



**THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**

DD-36, Sector-I, Salt Lake, Kolkata 700 064

Website: [www.wbuhs.ac.in](http://www.wbuhs.ac.in)

Phone: (EPBX) 2321-3461 Fax: 2358-0100

Tender Reference No. : OG/WBUHS/2022-23/0561

Date: 27/06/2022

**NOTICE INVITING TENDER FOR SELECTION OF BIDDERS FOR RUNNING THE CANTEEN OF THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES, DD-36, SECTOR-I, SALT LAKE, KOLKATA-700064**

(Through Pre-qualification)

(Submission of Bid)

In continuation to Tender Reference No. : OG/WBUHS/2022-23/0657 dated 02.06.2022 The Registrar, West Bengal University of Health Sciences, Kolkata having its office at DD-36, Sector-I, Salt Lake, Kolkata-700064 is going for tender for selection of BIDDER for running of Canteen in University campus for a period of 02 (Two) years and subsequent period for its extension, if required for a further period as agreed by the Authority. Necessary earnest money to be submitted for participation.

**1. General Instructions:**

Intending bidder may download the tender documents from the website : <https://wbuhs.ac.in> & necessary earnest money may be remitted to the office of the Registrar, West Bengal University of Health Sciences in the form of the Demand Draft / Pay Order in favour of "THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES".

**2. Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly signed, by the bidder, in the office of the Registrar, WBUHS. All papers should be submitted in English.

**3. Time Schedules for the tender:**

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, PRE BID MEETINGS, SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO 14 AS GIVEN BELOW.

**4. ELIGIBILITY FOR QUOTING:**

The invitation to bid is open to all for procurement of above work having the requisite credentials and certificates as mentioned below.

**5. SUBMISSION OF THE TENDERS:**

The tender is to be submitted in a two Bid System in two separate envelope captioning a) Technical Bid, b) Financial Bid.

**[A] Technical Bid "A":**

**COVER "A"**

(a) Statutory Cover containing the following documents:

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DOCUMENTS containing the following Certificates:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1. Certificates	1. PAN Card of the authorized signatory 2. Professional Tax Registration certificate 3. GST Registration certificate 4. GST Return.
B.	Company Details	B1. Company Details	1. Certificate of country of origin 2. <b>Food License Certificate</b> 3. <b>Trade License</b>
C.	Financial Info	Payment Certificate 1	1. Income Tax Returns must be submitted for the Last 03 (three) financial years.
		Payment Certificate 2	1. GST Returns must be submitted for the Last 03 quarters.
		Balance Sheet	1. Balance sheet for last 3 years
		Balance Sheet	
	Balance Sheet		
E.	Credential		1. Credential Certificate of achieving similar nature of service for atleast 02 years during the last financial year by deploying 100 % of the quoted quality.

**COVER "B"**

**[B] FINANCIAL BID "B"**

The "Financial bid" shall contain

- Rates are to be quoted in Indian currency (INR) both in figures and in words;
- Rate quoted by the tenderer should be inclusive of all taxes and charges along with all other foreseeable incidental ones. The accepted rate shall be valid throughout the period of next 01 (one) year.

**6. Evaluation of the tenders:**

1. Evaluation of the tenders :-

- During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer who have qualified the essential and other requirements will be identified and only their "Bid B" i.e. financial bid will be opened. The "Bid B" i.e. financial bid of those Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and rejected. It found suitable in the Context of above pre-qualification etc. the Tenderer quoting the lowest rate will be considered as successful.
- Withdraw of tender or any revision thereof after deadline of submission of the tender by the Tenderer will not be allowed EMD of the Tenderer will be liable to forfeiture upon withdrawal by any tenderer at any stage subsequent to the opening of tender.
- Failure / Refusal to enter into agreement for providing service at accepted rate and terms and conditions within specified time.
- The tendering authority reserves the right to withdraw the tender at any stage. In such contingency the selection it already made in favour of the tenderer shall be treated as cancelled security deposit will be liable to forfeiture without prejudice to any other action in the event of failure/refusal to provide the service at the contracted rate and terms and conditions.

**7. Earnest Money Deposit (EMD):-**

Each Tenderer has to submit, unless exempted under the existing order of the Govt. of West Bengal, Earnest Money through a Bank Draft / Pay Order in favour of 'The West Bengal University of Health Sciences' payable

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at Kolkata at an amount as mentioned below. If the bidder does not provide the EMD in respect of in Bid A, the bid of the respective bidder shall be treated as cancelled.

Item Name	Earnest Money Deposit
Running of Canteen Service at WBUHS	Rs. 20000.00

#### 8. Refund of EMD:-

After declaration of Award of Contract (AOC) through the EMD will be refunded to the unsuccessful bidder (s) within a reasonable time.

