



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, Tel: 033 2582 2240, website : [www.iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)

**TENDER DOCUMENT**

**FOR**

**SELECTION OF AGENCY FOR PROVIDING CANTEEN SERVICES**

**AT IIIT, KALYANI**

**Tender No. IIITK/Tender/22-23/19     Date :- 29.07.2022**

*S. Anil*  
*July 29, 2022*

## **NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF AGENCY FOR PROVIDING CANTEEN SERVICES AT IIIT, KALYANI**

Indian Institute of Information Technology, Kalyani invites Expression of Interest (EOI) from reputed restaurants owners and mess catering agencies having experience in running canteens, hostels, messes, restaurants and mass catering services etc., for providing Canteen Services at IIIT, Kalyani on monthly basis for a period of one year, which can be extended on the basis of satisfactory performance.

It is requested to submit the offer in prescribed application form under two bid systems.

Duly filled in EOI documents, complete in all respects should reach the office of the Deputy Registrar, IIIT Kalyani, Webel IT Park, opposite of Kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

**Last date for submission of Tender (EOI) is 09/08/2022 up to 03.00 P.M.** and received tender will be opened at 04.00 P.M on the same day in the presence of the tenderers or their representatives, if they so desire, at IIIT Kalyani.

### **Pre Qualification Criteria**

1. The Tenderer should have at least three years experience in running canteens, hostels, messes, restaurants and mass catering services etc. The proof (self attested) of the same is mandatory.
2. The Tenderer should have average annual financial turnover during the 3 years, ending 31st March of the previous financial years, should be at least Rs. 5.00 lacs. Tenderer to submit balance sheet and profit & loss account statement of last three financial years duly certified by CA. The proof (self attested) of the same is mandatory.
3. The Tenderer should have valid Copy of PAN issued in favour of the firm or as applicable, GST number, if applicable. The proof (self attested) of the same is mandatory.
4. EMD: Rs. 5,000.00 (Rupees Five Thousand Only) in the form of Demand Draft or Banker's Cheque in favour of IIIT Kalyani, Nadia 741235 must be submitted.

### **SECTION - I BRIEF DESCRIPTION OF THE SCOPE OF WORKS**

1. The agency providing canteen service in the Institute shall be required to provide Sample of basic menu along with price to be attached along with quotation.
2. The Canteen premises comprising cooking and dining facilities, furniture and water shall be provided by the Institute. However, utensils, raw materials, food articles, cooking fuel, cleaning/washing materials/tools and man power shall be provided by the agency at its own cost. The service ability and the repairing of the utensils, furniture and appliances shall be done and ensured by the agencies at their own costs.
3. The contractor shall procure food articles of good quality in consultation with and to the satisfaction of the Canteen Committee.
4. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises. The above workmen shall be placed at all times under exclusive supervision of the contractor.
5. The Canteen shall normally function throughout the year.
6. In case of sub-standard quality of food items, malpractice, adulteration, misconduct, lack of hygiene or violation of any of the conditions of the contract, The Competent Authority shall be authorized to

impose a fine on the agency subject to a maximum penalty of 10 (ten) percent of the daily bill of the contractor for each day.

7. Breakfast, Lunch and Dinner are to be served as per the Menu agreed upon with the Canteen Committee and the Institute.
8. When circumstances warrant, the Contractor shall be required to cater large number of students at a very short notice. The tentative Canteen timing: **09:00 am 06:00 pm**. The institute shall have the power to reschedule the Canteen timing in consultation with the Contractor.
9. The Contractor shall be responsible for arrangement of gas refills and their safety and supply of milk etc. from his/her own source.
10. Cleaning/Washing of utensils and crockery items and keeping the Canteen premises neat, clean, and hygienic are the responsibilities of the Contractor. The kitchen(s) are to be well maintained. Hygiene, cleanliness and presentation of not only venue, but also the staff should be given top most priority.
11. Maintenance of the Institute provided furniture and fixtures will be the responsibility of the Contractor at their own cost.
12. The Institute reserves the right to add, delete and modify the terms and conditions at any point of time.

