



**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY**  
(Estd. by Ministry of Human Resource Development, Govt. of India)  
Narayanpur, Malda-732141, West Bengal, India

Notice No. : GKCIET/249

Date: 16.10.2017

**TENDER NOTICE**

**INVITATION OF TENDER FOR  
OUTSOURCING OF SERVICES RELATED TO INSTITUTION CANTEEN AND MESS  
FOR HOSTEL FROM SERVICE PROVIDER AGENCIES / FIRMS  
IN  
GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING TECHNOLOGY, MALDA**

For and on behalf of GKCIET, Malda, Sealed tenders are invited under Two Bid system – Technical Bid & Financial Bid in separate envelopes containing in one envelope from reputed, competent, registered and experienced Firms/Agencies, having well credentials and should financial standing to render professional Canteen Catering services for the Catering & running Canteen of Ghani Gkan Choudhury Institute of Engineering & Technology (GKCIET), Malda, and its students and staff members providing snacks/food (breakfast/lunch/dinner - as and when required) including tea, coffee and other beverages and mess for boarders of two hostels for a period of Two year. The detailed terms and conditions can be obtained from the Office of Store Section, GKCIET, Narayanpur Campus, Malda West Bengal on any working day between 11.00 AM to 3:00 PM within 3<sup>rd</sup> of November, 2017 or can be downloaded from the institute website: <http://www.gkciet.ac.in>.

The interested firms/ bonafide suppliers/agencies are requested to submit their Tender documents in the prescribed Quotation forms duly signed in a sealed cover to the Chairman, Central Tender cum Purchase Committee, GKCIET, Malda. The Tender/Bid should be submitted directly or through Registered Post to the Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India. The last date for receipt of Tender is 6<sup>th</sup> of November, 2017 up to 15:00 hrs. The tender will be opened on 7<sup>th</sup> of November, 2017 at 13.00 hrs in the office of the GKCIET, Malda by the Central Tender cum Purchase Committee in presence of Tenderers, if present.

The interested parties are required to submit their tenders/bids separately for Institution Canteen and Hostel Mess and each tender/ bid shall have two parts i.e. (i) Technical Bid in the Annexure-1 to this tender notice and (ii) Financial Bid in the Annexure-2 to this tender notice, in separate sealed envelopes addressed to the Chairman, Central Tender cum Purchase Committee, GKCIET, Malda, superscripting on the top of each envelope Technical Bid or Financial Bid as the case may be.

The tender process will be as per the following schedule.

<b>Sl. No.</b>	<b>Activity Description</b>	<b>Schedule</b>
1	Tender document available	16.10.2017 onward, Tender document can be downloaded from the institution website <a href="https://gkciet.ac.in">https://gkciet.ac.in</a>
2	Time and last date of depositing Tenders/Bids	03.00 p.m. on 06.11.2017
3	Time and date of opening of Technical Bids	01.00 p.m. on 07.11.2017

