



Ref: Registrar/BBB/Tender/25/105

Date-23.05.2025

**QUOTATION NOTICE - UNIVERSITY CANTEEN SERVICE**

Nature of services: University Canteen Services

Biswa Bangla Biswabidyalay is seeking the services of a registered & professional Catering Organization to operate the canteen facilities on its premises for the day students, boarders'/ hostellers as well as faculty, staff and visitors to the University.

**PART-I BID QUOTATION FOR RUNNING OF  
CANTEEN TERMS AND CONDITIONS**

1. Sealed bids are invited from reputed caterers for running of Canteen in the premises of Biswa Bangla Biswabidyalay, Bolpur, on contractual basis for a period of 2 years subject to the satisfaction of evaluation made in each six month interval.
2. Bids in sealed envelope super scribed as "Bid for running of Canteen in Biswa Bangla Biswabidyalay, Bolpur" can be handed over to Registrar's Office, up to 02/06/2025 up to 5:00 pm. No bid thereafter shall be accepted. The tender shall be opened on 03/06/2025 at 12:00 PM in the presence of bidders or their representatives (only one person per bid) who wish to be present. In the event of 03/06/2025 being declared as a holiday, the tender will be opened on next working day at the same time and place.
3. Earnest money in the shape of Bank draft/ Banker cheque drawn on any Nationalized Bank in favour of "The Finance Officer, Biswa Bangla Biswabidyalay, Bolpur" payable at Bolpur, for Rs. 20,000/- (Rupees Twenty Thousand Only) should accompany the filled-in tender documents. It should remain valid for a period of 06 (six) months from the last date of submission of the bid. In the absence of EMD, the bid shall be rejected summarily. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
4. The bidder should have at least three years experience of running the canteen in a University/College/ Govt. office preferably an academic institution of repute. Suitable documentary evidence in the form of a letter from the concerned organization should be submitted along with the tender documents. Bids not complying with this condition will be summarily rejected.
5. The successful bidder two months rent as interest free Performance Security deposit which will be refunded after making necessary adjustments, if any, on the expiry of the contract. This is in addition to the monthly rent payable by the contractor.
6. The Contractor is required to pay monthly rent for the space provided by Biswa Bangla Biswabidyalay, Bolpur for running the canteen. The bidder quoting the highest amount of monthly rent subject to a minimum of Rs. 8500/(Rs



## BISWA BANGLA BISWABIDYALAY

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Dr. Mahadev Dewashi

Registrar

Eight thousand Five Hundred Only) and meeting all other conditions of the tender will be awarded the contract. If any two parties quote same rate, then higher experienced will be given chance.

7. Any conditional bid is liable to rejection of tender.
8. The contractor shall run the canteen for the benefit and use of the employees and students of Biswa Bangla Biswabidyalay exclusively in the aforesaid premises.

Signature of the Contractor

9. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 06:00 A.M to 10:00 P.M on all normal working days including Saturday, Sunday and other holidays.
10. The University will provide suitable space for Kitchen and dining within the University campus. Necessary furniture for dining area will also be provided by Biswa Bangla Biswabidyalay, Bolpur.
11. The contractor shall be required to pay: a. Monthly Rent in advance monthly to be deposited by 10<sup>th</sup> of every month. b. Water & electricity charges may be deposited. c. Contractor will have to pay late payment charges@50/- per day for late payment of monthly rent. d. There is summer and Puja vacation break according to Biswa Bangla Biswabidyalay academic calendar. Keeping in view of this, monthly rent charges for this period will be 25% of the normal rent/charges.
12. Contractor will be required to provide service in the canteen premises and also in various rooms of the University such as administrative Offices, all lecturer rooms, teaching blocks, office and workshop block. Service will be free of cost.
13. a. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene regarding the persons under his employment and utensils for serving the food. b. The fuel to be used for cooking will only be LPG and shall be arranged by the Contractor. c. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food. d. The Contractor shall bear all the expenses for running the canteen and the Biswa Bangla Biswabidyalay, Bolpur shall not in any manner be.
14. Contractor shall serve food item at such prices as mentioned in the last page of this tender.
15. a. Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty. b. The Contractor shall not be entitled to use the accommodation allotted by the Biswa Bangla Biswabidyalay, Bolpur for any other purpose or business other than running the canteen.
16. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by Biswa Bangla Biswabidyalay, Bolpur to rule out the



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possibilities of communicable disease / infectious diseases, and anybody found suffering from such has to be kept out of work till he / she is fully recovered.

17. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.

Signature of the Contractor

18. The agency will be responsible for complying all trade & security laws.
19. The Contractor will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the University and will be responsible for any act of commission & omission of such persons.
20. The contractor shall be responsible for removal/disposal of garbage generated in the canteen.
21. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized signatory on behalf of Tenderer.
22. The University Campus is a “NO SMOKING ZONE”, hence sale and use of tobacco is prohibited.
23. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises. 24 No child labour shall be deployed.
25. The Contractor shall provide the bill to every customer. In case of excess charge found any occasion, a fine of Rs.1000/- will be charged for every excess charge.
26. The Contractor should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
27. An Officer authorized by the Vice-chancellor/Registrar can check the quality of food and hygienic condition as per the govt., norms by making sudden visits without prior intimation and a fine of Rs.1000/- would be charged for every occasion of noncompliance. Biswa Bangla Biswabidyalay, Bolpur reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.



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28. The Contractor will secure and submit to Biswa Bangla Biswabidyalay, Bolpur all applicable Licenses issued by FSSAI for running the canteen within 2 months of award of work or commencement of work, whichever is earlier.
29. A penalty of Rs.2500/- will be imposed on the Contractor for each day of unauthorized closing of canteen.  
If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of University authorities.
30. Biswa Bangla Biswabidyalay, Bolpur shall have the right to terminate the agreement with the Contractor by giving one month's notice without assigning any reason.

Signature of the Contractor

31. The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then damage charges for the over stay at the rate of Rs.10000/- (Rupees Ten thousand) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
32. Security Money of the Contractor will be forfeited in case of breach of any condition stipulated herein.
- 33 For any dispute regarding quality / service and rates the decision of the Principal Biswa Bangla Biswabidyalay, Bolpur shall be final and binding to the Contractor.
34. The contract/tender, if awarded, shall be valid initially for six months from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by Signature of the Contractor the contract the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period by the Competent Authority on terms and conditions of the Principal Biswa Bangla Biswabidyalay, Bolpur, if work and conduct is found satisfactory.



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35. The Successful Bidder shall pay the monthly rent and executes an agreement on Rs.100/- (Rs. One Hundred Only) Stamp Paper with the Registrar, Biswa Bangla Biswabidyalay, Bolpur, within one week from the date of intimation of his selection.
  36. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.
  37. The contractor is responsible to maintain the infrastructure facilities provided by the University such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler, chairs, tables etc.
  38. All disputes relating to this tender can be legally resolved through courts in Bolpur only.

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## Rate Chart of Canteen

Menu			
S.I No.	ITEM NAME	Description/Quantity	Rate (Rs)
1.	Tea	Small - 60ml/ Big - 100ml	5/- & 10/- per Cup
2.	Coffee	Small - 60ml/ Big - 100ml	10/- & 15/- per Cup
3.	Cold Coffee	250ml	20/- per Glass
4.	Puri Sabji	Puri (4 pieces) + Sabji	20/- per Plate
5.	Muri Sabji	Muri (100gm) + Ghogni	15/- per Plate
6.	Parota Sabji	Parota - 2 piece + Sabji	15/- per Plate
7.	Baby Nun Sabji	Nun - 2 piece + Sabji	15/- per Plate
8.	Boiled Egg	Per pcs	10/- per Pcs
9.	Omelette	Fried in Edible oil or Air Frier	15/- per Pcs
10.	Bread Omlette or Egg Toast	Per pcs	25/- per Pcs
11.	Noodles	One plate	20/- per Plate
12.	Egg Noodles	One plate	30/- per Plate
13.	Veg Thali	Rice+ Dal+ 2 Sabji+ Chatni+ Papad	40/- per Plate
14.	Egg Thali	Rice+ Dal+ 2 Sabji+ Egg Curry+ Chatni+ Papad	50/- per Plate
15.	Fish Thali	Rice+ Dal+ 1 Sabji+ Fish Curry+ Chatni+ Papad	70/- per Plate
16.	Chicken Thali	Rice+ Dal+ 1 Sabji+ Chiken Kasha 2 Pcs + Chatni+ Papad	80/- per Plate
17.	Tawa Roti + Sabji	Roti 2Pcs + Sabji	15/- per Plate