## SECTION – II GENERAL CONDITIONS OF THE CONTRACT

1. The agreement for hiring of agency shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
2. SECURITY: The selected party has to submit Performance Security @ 10% of the annual rental value in form of a Bank Guarantee valid for six months after the expiry of the Lease Agreement period.
3. EMD: Rs. 5,000.00(Rupees Five Thousand Only) in the form of Demand Draft or Banker's Cheque in favour of IIIT Kalyani, Nadia 741235.
4. PAYMENT: Contractor will be liable to pay fixed monthly charge. Payment shall be made by cheque/online month wise.
5. PENALTY CLAUSE: IIIT Kalyani reserves the right to check and inspect the service on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the EOI/Agreement may impose penalty on the service provider for those deficient services. The penalty will be decided by the expert committee of the IIIT Kalyani and the decision will be binding on the service provider.
6. TERMINATION: The Agreement may be terminated by giving three month's notice by the either party to the Agreement. However, during such notice period the service along with all ongoing facilities shall remain in the possession of IIIT Kalyani.
7. Eligible and competent canteens, hostels, messes, restaurants and mass catering services providers are requested to submit their offer in prescribed application form under two bid systems in the standard formats prescribed in the Tender documents, displayed as TECHNICAL BID Annexure : 1 & FINANCIAL BID as Annexure :2
8. All the requisite information should be filled up in prescribed form and the filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.

*For Govt*  
July 23, 2022

9. PREPARATION OF BIDS: The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and supporting documents. Financial bid should indicate only price.
10. Technical Bid shall contain papers regarding:
- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as Annexure-“I” duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the EOI.
  - b. Income Tax /PAN Registration Certificates
  - c. All other requisite documents in support of Bid
  - d. EMD: Rs. 5,000.00 (Rupees Five Thousand Only) in the form of Demand Draft or Banker's Cheque in favour of IIIT Kalyani, Nadia 741235.
11. Financial Bid: Financial bid should contain canteens, hostels, messes, restaurants and mass catering services name and monthly Rental including all charges to be quoted by bidder. The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The Financial has to be submitted in the format as prescribed TENDER FORM as FINANCIAL BID ANNEXER “II”.
12. These envelopes should be securely sealed separately and clearly marked as “Envelope No:1–Technical Bid” and “Envelope No:2– Financial Bid” respectively.
13. The envelopes containing the technical bid and financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and “EOI FOR SELECTION OF AGENCY FOR PROVIDING CANTEEN SERVICES AT IIIT, KALYANI”. It will also mention the name of the canteens, hostels, messes, restaurants and mass catering services provider with address.
14. Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the IIIT Kalyani.
15. The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the hostel.

*Dr. Anil K. Singh*  
July 23, 2022

**Deputy Registrar**  
**Indian Institute of Information Technology, Kalyani**

**FORMS**

**Form-A: Undertaking**

**UNDERTAKING**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Indian Institute of Information Technology, Kalyani and shall abide by them.
2. I/We also undertake that I/we have understood all terms and conditions and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertaking to the effect that the firm is neither court case/police complaint/black listed by any Govt. of WB/aided/autonomous institution nor any criminal case is registered against the firm.

Date :

Signature of the Tenderer with seal

*of 0001 am*  
*July 28, 2022*

**Form-B:Details of the Organization/Service provider [to be submitted in the Organizational letter head)**

Description	Information
Name of the Firm	
Year of Establishment	
Complete Address with contact number and e-mail id.	
Trade License Number (Copy should be enclosed)	
Permanent Account Number (copy should be enclosed)	
GST Registration Number	
Proof of payment of Income Tax (last three years)	
Copy of IT return for last three years	

**Declaration :-** I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case, any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

**Form-C : Technical Data Sheet (to be submitted in the organizational letter head)**

Sl.No	Particulars	Data/Value	Marking convention in the supporting document
01	Firm's Experience in Years		Annexure C-01
02	Average Annual Financial turn-over (gross) of the Firm in the last three financial years		Annexure C-02

**Declaration :-** I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

*ofm*  
July 29, 2012

**Form-D : Details of all Works of similar Class Completed during the last three years as on the last date of submission**

Sl.No	Name of work and location	Owner or sponsoring organization	Nature of the sponsoring organization	Scope of work	Date of commencement as per contract	End date of contract	Stipulated period	Contact details of the reference person	Remarks

Necessary supporting documents must be attached.

Date :

Signature of the tenderer with Seal



**Form-E : Financial Bid**

Particulars	Amount(INR) in numbers	Amount (INR) in words
Monthly Rental Charge agreed to be paid by the Contractor		

*The reserve Monthly Charges for the Canteen Space is Rs. 25,000/-*

*Interested Bidders are requested to quote Monthly Charges for Canteen Area above the reserve price.*

*The total carpet area of the canteen is 2788.13 sq feet.*

- a) Only one rate shall be quoted. If more than one rate is quoted the tender shall be rejected.
- b) The rates to be quoted in figure and words. The rates shall be quoted unconditionally and conditional tenders shall be rejected.
- c) Electricity Charges to be paid extra on actual consumption basis.
- d) Sample of basic menu along with price to be attached along with quotation.

date :

Signature of the tenderer with seal

*[Signature]*  
July 29, 2022