#### 9. Information & Particulars:-

a) Facilities available for running the canteen:-

- About 1400 Sqft. (Approx)Space containing Dining Hall, Kitchen, Store etc. with, provision for Electric and Water supply round the clock, repayable on the basis of sub-meter.
- Furniture, Refrigerator, Aqua guard with Cooler cum Purifier have to be arrange and maintained at the own cost of the selected Tenderer.
- Electric fittings with Tube-lights and Ceiling Fans (electric consumption charges has to be reimbursed.
- Provision for night stay (for one or two workers) may be arranged within canteen premises for which proper permission requires.
- Available infrastructure of Canteen & Kitchen at the ground floor of University main building must be inspected during the office hours before submitting the Tender application for the purpose.

#### 10. Rules & Regulations:-

- Working hours for the canteen is normally from 8:00 a.m. to 6:00 p.m.
- The employees of the workers of the canteen should have basic knowledge and practice in Health & Personal hygiene, cleanliness etc. The behaviour of the canteen workers should be respectful and polite and they should not have any addiction.
- There may be an Uniform for canteen staff with photo id card.
- Priority in serving food should be giving to the staff and visitors of the University.
- During meeting / work seminar / workshop services of supply of food, tea / coffee, biscuits/snacks to the University will have to be rendered.
- Outsiders may be entertained and consumption of food shall be strictly made inside the dining hall without hampering the normal activity of the University.
- No alcoholic beverage is allowed inside the canteen premises.
- There should be arrangement to make available by the canteen enterprise for special type of crockery set for serving Tea / Coffee /Snack /Other food items during the meetings, seminars, workshops etc. involving high level of officials and dignitaries.
- Canteen will have to be keep open the canteen services during holidays and Sundays as per requirement.
- Canteen will have to ensure availability of the services beyond office hours, if required.
- No addition, alteration, modification to the existing infrastructure of the premises be made any manner without specific written consent from the University Authority.

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## 11. Terms & Conditions:-

- A. Foods / Drinks should be supplied at the accepted rate and accepted rate chart be displayed properly for the customers.
- B. Should have sufficient experience & capability of running of an office canteen of any Govt. / Semi Govt. / Autonomous Body / MNCS copies of Trade License / all other relevant certificates should be submitted alongwith the application.
- C. Considerable amount of rental charge i.e. ₹2,30,000/- (**Rupees Two lakh thirty thousand only**)- **Per annum** for occupancy / use of space measuring 1400 sqft. (Approx.)To be paid by the selected Tenderer.
- D. The selected Bidder may be terminated in case of non-fulfilment of the Rules & Regulations of agreement by the bidder /Agency with a notice of one month.
- E. A Security Deposit of ₹30,000/- (**Thirty thousand only**) in favour of The West Bengal University of Health Sciences' shall be deposited at the time of agreement in mode of draft / pay order payable at Kolkata.
- F. Monthly electric consumption charges for running the canteen as per sub-meter reading shall be reimbursed within 07 (seven) days from the date of receiving of the Electric Bill by the canteen enterprise of the University.
- G. Selection will be made for two years only subject to renewal, if performance are found satisfactory. Criteria of good performance will be judged on the basis of client satisfaction which may be obtained through the feedback from staff of the University.
- H. The decision of the concerned Tender Committee headed by the Chairman, WBUHS Tender Committee acceptance / rejection or otherwise either part or full shall be final. WBUHS may think of re-advertising if none found suitable. In case of any dispute / arbitration, decision of the Chairman of WBUHS Canteen Committee will be final.
- I. All responsibility for payment to the persons employed by the canteen enterprise would be their liability and in no case the University shall be responsible thereof.
- J. The canteen would have to serve Tea / Coffee / Snacks / any foods at the office of the university as per order as and when required.
- K. Penal measures of suspension and debarment of the agency will be taken against those who are participating in the bid process as well as selected for execution of the public works / service for their false declaration or forgery or falsification or records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay / hampering in execution of the public service / works / execution of faculty works / services.
- L. In case of withdrawing service, the selected agency may give 03 (three) calendar months' notice to the WBUHS with money receipts of Advance rents for succeeding 03 (three) months from the date of their withdrawing services.
- M. The Authority of the WBUHS shall reject the proposal for letter of Award if it determines that the bidder recommended for award was engaged in corrupt or fraudulent practices in competing for the contract in question.

## 12. Legal Jurisdiction:

The legal jurisdiction of this contract shall be restricted within the jurisdiction of the High Court, Kolkata. The contract shall be governed by the existing laws in force in India.

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**13. Important information:**

<b>Sl. No.</b>	<b>Description</b>	<b>Date (s)</b>
01	Date of Publishing of N.I.T. Documents from this end in the website.	<b>30.06.2022</b>
02	Documents download / sell start date (Online)	<b>30.06.2022</b>
04	Bid submission starting	<b>04.07.2022</b>
05	Bid submission closing	<b>15.07.2022</b>
06	Bid Opening (Bid A - Technical Bid)	<b>18.07.2022</b>
08	Date & Place for opening of Financial Bid (Bid B)	<b>18.07.2022</b>
09	Date of uploading of list of bidders along with the approved rate	<b>To be notified Later</b>

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**Annexure B**

(To be furnished in Company's official letter pad with full address and contact no. etc)

To  
The Registrar,  
The West Bengal University of Health Sciences,  
DD-36, Sector-I, Salt Lake, Kolkata-700064

Sub: Notice inviting Tender for selection of bidders for Running the Canteen of the West Bengal University of Health Sciences for the period from 02 (two) years and subsequent period, if any.

