

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
RAMKRISHNA MAHATO GOVT. ENGINEERING COLLEGE  
PURULIA, PIN-723103**

Memo No. 01 /CA/RKMGEC/2022-23

Dated, Purulia the 11<sup>th</sup> April-2022

**QUOTATION NOTICE NO. : Spot-01 /CA/RKMGEC/2022-23**

**Invitation of Quotation for running the college Canteen/Cafeteria on Yearly Rental basis situated at the Institute campus**

1. The Principal, Ramkrishna Mahato Govt. Engineering College, Purulia invites bids in sealed envelope comprising Technical Bid and Financial Bid from reputed Agency/Vendors for running college Canteen/Cafeteria.
2. The **Canteen shall be taken up on a yearly rental basis**. The contract will be offered for an initial period of **Two years** with effect from 01/05/2022 subject to satisfactory performance on a purely contractual basis. Further period of one year can be extended at the discretion of college authority with existing term and condition.
3. The vendor will be selected on the basis of **Highest Quoted Yearly Rent**.
4. The quoted Rent should be given in advance at the college office in the form of demand draft.
5. Copies of Income Tax, PAN, GST account details, Trade License for proprietorship firms, past experience (Minimum Two Years) for undertaking similar type of work in educational institutions/others must be enclosed along with the quotation papers.
6. In case of bidding same rate, contract will be awarded to the vendor, having the highest credential. In this case decision of the tender inviting authority is final.
7. The details of tender documents can be downloaded from [www.rkmgec.ac.in](http://www.rkmgec.ac.in) or can be obtained from Institute's office. Requisite tender processing fees of **Rs. 500/-** have to be submitted in the form of demand draft favoring "Ramkrishna Mahato Government Engineering College" payable at Purulia at the time of deposit or submission of tender/bid documents. The tender documents will be available in the college website/Institute's office from 12.04.2022 to 18.04.2022 (up to 4:00 P.M.).
8. Tender must be submitted at the office of Ramkrishna Mahato Government Engineering College at the above address in sealed cover superscripting "TENDER FOR "CAFETERIA." against Tender Notice No: 01/CA/RKMGEC/2022-23 and DO NOT OPEN BEFORE 19.04.22 AT 12:30pm" in bold letters and shall be deposited in tender box allotted for the purpose in the college office.
9. Tender will be opened on 19.04.22 at 1:00 p.m. at the above office of the Ramkrishna Mahato Government Engineering College in presence of the intending tenderer / their representative, if any.
10. Earnest Money **Rs. 10,000/-** is to be deposited by the tenderer in the form of Demand Draft./Banker's Cheque from a nationalized bank payable at Purulia in favour of

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“Ramkrishna Mahato Government Engineering College”. In case of failure to implement the order, the E.M.D. of the successful Bidder will be forfeited.

11. Bidders should follow the **General Terms & Conditions** and **General Guidelines** of the tender. Details are given in college website <https://www.rkmgec.ac.in> or can be obtained from Institute's office.

12. Price bid should be submitted as per Annexure.



Dr. Bibek Chakrabarti

**Principal**  
Ramkrishna Mahato Government Engineering College  
Vill:- Agharpur, P.O.- Ramamoti, Block:- Joypur  
District :- Purulia, Pin -723103

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Copy for information & necessary action to display this notice in his notice board to:-

1. The Sabhadhipati, Purulia Zilla Parishad, Purulia-You are requested to display this notice in your notice board.
2. The District Magistrate, Purulia-You are requested to display this notice in your notice board.
3. The SDO, Jhalda, Purulia-You are requested to display this notice in your notice board
4. Office of the Gram Panchayat, Baragram.
5. District information officer, Purulia- He is requested to upload the notice in district NIC portal.
6. Notice Board, Ramkrishna Mahato Govt. Engineering College, Purulia.
- 7 .College website (<https://www.rkmgec.ac.in>).



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**General Terms & Conditions**

1. The tender must be submitted in two bids, one containing the technical bid and the other containing the price bid. Two separate envelopes, one containing the technical bid and the other containing the price bid and demand draft for Tender fees & Earnest money should be packed in one big envelope.
2. The technical bid shall not contain any indication of the price offered for which quotation is submitted by the vendor. In case it is found that the technical bid contains the price information or any direct or indirect indication of it, the entire bid documents will be summarily rejected and steps as per the existing Govt. rules will be initiated against the bidder.
3. **The cost of Electricity will be borne by the Vender.** The college authority will provide electric supply through a sub-meter. The cost of electricity consumed shall have to be paid regularly on monthly basis as per the bill raised by the electric sub-meter reading.
4. The cost of the food items should be at reasonable market price.
5. The canteen shall remain open on all working days and in other days as decided by the college authority time to time.
6. The contractor selected for canteen service will be required to maintain highest level of cleanliness and standard of hygiene.
7. The canteen monitoring committee of the college will pay regular visit to the canteen to supervise and check the quality, quantity and price of the food items.
8. The fuel to be used for cooking will only be LPG.
9. The contractor should keep canteen premises and its surroundings completely clean.

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10. The college authority shall not be in any manner be liable for any damage caused on incident like theft, burn, fire, electric shock or bear any compensation for damage or injury caused to its workmen during discharging their duties.
11. The successful bidder will have to submit Licence from **Food Safety and Standard Authority of India (FSSAI)**.
12. Water Purifier has to be installed inside the Canteen Premises by the vender.

**General Guidelines**

1. **FOR SPECIAL ATTENTION:** □ All Tenderers are to note that tenders containing any deviation from the terms and conditions, specifications and other requirement are liable to be rejected. The tenderer who do not meet the appropriate standard of capability and financial resources, may not be considered. The inviting authority reserves all rights to reject any or all the tenders without assigning any reason and split up the supply if necessary and to accept the tender in whole or part. Invitation of the tender shall under no circumstances create any right, legal or otherwise in favour of the tenderer in case the tender is closed, withdrawn or cancelled before issuance of purchase order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of the tender.
2. **REQUEST FOR TENDER DOCUMENT:** □ The tender documents can be downloaded from [www.rkmgec.ac.in](http://www.rkmgec.ac.in) or can be obtained from Institute's office. Requisite tender p r o c e s s i n g fees o f **Rs. 500/**□ have to be submitted in the form of demand draft favoring "Ramkrishna Mahato Government Engineering College" payable at Purulia at the time of deposit or submission of tender/bid documents. The tender documents will be available in the college website/Institute's office from 12.04.2022 to 18.04.2022 (up to 4:00 P.M.).
4. **LANGUAGE OF TENDER:** □ The tender shall be submitted in the prescribed form in the language English. All papers and correspondences in connection with the tender shall be in English.
5. **VALIDITY:** □ The validity of the offer shall be up to 31.03.2025.
6. **SCOPE OF WORK:** □ Vendor should be responsible to



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1. (a) Run college Canteen/ Cafeteria to supply food items like Roti, sabji, puri, paratha, bread tost, curry, omlet, cakes, tea, coffee, cold drinks etc. at local market rates for the entire period of contract. Water will be supplied by the college authority. Vendor will not be allowed to use heaters. Vendor should pay a rent to the college. **Vendor offers highest rent per annum, will be accepted.** The college authority shall in no way be liable for-

- i) any injury, accidental or otherwise, suffered by any Canteen Workers
- ii) any damage caused to any person/College properties by any Canteen Worker while discharging duties in the college complex, will be dealt with as per law.
- iii) No compensation will be borne by the institute.

**7. EARNEST MONEY Deposit**

Earnest Money **Rs. 10,000/-** is to be deposited by the tenderer in the form of Demand Draft./Banker's Cheque from a nationalized bank payable at Purulia in favour of "Ramkrishna Mahato Government Engineering College". In case of failure to implement the order, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender document within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in t e r m s of e x i s t i n g Govt order may be considered if requested in writing s u p p o r t e d with necessary documents in original. Earnest Money deposit will be released on request by the unsuccessful tenderer, after finalization of the tender and in case of successful tenderer, it will be released only after completion of the consignment by the consignee subject to terms and conditions as envisaged in this clause and any other clause of this Tender notice. No interest on E.M.D. is admissible. Tender documents without EMD will not be accepted. EMD if not submitted with the tender documents cannot be submitted after tender documents are opened on the stipulated date of opening.

**8. SUBMISSION OF TENDER:** Tender must be submitted at the office of Ramkrishna Mahato Government Engineering College at the above address in sealed cover superscripting " TENDER FOR "CAFETERIA." against Tender Notice No: 01/CA/RKMGECE/2022-23 and DO NOT OPEN BEFORE 19.04.22 AT 12□ 30pm" in bold letters and shall be deposited in tender box allotted for the purpose in the college office.

