



University of Calcutta

ITEM RATE E-TENDER

**REGISTRAR DEPARTMENT
DARBHANGA BUILDING**

87/1 College Street
Kolkata - 700073

University of Calcutta

Notice Inviting e-Tender

(Bidding through e-tendering mode only)

E-Tender No. : DR/305

Dated: 10.11.2025

The University of Calcutta invites e-tenders for the following work from experienced & bonafide firms/ organizations having credential of similar nature of work in any Government/ Semi-Govt./State Aided University/Autonomous Govt. aided Institution.

Name of Work: Providing hospitality service including cost of labour, materials, cost of foods etc. all complete for the following items in the canteen situated at the ground floor of the Guest House in the Technology Campus, Salt Lake, University of Calcutta.

- 1) **Earnest Money (EMD):** Rs 25000/- only. **(To be deposited Online).**
- 2) No interest will be paid on the EMD (if any).
- 3) **Completion time of the work:** 1095 days (03 years) from the date of issuing work order.
- 4) **Bid Validity Period:** 180 days.
- 5) **Name of the Concerned Department:** Office of the Registrar Department, University of Calcutta.
- 6) **Eligibility criteria for participation in the tender (up to date as on date):**

- The intending bidder must attach the photo-copies of all the relevant documents such as **Valid Trade License in similar nature of work**, P.Tax, GST & Pan and credential for satisfactory completion of **similar nature of job within** the last three (03) financial years in Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as Credential of works.** Original documents **(up to date as on date)** may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.

N.B: – Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work.

- The bidder must have a registered office at Kolkata or surrounding districts in West Bengal. A copy of the address proof needs to be submitted.
- Food license issued by Food Safety Administration.
- The canteen service provider must have FSSAI license.

- 7) Consortium is not allowed and No Partial Quote will be accepted.
- 8) The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.
- 9) The intending bidder must quote all item/s rate on the BOQ, failing which his/her tender, will be cancelled. The Bidder should inspect the site for the mentioned work before bidding of the tender.
- 10) The quoted rate should be relevant with the standard market rates. Any abnormal rate against the following items may not be accepted.
- 11) The service person of the canteen must have a definite dress code with the office ID card as provided by the successful bidder.
- 12) The successful bidder should maintain the cleanness and proper hygiene of the canteen area including kitchen. As per standard rules. The respective inspectors / concern department of the University of Calcutta will check and monitor cleanness and hygiene of the canteen and kitchen and for any deviation of the service the contract may be cancelled.
- 13) All the infrastructure (excluding LPG Gas) to be provided by the University of Calcutta, such as canteen room, kitchen, oven, freeze, micro oven other necessary utensils and cooking equipment, electricity, purified water. During the contract period if any damaged occurred then the same item need to be repaired or replaced by the successful bidder.
- 14) As all the infrastructure, electricity and water will be provided by the University, hence, the quoted rates of the following items should be subsidized with respect to the rates as given in the table for the benefit of the students and other stakeholders of the University.
- 15) The quality of the foods should be delivered with optimum quality with maintaining proper hygiene. In case of any, deterioration of the quality of the foods or any incident occur due to bad quality of the food necessary action will be taken against the successful bidder as per rule.
- 16) The quoted rate (subsidized) should be remained fixed for every year. For enhancing of the quoted rate with respect to the rate of the 1st year, the application may be submitted to the University authority in respect to the consumer price index for 2nd and 3rd year. In this regard, the discretion of the authority will be full and final.
- 17) The contract period will be remained valid for 03 years subject to the satisfactory service to be rendered by the successful bidder. In case of any deterioration of the service, the contract may be cancelled as per rule.

Bill of Quantity (BOQ) :

1. Supplying and distribution of the following items of foods.

<u>Sl No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Reference of Rate as per market (Inclusive of all taxes) Rs.</u>	<u>Rates to be quoted in respect to the reference rate as per column no 5 (Inclusive of all taxes)</u>

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>		<u>5</u>	<u>6</u>
1.	Lemon Tea/Black Tea	Each	CUP	75ml	5	
1.1	Milk tea	Each	CUP	75ml	6	
1.2	Cow Milk	Each	CUP	100ml	10	
2.	Coffee (with Milk)	Each	CUP	75ml	8	
2.2	Black Coffee	Each	CUP	75ml	8	
3.	Drinking water (Bisleri or Equivalent)	Each	Bottle	500 ml	10	
4.	Veg sandwich	Each	pack	Standard size	20	
5.	Chicken sandwich	Each	Pack	pack	35	
6.	Veg fried rice	Per plate			40	
7.	Chili chicken (6 pcs, with bone)	Per plate			50	
8.	Chili Paneer (6 pcs)	Per plate			50	
	Chicken momo with soup(6 pcs)	Plate	6 piece	Standard size	50	
9.	Veg momo with soup(6 pcs)	Plate	6 piece	Standard size	40	
10.	Veg Roll	Each	1 piece	Standard size	30	
11	Paneer Roll	Each	1 piece	Standard size	35	
12	Egg roll	Each	1 piece	Standard size	35	
12.01	Egg Chicken roll	Each	1 piece	Standard size	60	
12.02	Chicken roll	Each	1 piece	Standard size	50	
13	Veg cutlet	Each	1 piece	Standard size	12	
14	Chicken cutlet	Each	1 piece	Standard size	30	

15	French fries	Plate	1 plate	Standard size	20	
16.	Veg Burger/Cheese Burger	Plate	pack	Standard size	35	
17.	Plain dosa	Each	1 piece	Standard size	40	
18	Masala Dosa	Each	1 piece	Standard size	50	
19.	Uttappam with sambar& coconut chutney	Plate	Half/full	Standard size	50	
20.	Egg chowmein	Plate	Full	Standard size	50	
20.01	Chicken chowmein with egg	Plate	full	Standard size	70	
21.	Omlate (double egg)	Plate	Double egg	Standard size	20	
22	Omlate (Single egg)	Plate	Single egg	Standard size	10	
23.	Veg curry	Plate	1 plate	Standard size	15	
24.	Egg curry (1pcs.)+ potato (2 pcs)	Plate	Per plate	Standard size	20	
25.	Chicken curry (2pcs.)+potato (2 pcs)	Plate	Per plate	Standard size	40	
26.	Plain Paratha	Plate	1pc	Standard size	10	
27.	Plain Roti	Plate	1pc	Standard size	5	
28.	Veg Thali (rice, mashed potato or potato fry, dal, one seasonal vegetable, chutney & papad)	preplated	1 plate	Standard mess plate	35	
29.	Fish Thali (rice, mashed potato or potato fry, dal, one seasonal vegetable, 1 pcs fish (Roui) (75 gm) with gravy)	preplated	1 plate	Standard mess plate	60	
30.	Chicken Thali (rice, mashed potato or potato fry, dal, one seasonal	preplated	1 plate	Standard mess plate	70	

	vegetable, 3 pcs chicken with gravy)						
31.	Pasta (Veg)	Plate	1 plate	Standard mess plate	30		
32.	Pasta (with egg)	Plate	1 plate	Standard mess plate	35		
33.	Butter toast	2 pcs		Standard size	15		
34.	Jam Toast	2 pcs		Standard size	15		
35.	Plain Toast	2 pcs		Standard size	12		
36.	Extra pcs of Butter toast	1 pc		Standard size	8		
37.	Extra pcs of Jam toast	1 pc		Standard size	8		
38.	Extra pcs of Plain toast	1 pc		Standard size	6		
39.	Ghooni/kabli Chola				20		
40.	Puri (4 pcs)+Sabji		1 plate		25		
41.	Extra charge for Puri	1pc		Standard size	6		
42.	Veg Chop	1 pc		Standard size	5		
43.	Fish Chop	1pc		Standard size	8		
44.	Fish Fry (with original vetki)			Standard size	100		
45.	Chicken Pokora	6pcs	Per plate	Standard size	70		
46.	Egg devil chop	1 pc			15		
Total (Rs.)							


 Deputy Registrar (Acting)
 University of Calcutta
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INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. 25000/- online through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

(Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires considerable time for processing of Payment of EMD.)

