



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
S.B.S GOVERNMENT COLLEGE, HILI  
P.O. HILI, DIST: DAKSHIN DINAJPUR**

[www.sbsgch.ac.in](http://www.sbsgch.ac.in)

e-mail: [sbsgchili@yahoo.com](mailto:sbsgchili@yahoo.com)

Contact: 9433414783

Memo. No.: 22/N/CANTEEN/24

Date: 02/03/2024

## NOTICE INVITING QUOTATION/ TENDER

Sealed quotations/tenders are invited from reputed government agencies, SHIG, NGOs, and other private agencies for the operation of the Canteen at S.B.S Government College, Hili. Interested parties are requested to drop their quotations to the Tender Box at S.B.S. Government College, Hili by 14/03/2024. The attached Quotation format must also be completed and submitted. Filled up Tender form and all relevant documents, including experience certificates, trade license, PAN, Aadhaar, should be enclosed.

The list of served items/foods is provided for bidders to quote their rates. The selection will be based on the Lowest One (L1) bidder. The work order will be awarded to the bidder quoting the lowest rates for the maximum items.

### Terms and Conditions:

1. The selected contractor must deposit Rs.5,000/- as security. No interest will be paid on this amount, and it will be refunded at the end of the contract after settling all dues.
2. Quotations must be accompanied by documents supporting the ability to carry out the activities, including a list of eatables with rates.
3. The contractor must take all necessary precautions against fire hazards and comply with rules and regulations laid down by concerned local authorities and to the satisfaction of the college.
4. The contract will initially be for one year, starting from the date of signing the agreement, with the possibility of renewal based on mutual agreement. The college reserves the right to terminate the contract with one month's notice if unsatisfied.
5. Electricity is free for non-cooking purposes. The contractor can use power consumption only for the refrigerator, hot case, grinding of dal, etc. The contractor is responsible for the cleanliness of the canteen and its surroundings and the safe and hygienic disposal of canteen waste.
6. The contractor is prohibited from selling narcotics, cigarettes, alcohol, or any items injurious to health in the canteen. Legal action will be taken if the contractor violates this directive.
7. The contractor must arrange for items such as crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store, etc., of good quality as approved by the Institute. The contractor is responsible for maintaining these items in proper and hygienic conditions.
8. The canteen timings will be as prescribed by the college, subject to change.

*Kaustav Chakraborty*  
Convenor  
Canteen Committee

*Cemij*  
Officer-in-Charge  
S.B.S. Government College, Hili.

Officer-In-Charge  
S.B.S Government College, Hili  
P.O.Hili, 733126, Dakshin Dinajpur



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9. The contractor is directed not to take orders of food items from any external organization or person while working in the college canteen.
10. The contractor is fully responsible for the repair/maintenance, cleanliness, breakage, and damage done to the building, sanitary, electrical, and other fittings and fixtures provided by the college for the canteen.
11. Materials used for cooking purposes must be of good quality and are subject to inspection by the college.
12. The college reserves the right to approve the size, weight, and quality of items served. No new items can be introduced without the approval of the college, and no rate will be revised without college approval.
13. The contractor must employ the required staff at their own cost and bear all statutory and other liabilities for running the canteen. Employees must be above 18 years of age.
14. The contractor is required to provide canteen services in the canteen premises and various rooms of the college.
15. Under no circumstances should any of the contractor's employees stay in the college premises beyond canteen hours. The contractor must ensure that the canteen rooms are properly locked and secured during closed hours.
16. The contractor is prohibited from sub-contracting the contract to any other party. Sub-contracting will result in termination, and the security deposit will be forfeited.
17. Under exceptional circumstances, the Institute reserves the right to change any term and condition as and when warranted. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the college authority will be final and binding.
18. In any case, if the contract violates the terms and conditions, the security deposit will be forfeited.

*Kaustav Chakraborty*  
Convenor  
Canteen Committee

*Cemij*  
Officer-in-Charge  
S.B.S. Government College, Hili.  
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S.B.S Government College, Hili  
P.O.Hili, 733126, Dakshin Dinajpur

# TENDER FORMS FOR RUNNING COLLEGE CANTEEN

TENDER FORM NO. \_\_\_\_\_

**The Principal**  
**S.B.S Government College, Hili**  
**Hili**  
**Dakshin Dinajpur**  
**Pin-733126**

**Sub: Tender for running Canteen in S.B.S Government College, Hili, Dakshin Dinajpur, 733126**

Sir,

I am submitting herewith the Tender for providing catering services in the S.B.S Government College, Hili on Contract basis as per details given below:-

1. Name of the Tenderer \_\_\_\_\_

2. Address \_\_\_\_\_

3. Registration/License No. \_\_\_\_\_

(Attested Photostat copy  
of license issued by the attached) \_\_\_\_\_

4. Sales Tax No.(Attested Photocopy of Sales Tax certificate should be attached)

5. Year of Establishment \_\_\_\_\_

6. Details of Contracts executed till date

(Please give details of contracts executed previously in a separate sheet, along with documentary

Proof thereof.)

SI No.	Nature of contracts	Period	Govt./Semi Govt./Private Organizations
I.			
II.			
III.			
IV.			

7.

SI No.	Present contracts in hand	Period	Govt./Semi Govt./Private Organizations
I.			
II.			
III.			
IV.			

PAN Card No. \_\_\_\_\_ (Copy of the Income Tax Return filed in for the previous year may be enclosed)

8. Man Power/Resources available:

9. Earnest Money Deposit : DD No. \_\_\_\_\_ dt. \_\_\_\_\_ for

Rs. \_\_\_\_\_ drawn form \_\_\_\_\_ (Bank)

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us

**Dated:**

**Signature of the Tenders  
with stamp**

## Canteen Menu of College Canteen

The items should be cheaper than the market prices.

### Tiffin Item:

<u>S. No.</u>	<u>Item(1 Cup/ 1 Piece/ 1 Dish)</u>	<u>Rate</u>
I	Black Tea	
II	Milk Tea	
III	Coffee	
IV	Egg Pouch	
V	Egg Boiled	
VI	Egg Omlette	
VII	Bread Butter	
VIII	Bread Toast	
IX	Cake	
X	Ghugni	
XI	Roti-Sabji	
XII	Banana	
XIII	Mineral Water (1 Litre)	
XIV	Cold Drinks (300 ml)	
XV	Amul Cool	
XVI	Pakoda	
XVII	Samosa	
XVIII	Veg Chop	
XIX	Noodles ( Maggi etc.)	
XX	Veg. Momo	
XXI	Chicken Momo	

### Lunch Item:

<u>S. No</u>	<u>Item (1 Dish/ 1 Piece)</u>	<u>Rate</u>
I	Veg Meal	
II	Egg Meal	
III	Fish Meal	
IV	Chicken Meal	
V	Dahi	
VI	Sweets	
VII	Veg Chowmin	
VIII	Egg Chowmin	
IX	Chicken Chowmin	

Signature of the Tenderer