## TERMS AND CONDITIONS:

- 1) The Tenders/Quotations received incomplete and/or received after due date and time shall be summarily rejected.
- 2) The parties who wish to be present at the time of opening of Tender/Quotation may present themselves or through their authorized representatives with an authority letter.
- 3) The bidder shall submit the Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly super scribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with “**Tender for Institution canteen and Mess for Hostels**”. A particular bidder may separately bid/quote for Institution Canteen or Hostel Mess separately. The photocopy of the following documents must be attached with the quotation:
  - i. Up-to-date Income Tax Clearance Certificate
  - ii. Permanent Account Number (PAN)
- 4) The rate quoted must be both in words and figures in the Financial Bids. The rate should be quoted in Indian Rupees only and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates, which are filled in figures only and not in words shall be liable for rejection. The successful bidder shall execute a performance guarantee to the tune of Rs. 20,000/- (twenty thousand only). The performance security may be furnished in the form of Fixed Deposit receipt or Bank Guarantee from a Commercial Bank. The performance security should remain valid for a period of 60 (sixty) days beyond.
- 5) Contract Period: The validity of the contract is for 02 (Two) years from the date of awarding the contract, may be extended if necessary after completion of the tenure. However, the service of the Canteen/ Mess service provider can be suspended by the Institute at any time with a prior notice due to poor service or violation of any of the condition stipulated. Moreover, the contract between the GKCIET, Malda and the Canteen/ Mess service provider can be cancelled with a prior notice of one month either side, in the event of poor service or violation of any of the condition stipulated.
- 6) The Tender Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be considered.
- 7) The bidders may submit copies of the valid GST Registration Certificate, EPF Registration, ESI Registration, etc. and up to date Service Tax clearance certificate along-with the bid documents. Submission of more than one tender paper by a Tenderer for a particular work will render the bid liable for rejection
- 8) The rates for the category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages (unskilled workers) prescribed by the government from time to time under Contract Labour (R&A) Act, 1970 and the Minimum Wages Act, 1948.
- 9) The rate of wages, statutory dues and other allowances, etc., under the labour law and other laws payable by the employer (the bidder) shall be the sole liability of the employer only.
- 10) The committee also reserves the right to Accept/Reject any of the tender in full or part thereof without assigning any reason, revise the requirement of service at the time of placing the order, modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary and award contracts to one or more bidders for the items covered by the tender.
- 11) To provide services related to Institution canteen at Narayanpur, catering to 200-250 persons and at least 150 boarders in (two) hostels by providing foods, it's related service and to assist in maintenance of cleanliness and upkeep of the Institution canteen on all working days from 8.00

A.M. to 07.00 P.M. (may be called on Saturday, Sunday and other gazette holidays, if required) and Hostels Mess as necessary by the Hostel for the period of contract. The working hours may change with the approval of Institute Authority whenever required.

- 12) **Validity of Quotation:** Quotation shall remain valid for a period not less than 6 months after the deadline date specified for submission. The service will have to be provided by the successful agency/contractor within ONE WEEK from confirmation/award of contract.
- 13) The persons shall be deployed by the Contractor for the said service should not have any Police records/criminal cases against them. The Agency should make sure about the character and antecedents of the persons whom they are recommending. Before deployment, the character and antecedents of persons will be verified by the Service Provider, collecting proofs of residence/driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- 14) The service provider's personnel shall not claim any benefit/compensation/absorption/regularization of services from/in this institute/office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970 or any other law. Undertaking from the persons to this effect shall be submitted by the service provider to this Institution. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
- 15) This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- 16) The agency will be wholly and exclusively responsible for payment of wages to the Persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act etc. and this office shall not incur any liability or any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will be required to provide particulars of EPF & ESI of its employees engaged in this office. The Agency will comply with all statutory provisions of law, rules and regulations of Act and keep this Office informed about any amendment in the law from time to time.
- 17) The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan-masala, smoking and loitering without work.
- 18) Cleaning of canteen shall be done by the contractor. The garbage of the canteen shall also be disposed of by the contractor on daily basis. The contractor shall ensure cleanliness of the canteen all the time.
- 19) The service provider will submit the bill for Mess of Hostel(s) in respect of a particular month in the first week of the succeeding month complete in all respects. Tax if any, shall be deducted at source as per the relevant Act. Payments to the service provider would be strictly on the basis of certification by the Officer with whom the personnel is attached that his services are satisfactory as per the bill preferred by the service provider.
- 20) The service provider shall be contactable at all times and messages sent by phone / email / fax / special messenger from this office shall be acknowledged immediately on receipt on the same

day. The Service Provider shall strictly observe the instructions issued by the Institution/ Section in fulfillment of the contract from time to time. The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicle of the personnel of the service provider.