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18.	Parota Sabji	Parota 2 Pcs + Sabji	15/- per Plate
19.	Aloo Biriyan	One Potato	60/- per Plate
20.	Aloo Egg Biriyan	One Egg & One Potato	70/- per Plate
21.	Chicken Biriyan	Chicken (100gm)	90/- per Plate
22.	Egg Chicken Biriyan	Chicken (100gm)	100/- per Plate
23.	Mutton Biriyan	Mutton (100gm)	140/- per Plate
24.	Chicken Kosha	Chicken 2 Pcs (100gm)	50/- per Plate
25.	Chilli Chicken	Chicken 4 Pcs (100gm)	50/- per Plate
26.	Fried Rice + Chilli Chicken	Chicken (100gm)	90/- per Plate

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27.	Potato Chop	Per pcs	5/- per Pcs
28.	Veg Pakora/Vegetable Chop	Per pcs	10/- per Pcs
29.	Chicken Pakora	1 Pc (30gm)	15/- per Pcs
30.	Egg Roll	Per pcs	30/- per Pcs
31.	Chicken Roll	Chicken (50gm)	50/- per Pcs
32.	EGG Chicken Roll	Chicken (50gm)	65/- per Pcs
33.	Veg Chowmin Full	Per Plate	40/- per Plate
34.	Egg Chowmin Full	Per Plate	50/-
35.	Chicken Chowmin Full	Chicken (50gm)	60/- per Plate
36.	Egg Chicken Chowmin Full	Chicken (50gm)	70/- per Plate
37.	Veg Momo	8 Pcs	30/- per Plate
38.	Chicken Momo	8 Pcs, Chicken (100gm)	50/- per Plate
39.	French Fry	Per Plate	30/-
40.	Vegetable Chop	Per Pcs	7/- per Pcs
41.	Veg Sandwich	Per Pcs	20/- per Pcs



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42.	Egg Sandwich	Per Pcs	30/- per Pcs
43.	Parota + Chilli Chicken	Parota 2 Pcs + Chilli Chicken 2Pcs (50gm)	50/- per Plate
44.	Doi Bora	2 Pcs	30/- per Plate
45.	Posto Bora	1 Pcs	50/- per Plate
46.	Jhal Muri	Per packet	15/-
47.	Beguni	Per pcs	6/- per Pcs
48.	Singara	Per pcs	6/- per Pcs
49.	Muri, Sosha, Piyaj, Chhola, Chop	Per packet	15/-
50.	Paneer Pakora	Per pcs	20/- per Pcs
51.	Sweets	Per pcs	As per Market Price
52.	Fruits	Per pcs	As per Market Price
53.	Soft Drinks	Per pcs	As per Market Price
54.	Ice Cream	Per pcs	As per Market Price

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55.	Pabda	100gm	100/-
56.	Katla	100gm	80/-
57.	Pomphret	100gm	120/-
58.	Vetki	100gm	120/-
59.	Fish Finger	4 Pcs (100gm)	100/- per Plate
60.	Cake	Per pcs /Packet	As per Market Price
61.	Biscuit	Per pcs /Packet	As per Market Price





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62.	Chips	Per Packet	As per Market Price
63.	Chicken Stew	2 Pcs (100gm)	60/-
64.	Mutton Stew	2 Pcs (100gm)	120/-
65.	Roti/Parota	1pc	5/-
66.	Egg Devil	1pc	10/-

S/D-

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