Ref: OG/WBUHS/2022-23/0657

Dated, Kolkata 02.06.2022

Sir,

1. Having examined the pre-qualification & other documents published in Notice inviting Tender, I/We hereby submit all the necessary information and relevant documents for evaluation.
2. That the application is made by me / us behalf of .....  
In the capacity of ..... duly authorised to submit the offer.
3. The authorisation letter from the company is to be attached, if required
4. I/We accept the terms and conditions as laid down the NIT mentioned above and declare that I/we shall abide by it for throughout the tender period, if being selected
5. I/We understand that:
  - a) The Authority under WBUHS can amend the scope & value of the contract bid under the project.
  - b) The Authority under WBUHS reserves the right to reject any application without assigning any reason.

Date:

Signature of the applicant including the title

Contact No:

Alternate Telephone No:

Email address:

*Signature*  
*29.06.22*

**Annexure I**

Form of Solvency Certificate from a Bank

[In the Letter head of the bank]

Ref No:.....

Date:.....

**TO WHOM IT MAY CONCERN**

This is to certify that to the best of our knowledge and information that M/s.  
..... Having its registered office  
at..... (address) is / are the customer of repute of our bank  
and can be treated as good as financially solvent for any engagement of business upto a limit of  
minimum ₹2,00,000/- (Rupees two lakh only).

This certificate is issued without any guarantee or responsibility on the bank or any of the  
officers.

Signature of the Branch Manager

Seal of the Bank

*29/6/22*

*Manager*  
*29.06.22*

**Cover B (Financial Bid)**

To  
The Registrar,  
The West Bengal University of Health Sciences,  
DD-36, Sector-I, Salt Lake, Kolkata-700064

Sub: Notice inviting tender for selection of the bidders for running the canteen of WBUHS for the period from 02 (two) years subject to extension in subsequent performance by the WBUHS Authority.

Sir,

Assuming being qualified in the Technical Bid to be opened on 20.06.2022 , I do hereby offer my financial bid as per list enclosed herewith disclosing name of food to be supplied with rates including (after rounding off) all taxes, incidental charges etc.

Date:

Signature of the Applicant with  
Title & Capacity in which application is made.

NAME IN BLOCK LETTER:.....  
.....

Contact No:

Alternate Telephone No:

Email address:

**List of Items**

Sl No.	Sample Items	Example Rate
1.	Rice	
2.	Dal	
3.	Vaji	
4.	Veg. Curry	
5.	Fish Curry (Ruhu / Katla)[80 gram to 100 gram]	
6.	Chicken Curry	
7.	Mutton Curry	
8.	Egg Curry (02 Pieces)	
9.	Paneer (Variety Items)	

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10.	Special Veg. Dish	
11.	Roti	
12.	Paratha	
13.	Masala Omlet	
14.	Bread Toast with Butter (02 Pcs.)	
15.	Bread fried with Omlet	
16.	Rasgulla	
17.	Gulab Jamun	
18.	Sandesh	
19.	Packaged Curd / Yoghurt	As per MRP
20.	Misti Dohi	As per MRP
21.	Fried Rice / Basanti Polao	
22.	Pakoda (Veg / Chicken)	
23.	Fish Chop	
24.	Fish Curry (Special)	
25.	Fish Fry	
26.	Chicken Cutlet	
27.	Egg Devil	
28.	Tarka / Egg Tarka	
29.	Fried Noodles	
30.	Tea	
31.	Coffee	
32.	Vegetable Chop	
33.	Vegetable / Chicken Patties	
34.	Soft Drinks / Fruit Juices	As per MRP

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**TO BE SUBMITTED WITH TECHNICAL BID**

**Check List**

Sl. No.	Items	Please Mark $\checkmark$		Page No.
		Yes	No	
01.	Application submitted as in Annexure B			
03.	Authorization letter of signatory from the Company, IF ANY			
04.	Self Attested photocopy of PAN Card of the authorised signatory			
05.	Self Attested Photocopy of Trade Licence.			
06.	Self Attested Photocopy of GST Certificate, any other certificate whichever is applicable.			
07.	Self Attested Photocopy of IT Return of last Three Financial Years.			
08.	Audited Balance Sheet for Last Three Financial Years			
09.	Proof related to submission of EMD. If exemptions availed, supporting documents in relevant to that to be submitted.			
11.	Copy of NIT signed with seal by the bidder in all pages			
12.	Copy of Food License Certificate			

**TO BE SUBMITTED WITH FINANCIAL BID**

**Check List**

Sl. No.	Items	Please Mark $\checkmark$		Page No.
		Yes	No	
01.	Signed letter addressed to the Registrar, WBUHS			
03.	Signed Rate list of Foods to be supplied in the Canteen of WBUHS			

Date:

Signature

Name in Block Letter

Mobile No: