



INSTITUTE OF HEALTH & FAMILY WELFARE

(Department of Health and Family Welfare, Government of West Bengal)
29, GN BLOCK, SECTOR – V, BIDHAN NAGAR, KOLKATA – 700 091.
Phone No. : 2357 4531, Tele Fax No. : 2357 8870,
e-mail: ihfwkolkata@gmail.com / Website : www.ihfwkolkata.org

TENDER NOTICE

No. IHFW/Canteen/14/2014/144

Date : 13.02.2015

Institute of Health & Family Welfare, Kolkata invites sealed quotations / tender for running of its office canteen at the Main Hostel Building of Swasthya Bhawan campus, Sector-V, Bidhannagar, Kolkata – 700 091 from the reputed and experienced caterers. Details may be had from the Notice Board of the Institute on any working day between 11 a.m. to 4 p.m. or from the website of the Institute (www.ihfwkolkata.org).

Last date of submission of the sealed Quotation / Tender is 9TH March, 2015 upto 2 p.m.

Date of opening of Quotation / Tender :- 10TH March, 2015 at 12 Noon.

Director,

Institute of Health Family Welfare,
Kolkata.



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NOTICE

Selection for running a Canteen of Institute of Health & Family Welfare, 29, G. N. Block, Sector – V, Bidhannagar, Kolkata – 700 091.

INFORMATION & PARTICULARS :-

1. Facilities available for running the Canteen :-

- A large size hall with furniture, provision for electric and water supply round the clock.
- Refrigerator, Aqua-guard with Cooler-cum-Purifier have to be arranged and maintained at the own cost of the caterer.
- Electrical fittings with tube lights and ceiling fans (Electric consumption charges has to be re-imbursed).
- Provision for night stay (for one or two workers) may be arranged within canteen premises.

Available infrastructure of Canteen and kitchen at the ground floor of the main hostel block of the Institute must be inspected during office hours before submitting tender application for the purpose.

2. Minimum staff required :-

One (1) Supervisor, one (1) Cashier and adequate number of canteen workers / servers (depending on work load) for preparation of hygienic food, viz. bed tea, breakfast, lunch, dinner, tea and snacks etc. also for serving the same at dining hall and in other institute blocks.

3. Rules & Regulations :-

- i) Working hour of the Canteen is normally from 6 A.M. to 10 P.M.
- ii) The employees / workers of the canteen should have basic knowledge & practice in health & personal hygiene, cleanliness etc. The behaviour of the canteen employees should be respectful and polite and they should not have any addiction.

- iv) Priority in serving food should be given to the staff of the Institute & participants of training programme. During training / seminar / workshop essential services of supply of food, tea, biscuits to the Admn. Building of the IHFW will have to be rendered.
- v) Outsiders may be entertained beyond schedule Tiffin, lunch, dinner hour of the Institute. Consumption of food shall be strictly made inside the dinning hall.
- vi) No alcoholic beverage is allowed inside the canteen premises.
- vii) There should be arrangement to make available by the Canteen enterprises for special type of crockery set for serving tea, coffee, snacks and other food during the high power seminars, workshops etc. involving high level officials and dignitaries.
- viii) Canteen will have to keep open the canteen services during holidays and Sundays as per requirement.
- ix) Canteen will have to ensure the availability of services beyond office hours.

4. Terms & Conditions :-

- A. Foods / Drinks should be supplied at a subsidised rate in lieu of other infrastructural facilities.
- B. Should have sufficient experience & capability for running of an office canteen of any Govt. / Semi Govt. / Autonomous body. Copies of Trade license / all other relevant certificates should be submitted along with the application.
- C. Considerable amount of rental charge is to be paid i.e. Rs. 25.00 per sq. ft. for occupancy / use of the space measuring 749.83 sq. ft. say 750 sq. ft. as detailed below :-

| <i>Sl. No.</i> | <i>Particulars</i> | <i>Area (Sq. Ft.)</i> | <i>Remarks</i> |
|----------------|----------------------------------|-----------------------|----------------|
| 1. | Dinning Hall | 553.83 | Chargeable |
| 2. | Cooking Store | 205.38 | Free use |
| 3. | Store | 89.38 | Free use |
| 4. | Inside passage (Kitchen) | 95.94 | Common use |
| 5. | Kitchen | 196.00 | Chargeable |
| 6. | Bathroom | 39.06 | Common use |
| 7. | Open covered space | 35.00 | Common use |
| | Total Area : | 1214.59 | |
| | Less : Common use and free use : | 464.76 | |
| | Total Chargeable area : | 749.83 | |
| | | R.O. 750.00 | |

Considering the fact that the canteen caterer would generally be a small enterprise requiring subsidization, the Institute has exempted payment of rent on the items of the spaces at Sl. No. 2, 3, 4, 6 & 7.

- D. Tenderers are specially directed to submit the quotations stating cost of different items as well as their quantity for breakfast / lunch / dinner (Both North Indian / South Indian / Bengali special / Chinese) etc.
 - E. The entire area both inside & outside the canteen premises should be kept neat and clean and canteen garbage is to be removed regularly at their own cost.
 - F. The selected party is to abide by terms & conditions of the agreement strictly to be executed by the canteen enterprise with the Institute authority.
 - G. The agreement is liable to termination in case of non-fulfilment of the terms of agreement by either side with a notice of one month.
 - H. A security deposit for an amount of Rs. 20,000.00 (Rupees Twenty Thousand) only in the name of "Institute of Health & Family Welfare, Kolkata" shall be deposited at the time of agreement.
 - I. Monthly electric consumption charges for running the canteen as per sub-meter reading shall have to be re-imbursed within seven days from the date of receiving of the Electric Bill by the canteen enterprise to the Institute.
 - J. Selection will be made for one year only subject to renewal, if performances are found satisfactory. Criteria of good performance will be judged on the basis of client satisfaction which may be obtained through the feedback from the trainee participants and staff of the Institute.
 - K. The decision of the Director, IHFW regarding acceptance / rejection or otherwise either in part or full shall be final. IHFW may think of re-advertising if none found suitable.
 - L. All responsibility for payment to the persons employed by the Canteen enterprise would be their liability and in no case the Institute shall be responsible thereof.
 - M. The Canteen would have to serve Tea / Food etc. at the office of the IHFW as per order as and when required.
- 5. The menu should be as follows and printed Menu chart with rates should be displayed :-**
- (a) Standard bed tea with tea bags to be served with.
 - (b) Breakfast from at 8 a.m. to 10 a.m.
Menu :- Luchi / Paratha, vegetable curry, dal, boiled egg, bread & butter, fruits, tea / coffee / fruit juice / pickle etc.

- (c) Tea to be served at 11 – 11.30 a.m. (during training) to the trainer, trainees, staff of the institute
- (d) Lunch – 1 to 2 p.m. (subject to changes as and when necessary)
Menu :- Bengali dishes, i.e. Rice, dal, bhaji, sabji, fish curry / egg curry, mutton / chicken curry, panir, chatni, dahi etc. South-Indian dishes, i.e. Dhosa, Idli, Upma, Sambar, Bada etc. and also North Indian & Chinese etc.
- (e) Tiffin (evening)
Tea / coffee & biscuits
Tea / Coffee also to be served at 3 – 3.30 p.m. (during training) to the trainer, trainees, staff of the institute.
Evening snacks should be supplied as and when required during the training programmes. Soft drinks, Mineral Water, Sweets etc. would have to be supplied.
- (f) Dinner – 9 to 10.00 p.m. (Hot & Fresh)
Menu :- Bengali dishes, i.e. Rice, dal, bhaji, sabji, fish curry / egg curry, mutton / chicken curry, panir, chatni, dahi etc. South-Indian dishes, i.e. Dhosa, Idli, Upma, Sambar, Bada etc. and also North Indian & Chinese etc.

6. Eligibility Criteria :-

Self-attested photocopies of valid trade license current professional tax & Income Tax Clearance Certificate, PAN Card and Receipt of deposit of earnest money of Rs. 5,000/- (Rupees Five Thousand) only should be submitted alongwith quotation, Original Certificate may have to be produced as and when required.

Credentials should be submitted alongwith quotation, Only those firms who have experience of atleast 5 years for running Canteen in Institution / Govt. Organisation will be allowed to participate in the above mentioned job / tender. The authority shall have the right to inspect the infrastructure and quality of service rendered by the organization before entering into the agreement.

The authority reserves the right to accept or reject any quotation or a part thereof or all quotations without assigning any reason whatsoever and it is not also obligatory to accept the lowest rate.

N. B. :- *All the items must be served freshly prepared & no previously cooked & stored food should be supplied.*

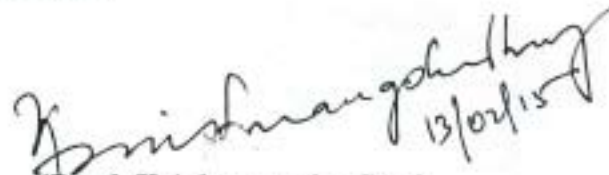
Quality & Quantity must be strictly followed in the case of all supply.

Last date of submission of the sealed Quotation / Tender is 9TH March, 2015 upto 2 p.m.

Date of opening of Quotation / Tender :- 10TH March, 2015 at 12 Noon.

On the appointed date and time of opening of Tender / Quotation the willing participants / authorized representatives may remain present.

Date :- /02/2015


(Prof. Krishnangshu Ray)
Director
Institute of Health & Family Welfare
Kolkata.