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The sealed envelope must contain the technical and price bid in separate envelopes in duplicate, section wise. Tenders that have not been submitted section wise may be summarily rejected. Late Tenders shall be returned to the Bidders/Tenderers unopened. All the tenders must be accompanied by current

**Certificates:**

- a)* Professional Tax (PT) Clearance Certificates and IT, PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered. IT, Service Tax, or suitable certificate bearing exemption to any or all of above from competent authority.
- b)* GST account details and supporting documents must be submitted or suitable certificate bearing exemption to any or all of above from competent authority
- c)* Trade License for Proprietorship Firms.
- d)* Past experience (Minimum Two Years) for undertaking similar type of work in educational institutions/others.

If the cover is not sealed & marked properly as above no responsibility will be assumed for any misplacement of the tender or premature opening of the envelope or parcel. Tenderers can send the tender by post but the college authorities shall not take any responsibility for misplacement in the tender documents sent by post, or delay in delivery by post. No arrangement will be made to collect tender from any delivery point other than specified in the Tender Notice. All papers submitted with the tender must be serially numbered. Quotations submitted are to be written in ink neatly or to be typed without overwriting/illegible writing. Words in figures must be sufficiently clear in the quotation paper. No change in the Tender Schedule will be accepted. Rate must be quoted in the format provided in the Tender Schedule. Tender will be received at the office of The Ramkrishna Mahato Government Engineering College on all working days (except Saturday, Sunday and other public holidays) from 12.04.2022 to 18.04.2022 between 11<sup>00</sup> a.m. to 5<sup>00</sup> p.m. Tenders received late for any reason will not be considered. Telephonic tender will not be entertained.

**9. OPENING OF TENDER:**  Tender will be opened on 19.04.22 at 1<sup>00</sup> p.m. at the above office of the Ramkrishna Mahato Government Engineering College in presence of the intending tenderer / their representative, if any. If for any administrative reason the date of opening of the tenders be a declared holiday, the tender will be opened on the next working day at the same time and place. If the tender could not be opened on the date of opening due to any



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unavoidable circumstances or acts of god like riots, commotion, strike, heavy torrential rain leading to massive water logging etc. that shall be indicated along with the revised date of opening of tender in the college website which may be checked.

10. **EVALUATION OF TENDER:**  i) The College authority will evaluate and compare the quotations determined to be satisfactorily responsive i.e. the quotations which conform to the Laid Down terms and conditions and specifications. ii) The quotations would be evaluated separately for each item.

11. **DELIVERY:**  Start of working schedule is to be made at the consignee's place within the stipulated date to be mentioned in the work order. Schedule of work shall be started on or before 01/05/2022.

12 **PAYMENT:**

(a ) Rent should be collected annually in advance.

13. **SERVICE PERIOD:**  The vendor shall be bound to serve for a minimum period of 12 months from the date of acceptance of the order.

14. **INSURANCE:**  It is desirable that the vendor should keep the employees under cover of insurances, e.p.f etc. and pay minimum wage as applicable by state government orders.

15. **LAWS GOVERNING THE CONTRACT:**  i) The contract shall be governed by the laws of the Union of India in force. ii) The courts of the place, from where the acceptance of tender has been issued, shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract. iii) Irrespective of the place of delivery, the place of performance or place of payment under the contract or the place of issue of advance intimation of acceptance of tender, the contract shall be deemed to have been made at the place from where the acceptance of the tender has been issued.

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16. **ARBITRATION:**  In the event of any question, dispute or difference arising under the contract conditions of Contract, or any special conditions of contract, or in connection with the contract( except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of an officer as per prevailing norms of Govt of West Bengal .
17. **FRAUD AND CORRUPTION:**  The Bidders, Suppliers, Contractors and their Subcontractors and Consultants in the contracts require to observe the highest standard of ethics during the procurement and execution of this contract by not being engaged in Corrupt, fraudulent, collusive, coercive or obstructive practice as generally defined. Non  Compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible etc even for future bidding.
18. **AWARD OF CONTRACT:**  Contract period may be extended for vendors after successful completion of work order but not more than Three years.

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**Annexure**

Summary of quoted price and details of EMD & processing fee submitted (To be enclosed with the bank draft)

Sl. No.	Name of the work/item	Quoted value (Rs.) per year	Processing Fee with draft no, date and drawn on bank	EMD Value with draft no, date and drawn on bank
		Total=		

Signature of the supplier

(with official seal)