- 21) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- 22) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment of the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- 23) The bidders shall have to obtain the required license, if any, from the licensing authority of respective Department.
- 24) The contractor should have experience of two years of operating such canteen, catering and food services satisfactorily in any establishments of Ministries/departments of Govt. of India/Central Public Sector Undertakings/Nationalized Banks/State Government Departments. Duly signed copy of the experience certificate obtained (copy should be attached). The Tenderer shall have minimum annual turnover of Rs. 2 lakh per annum in the last three preceding years. Copies of Balance Sheet profit and loss A/c to be enclosed along with technical bid for this purpose or any other document for the purpose.
- 25) The Service providers must give their GST Registration No. in their tender documents in case they are liable to pay GST.
- 26) The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to GKCIET, Malda within the first week of each succeeding month. The payment of Service Tax along with the service bill for second and subsequent month shall be paid only after submission of proof of payment of Service Tax for previous month by the service provider.
- 27) The successful bidder would be provided space for the Canteen/ Mess for Hostel, electricity and water free of cost. Other consumables will be arranged by the Contractor himself to provide smooth service.
- 28) Cost of food & beverages must be competitive and reasonable. The contractor would be required to use BIS/ Agmark/ Food grade products. The approved price of the eatables should be prominently displayed at the Counter/Notice Board in Canteen. Tentative list of items to be provided by the contractor are listed at Annexure-2A & Annexure-2B. However the contractor can add items as per demand/consumption, etc (at the time making quotation also). Any revision in the rates shall not be per would be subject to approval by the competent authority.
- 29) The caterer should execute an agreement in the non-judicial stamp paper incorporating the various terms and condition.
- 30) The successful bidder will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard. In the event of any food poisoning/contamination, the contractor will be held fully responsible and other penal actions under the law.
- 31) Financial bids quoted in figures and words of only those agencies/ firms who have qualified in Technical bid would be opened.
- 32) No additional terms & conditions over and above the conditions stipulated above shall be entertained by GKCIET, Malda.

- 33) A penalty may be levied if any service provider(s) fail to meet the above terms and conditions on any day. The penalty will be decided by the authority, GKCIET, Malda during the service period based on the actual scenario.
- 34) In case of any dispute of any kind and in any respect whatsoever, the decision of GKCIET, Malda shall be final and binding.
- 35) Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by GKCIET, Malda whose decision shall be final and binding.

**Annexure – 1A**  
**(Technical bid for Canteen in the college campus)**

1.	Name of Tendering Company /Firm / Agency	
2.	Full Address of Registered Office with Telephone No. Fax and E-Mail	
3.	PAN No. (enclose self attested copy of proof)	
4.	GST Registration no. (enclose self attested copy of proof):	
65.	Details of experience in the field (enclose self attested copy of proof)	
6.	Whether the firm is blacklisted by any Govt.Dept. or any criminal case is registered against the firm or its owners/partners/directors anywhere in India(if no, a copy of proof is to be attached in this regard)	
7.	Details of the Earnest Money:	
	(i) Name of the Bank:	
	(ii) B.D. No. & Date	
	(iii) Amount	
	(iv) In case of Exemption (supporting documents enclosed):	
8.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)	
9.	Details of E.P.F registration, E.S.I. (enclose self attested copy of proof):	
10	Experience in providing the vehicle services to Govt. / semi-Govt. sector (enclose self attested copy of proof):	
11	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.	

**Date: .....**

**Name and Signature of bidder with seal**

**Annexure – 1B**  
**(Technical bid for the Mess of Hostel(s))**

1.	Name of Tendering Company /Firm / Agency	
2.	Full Address of Registered Office with Telephone No. Fax and E-Mail	
3.	PAN No. (enclose self attested copy of proof)	
4.	GST Registration no. (enclose self attested copy of proof):	
65.	Details of experience in the field (enclose self attested copy of proof)	
6.	Whether the firm is blacklisted by any Govt.Dept. or any criminal case is registered against the firm or its owners/partners/directors anywhere in India(if no, a copy of proof is to be attached in this regard)	
7.	Details of the Earnest Money:	
	(i) Name of the Bank:	
	(ii) B.D. No. & Date	
	(iii) Amount	
	(iv) In case of Exemption (supporting documents enclosed):	
8.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)	
9.	Details of E.P.F registration, E.S.I. (enclose self attested copy of proof):	
10	Experience in providing the vehicle services to Govt. / semi-Govt. sector (enclose self attested copy of proof):	
11	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.	

