.

  
Director of Public Instruction  
West Bengal

**Annexure – II**

**Details of space to be provided for the canteen**

- As per the availability of existing infrastructure of the college

**Annexure – III**

**List of Beverages and Snacks**

<b>Items</b>	<b>Quantity with Weight etc.</b>	<b>Materials per Unit Gram / ML</b>	<b>Rate</b>
1) Hot Tea (125 ml)			
2) Hot Coffee (125 ml)			
3) Cold Coffee (125 ml)			
4) Bread and Butter			
5) Bread and Jam / Jelly			
6) Omelette			
7) Omelette with Bread Slice			
8) Kachuri with Chatney / Chholley			
9) Luchi with Chholley / Vegetable			
10) Paratha with Chholley / Vegetable			
11) Alu Paratha with Pickle			
12) Alurdom (Potato Curry)			
13) Bread Pakora			
14) Dimer Devil (Egg Devil)			
15) Vegetable Chop			
16) Alur Chop			
17) Singara			
18) Ghugni			
19) Onion Pakora			
20) Panir Chop			
21) Chicken Chop			
22) Mutton Chop			
23) Vegetable Cutlet			
24) Fish Cutlet			
25) Chicken Cutlet			
26) Mutton Cutlet			
27) Fish Fry			
28) Vegetable Chow Mein			
29) Egg Chow Mein			
30) Chicken Chow Mein			
31) Vegetable Roll			
32) Egg Roll			
33) Chicken Roll			
34) Egg Chicken Roll			
35) Haat Ruti (Flat Bread)			
36) Chicken Curry (Chicken: 100 gm)			
37) Chicken Kosha (Chicken: 100 gm)			
38) Mutton Curry (Mutton: 100 gm)			
39) Mutton Kosha			
40) Egg Curry (1 Egg)			
41) Fish Curry (1 pc Fish: 100 m)			
42) Fried Rice			
43) Misti Doi (Curd)			
44) Tak Doi (Curd)			
45) Malpoa			
46) Rosogolla			
47) Sandesh			
48) Jilipi			
49) Cold Drinks / Soft Drinks	Pet & bottles of Standard Brands		
50) Potato / Rice / Other Chips	Standard Brands		

51) Cakes	Standard Brands	
52) Biscuits	Standard Brands	
53) Chilled Packaged Drinking Water (Both 500 ml & 1 litre)	<b><u>Specific Brands:</u></b> Kinley / Bisleri / Aquafina / Rail Neer / Bailley	

**Signature of Tenderer**

**Annexure – IV**

<b>Lunch Items</b>	<b>Quantity with Weight etc.</b>	<b>Materials per Unit Gram / ML</b>	<b>Rate</b>
54) Full Veg. Lunch (Thali System)	4 Parathas / Rotis, Rice, Vegetables, Raita, Dal, Sweet and Salad	Flour – 75 gm, Rice – 75 gm, Dal – 25 gm, Onion – 15 gm, Potato – 40 gm, Vegetables – 30 gm & Ghee – 10 gm	
55) Full Non-Veg. Lunch (Thali System)	4 Parathas / Rotis, Rice, Vegetables, Raita, Dal, Egg Curry/ Fish Curry, Sweet and Salad	Flour – 75 gm, Rice – 75 gm, Dal – 25 gm, 2 pcs Egg / 100 gm Fish, Onion – 15 gm, Potato – 40 gm, Vegetables – 30 gm & Ghee – 10 gm	
56) Veg. Meal			
57) Fish Meal			
58) Egg Meal			
59) Chicken Meal			
60) Mutton Meal			

**Signature of Tenderer**