N.B.: During evaluation of the tender, the bidder may be requested to produce original hard copy of any of the documents for verification, failing which his/her tender will be liable to rejection.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	10.11.2025, 06:00 P.M
2	Documents downloading, Starting date (online)	10.11.2025, 06:00 P.M
3	Bid submission, starting date (online)	10.11.2025, 06:00 P.M
4	Bid submission, closing date (online)	03.12.2025, 10:00 A.M
5	Bid opening date for Technical Proposal (online)	05.12.2025, 10:00 A.M
6	Pre Bid meeting	To be communicated later
7	Date of uploading of the list of Technically qualified Bidder (online)	To be communicated later
8	Date and Place for opening of Financial Proposal (online)	To be communicated later
9	Date of uploading of the list of bidders along with the approved rate	To be communicated later

Instructions / guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in e- tendering.

- I. Registration of Bidder:** - Any bidder willing to take part in the process of e –tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e – Tendering site as given on the web portal.
- II. Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he/she logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- IV. Cost of Earnest Money (EMD)**

Earnest Money (EMD) Quoted INR
Rs. 25000/- (To be deposited Online)

V. Submission of Tenders:-

- a. General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid, before the prescribed date and time using the Digital Signature Certificates.
- b. Technical Bid:-** Technical Bid contains scanned copies of the followings further in two covers (folder)
- c. Online bid submission (Bidder/Contractor) process in <https://wbtenders.gov.in> portal, download the pdf file.**
<https://wbtenders.gov.in/>

VI. Statutory Cover Containing

- i. For NIT and Corrigendum if any (Download the NIT and upload the same by through digital signature).

VII. NON-STATUTORY DOCUMENTS containing the following documents (Up to date as on date):

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate
			4. Valid Trade License in similar nature of job.
			5. Food license issued by Food Safety Administration
			6.FSSI License
B.	Credential	credential for satisfactory completion of similar nature of job within the last three (03) financial years in Government, or Government Undertaking or any State Aided University. Only completion certificate of the work will be considered as Credential of works.	
C.	Financial Information	P/L AND BALANCE SHEET FOR LAST 03 (three) FINANCIAL YEAR.	

Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

Note: Failure of submission of any of the above mentioned documents, the tender will be rejected.

VIII. Financial Bid:- BOQ in INR (in excel sheet)

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Bidder has to quote the rate through online in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the Central Tender Committee. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there be any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

NB: While evaluation, the Tender committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. For any anomaly or deviation in this regard, his/her tender will be rejected.

X. Opening and evaluation of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

XI. Penalty for suppression / distortion of facts:

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender and blacklisted.

Sd/-
Deputy Registrar (Acting)
University of Calcutta

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Refund of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than forty five days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security Deposit from him as stipulated in the contract.

2. Forfeiture of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.

3. Security Deposit : The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

4. Refund of Performance Security: Performance Security will be refunded to the contractor without any interest, whatsoever, after he/she duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.

5. Forfeiture of Performance Security deposit : Performance security will be forfeited and credited to University of Calcutta in the event of a breach of contract by the tenderers, in terms of the relevant contract.

6. Verification of the Bank Guarantees: Bank Guarantees submitted by the tenderers as Earnest Money Deposit (EMD)/Performance Security need to be immediately verified from the issuing bank before its acceptance, through written communication.

7. Work is to be carried out as per specification laid in the B.O.Q or PWD specification as per instruction of the Registrar or his representative.

8. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Registrar C.U.

9. The working concerned should remove the all materials from site and clean the area as instructed by E.I.C.

10. The University will not be bound to accept the lowest bidder.

11. The contractor will have to take necessary instruction from the Department of Registrar regarding the execution of work.

12. After issuing the work order to the successful tenderer, if he/she fails to commence the work or unable to complete the work, then the EMD and Performance security amount of the said tenderer will be forfeited and no claim will be entertained.

13. Termination Clause:

- i. Failing to supply and commissioning of the items as per work order within the stipulated time, the contract will be rejected except application of Force majeure Clause and EMD will be forfeited.
- ii. If any deviation of quality and specification from the stipulated specification as per B.O.Q observed, the purchase order will be cancelled and EMD will be forfeited.

14. Force majeure Clause: If the work(s) be delayed for the following reasons:-

Due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, the contractor shall immediately give notice thereof in writing to the Central Tender Committee but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Central Tender Committee to proceed with the works.



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