**Date: .....**

**Name and Signature of bidder with seal**

**Annexure – 2A**  
**(Financial bid for Canteen in the college campus)**

<b>Sl. No.</b>	<b>Name of items</b>	<b>Quantity</b>	<b>Rate (in words/figures)</b>
<b>I</b>	<b>LUNCH</b>		
1.	One Roti tandoori	100 gms	
2.	One Plate Dal	200 gms	
3.	One Plate Seasonal Vegetables	200 gms	
4.	One Plate Raita	200 gms	
5.	One Plate Matar Paneer	200 gms	
6.	One Plate Egg Curry	2 Eggs	
7.	One Plate Fish Curry	1Pc	
8.	Half Plate Mutton Curry	02 pcs	
9.	One Plate Chicken Curry	02 pcs	
10.	Puri&Sabzi	225 gms (4 Pc.)	
11.	Rice/roti,sabji/sambar, veg meal, Rasam, veg poriyal, pappad, Butter milk	200gms rice (or) 5 rotis	
12.	Non-Vegetarian Meal (Rice/Roti, Nonvegetarian(chicken/mutton) gravy, papad, vegetables, Rasam, curd/butter milk)	200gms rice (or) 5 rotis, 2 pieces of chicken/ mutton in the gravy	
13.	Thali Lunch (Rice 100 gms +2 Roti+ Daal +Sabzi+ Raita + Salad)	600 gms	
14.	Executive Thali (Rice/Pulao 100 gms + Daal / Chana / Rajma + 1 special curry/ Paneer + 1 Mixed Vegetable + Raita + Salad + 2 Chapati)	750 gms	
15.	Variety rice		
<b>II</b>	<b>SNACKS</b>		
16.	One Samosa	70 gms	
17.	One Bonda	70 gms	
18.	One Dal Vada	70 gms	
19.	One piece Sambhar Vada	70 gms	
20.	Two piece Sambhar Vada	70x2=140	
21.	One piece Bread Slice	Big size	
22.	Two Bread slice	Big Size	
23.	Egg boiled	1 Piece	
24.	One Egg Omelette	1 Piece	
25.	Two pieces Vegetable sandwich	Big size	
26.	Bread Pakora	50 gms	
27.	Vegetable Pakora	50 gms	
28.	Mathee	30 gms	
29.	Dosa (Plain) (with Sambar/Chtuney)	150 gms	



30.	Dosa (Masala) (with Sambar/Chtuney)	200 gms	
31.	Vada(with Sambar/Chtuney)	100 gms	
32.	Poha	200 gms.	
33.	Sprouts mix	100 gms.	
<b>III</b>	<b>FRUITS &amp; BEVERAGES</b>		
34.	One cup tea (Readymade)	125 ml	
35.	One cup tea readymade (special)	125 ml	
36.	One cup coffee	125 ml	
37.	Fresh cut-Fruits	150 gms	
38.	Fruit Cream	150 gms	
39.	Fresh Fruit Juice	150 gms	
40.	7. Ice cream (Branded)- Corneto (small)	1 Piece	
41.	8. Ice cream – Kasata	1 Piece	
<b>IV</b>	<b>SWEETS</b>		
42.	Burfee(Khoya)	50 gms	
43.	24. Ladoo (Besan)	50 gms	
44.	25. GulabJamun	50 gms	
45.	26. Rasgulla	50 gms	
46.	27. GajarHalwa (Seasonal)	100 gms	
47.	28. SujiHalwa	150 gms	

**1. Name of Bidder & Address:**

**2. Telephone / Mobile No.:**

**Date: .....**

**Name and Signature of bidder with seal**

**Annexure – 2B**  
**(Financial bid for the Mess of Hostel(s))**

<b>Sunday</b>			
<b>Sl. No.</b>	<b>Name of items</b>	<b>Quantity</b>	<b>Rate (in words/figures)</b>
<b>I</b>	<b>Breakfast</b>		
	Puri & Sabzi	225 gms (4 Pc.)	
	Tea (125ml) + Biscuit	1 cup +2 pcs	
<b>II</b>	<b>LUNCH</b>		
	<b>For non-veg Thali</b> [Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Mutton/ Chicken(alternatively) Curry with gravy + One Plate Raita/ curd + 1 Sweet] <b>For veg Thali</b> [(Rice/Pulao 100 gms + Chana / Rajma + 1 special curry/ Paneer + 1 Mixed Vegetable ++ One Plate Raita/ curd +2 Roti+ 2 Sweet)]	Standard	
<b>III</b>	<b>Evening Tiffin</b>		
	Two Bread slice/ Two pieces Vegetable sandwich Big Size + One cup tea readymade (special) (125ml)		
<b>IV</b>	<b>Dinner</b>		
	(Rice 100 gms/5 Roti+ Daal +Sabzi+ Raita/curd + Salad)	600 gms	
<b>Monday</b>			
<b>I. Breakfast</b>			
	One piece Bread Slice(Big size)+ 1Pc Egg boiled ++ One cup tea readymade (special) (125ml)		
<b>II.</b>	<b>Dinner</b>		
	[Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Egg Curry with gravy + One Plate Raita/ curd] <b>For veg Thali</b> [(Rice/Pulao 100 gms + Daal / Chana + 1 special curry + 1 Mixed Vegetable + Raita + Salad + 2 Chapati)]		
<b>Tuesday</b>			
<b>I.</b>	<b>Breakfast</b>		
	Vegetable Pakora ++ One cup tea readymade (special) (125ml)	50 gms	
<b>II.</b>	<b>Dinner</b>		

	[Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Fish Curry with gravy + One Plate Raita/ curd] <b>For veg Thali</b> [(Rice/Pulao 100 gms + Daal / Rajma + 1 special curry + 1 Mixed Vegetable + Curd + Salad + 2 Roti)]		
<b>Wednesday</b>			
<b>I.</b>	<b>Breakfast</b>		
	One Bread slice (Big size)+ One Egg Omelet + One cup Coffee (125 ml)		
<b>II.</b>	<b>Dinner</b>		
	[Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Egg Curry with gravy + One Plate Raita/ curd] <b>For veg Thali</b> [(Rice/Pulao 100 gms + Daal / Chana + 1 special curry + 1 Mixed Vegetable + Raita + Salad + 2 Chapati)]	1 Piece	
<b>Thursday</b>			
<b>I.</b>	<b>Breakfast</b>		
	Bread Pakora (50 gms) + One cup Tea+ One cup tea readymade (special) (125ml)		
<b>II.</b>	<b>Dinner</b>		
	[Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Matar Paneer + Papad + salad + One Plate Raita/ curd]		
<b>Friday</b>			
<b>I.</b>	<b>Breakfast</b>		
	Fresh cut-Fruits(150 gms) + One cup tea readymade (special) (125ml)		
<b>II.</b>	<b>Dinner</b>		
	[Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Fish Curry with gravy + One Plate Raita/ curd] <b>For veg Thali</b> [(Rice/Pulao 100 gms + Daal / Rajma + 1 special curry + 1 Mixed Vegetable + Curd + Salad + 2 Roti)]	100 gms.	
<b>Saturday</b>			

<b>I.</b>	<b>Breakfast</b>		
	One piece Bread Slice (Big size)+ One Banana +One cup Tea (Readymade) 125 ml		
<b>II.</b>	<b>LUNCH</b>		
	[Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Egg Curry with gravy + One Plate Raita/ curd] <b>For veg Thali</b> [(Rice/Pulao 100 gms + Daal / Chana + 1 special curry + 1 Mixed Vegetable + Raita + Salad + 2 Chapati)]		
<b>III.</b>	<b>Evening Tiffin</b>		
	Fresh Fruit Juice150 gms + One Samosa 70gms		
<b>IV.</b>	<b>DINNER</b>		
	[Rice/ Rori (5 pcs) + One Plate Dal+ One Plate Seasonal Vegetables+One Plate Matar Paneer + Papad + salad + One Plate Raita/ curd]		

**1. Name of Bidder & Address:**

**2. Telephone / Mobile No.:**

**Date: .....**

**Name and Signature of bidder with seal**

**UNDERTAKING (Part of Annexure –3A)**

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure-1A, Annexure-1B, Annexure-2A and Annexure-2B and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respect.

**Signature of Authorized person with date:** \_\_\_\_\_

**Name & full address:** \_\_\_\_\_

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal \_\_\_\_\_