

# UNIVERSITY OF KALYANI



## **NOTICE INVITING E-TENDER**

**Tender ID showing at <http://wbtenders.gov.in> : 2022\_UOK\_406295\_1**

**Memo No: KU/NIET/CTHKP/IG/2022-23/01**

**Dated: 14<sup>th</sup> September, 2022**

Online E-Tender is invited for **Providing Catering and Housekeeping Services at the B.C. Roy Guest House, University of Kalyani** from reputed vendors having experience for running similar type of works at Educational Institutions/several government/reputed organizations with valid up to date Trade Licence, Food Licence, I.T., GST and other relevant documents.

### **1. SCOPE OF WORK**

The Service Provider will perform all the services pertaining to catering and housekeeping of the Guest House of the University of Kalyani located beside Bank of India ATM Counter consisting of 24 rooms located at Ground Floor and 1<sup>st</sup> Floor with attached toilets, Common Toilets at Ground Floor, Dining Space at Ground Floor, Kitchen with adjacent washing room and distribution counter at Ground Floor, Reception Desk and adjacent spaces at the entrance at Ground Floor. Following tasks are to be performed by the service provider after selection:

#### **1.1 HOUSEKEEPING SERVICES:**

**Service Provider will provide all materials to keep the Guest House running, fair and sober. Apart from University Infrastructural facility along with Electric Gazettes, all other facilities must be ensured by the Service Provider out of his own exchequer.** Housekeeping at Guest House and their surroundings areas include:

- Dusting of furniture, walls, TV sets, Study Tables, Refrigerator and removal of cobwebs etc.
- Cleaning of all rooms, corridors, removal and quick disposal of garbage and kitchen wastes
- Reporting on any issue of damage/non-working of electronics and/or electrical items
- Removal of tainted material & dust from floors, rooms, verandah, kitchen, toilets, etc
- Maintenance of surfaces of building, porcelain fixtures, plastic/ PVC fixtures, brass/ metal fittings and tiles, by suitably polishing the same with polishing agents
- Maintenance of beds, providing clean linen, blankets, towels soaps etc. to guests daily
- Keep the rooms ready to occupy
- Providing materials in each rooms, listed in **Annexure-VI** on daily basis to occupants
- Housekeeping items will be also provided by the service provider as specified in **Annexure-VI**
- Maintenance of Inventory for house keeping items be made by the Service Provider at their own cost without compromising the quality and hygiene of the items as per the prescribed brands enclosed vide **Annexure-VI**
- Any other job assigned by the University from time to time

#### **1.2 OUTSOURCING OF MANPOWER:**

- The service provider will outsource the manpower to carry out jobs from 5.00 a.m. to 10.00 p.m. and during the night time on emergency call.
- The service provider will also appoint a Caretaker / Manager to handle the day-to-day works of Guest House. He will be responsible for:
  - Supervision of the Guest House on a daily basis and see the upkeep of premises
  - Manage the arrival of VIPs and meeting & dinner hosted at Guest House
  - Complete the Check-in and Checkout formalities of guests
  - Preparation of bills and collection of charges from guests and deposit amount to the University at regular interval
  - Liaisoning with the University Caretaker for the allotment of rooms
  - Maintenance of occupancy registers on daily basis

#### **1.3 LAUNDRY SERVICES:**

- University will provide basic infrastructure, free electricity, water, etc to facilitate the laundry services. However, service provider will arrange the detergent powder/soap for washing, steam iron, iron board, etc.
- Cleaning of bed sheet and towel of all rooms every day
- The service provider will provide laundry and ironing services to guests on payment basis.
- Cloth washing services to guests will be provided, preferably on the same day or the next day, depending on the urgency and requirement of guest on payment basis
- Wherever, dry-cleaning will be required, service provider will arrange it from local market on payment basis
- Providing laundry services to guests as per quoted/agreed rates

#### **1.4 CATERING SERVICES:**

The service provider will strictly ensure there is no lapse in quality of services rendered. University will provide electricity and water free of cost for operating the kitchen. All kitchen equipment, tools and tackles, crockery, Cutlery, and utensils will be provided by the service provider. University will arrange for one Refrigerator and one Induction Cooker for the Kitchen, however, service will be responsible for following:

- (a) Procurement and storage of all kind of raw food items
- (b) Providing food to guests on scheduled time or as and when required by them
- (c) Supply of cleaning materials for kitchen equipments
- (d) Supply of napkins, towels, and tissue papers, used for wiping the crockery & cutlery
- (e) Maintaining cleanliness and hygiene at the kitchen, pantry, dining hall etc
- (f) Providing all facilities, materials, consumables, tool, etc within the scope of work, as necessary to execute the assigned job
- (g) Providing paper napkin/tissue papers along with all meals
- (h) Procurement of commercial LPG cylinder as per need and bearing the cost of refilling. Institute will not bear any single using domestic LPG cylinder. In case, if it is found, penalty of Rs. 1000/- per instance will be imposed.
- (i) Vegetarian and Non Vegetarian food will be cooked and served separately
- (j) Food (Tea, Breakfast, Lunch and Dinner) will be served as per following schedule:
  1. Bed Tea 5:00 AM to 7:00 AM or as per order
  2. Breakfasts 7:30 AM to 9:30 AM or as per order
  3. Lunch 12:30 Noon to 2:30 PM or as per order
  4. Evening Tea 5:00 PM to 5:30 PM or as per order
  5. Dinner 7:30 PM to 9:30 PM or as per order
- (k) University Authority may inspect the food quality and cooking apparels at a surprise visit.
- (l) During Seminar/Workshop, service provider will arrange for parceling the cooked foods to avoid crowd in the guest house.
- (m) For room service at the choice of the boarder, service provider may charge additional charge not exceeding 10% of the total meal charge.
- (n) If the meal/refreshment is provided at the Guest House during seminar/workshop, organizer of the Seminar/Workshop will negotiate with the service provider for a package cost of menu selected by the organizer.
- (o) Service Provider may charge separate rate from boarders/consumers for separate food not covered under the list as per annexure
- (m) Maintenance of Inventory for cooking items be made by the Service Provider at their own cost without compromising the quality and hygiene of the items as per the prescribed brands enclosed vide **Annexure- VI**

#### 1. Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	14 <sup>th</sup> September,2022
2	Documents download (online)	14 <sup>th</sup> September,2022 (From 5.00 p.m. onwards)
3	Bid Submission Start Date(on line)	14 <sup>th</sup> September,2022 (From 5.00 p.m. onwards)
4	Bid Submission Closing Date (Online)	8 <sup>th</sup> October, 2022(up to 5 p.m.)
5	Bid Opening Date (Online) – Technical Bid	11 <sup>th</sup> October, 2022( From 11.30 a.m. onwards)
6	Visit of Site/Guest House	22 <sup>nd</sup> September, 2022 (From 12.00 Noon to 3.00 p.m.)
7	Date of uploading list for technically qualified bidder (online)	To be notified
8	Date of opening of Financial Bid	To be notified
9	Date of uploading of list of bidders along with the approved Rate	To be notified

#### 2. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website : <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate(DSC) or from the University of Kalyani's website [www.klyuniv.ac.in](http://www.klyuniv.ac.in).

**3. Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website [http:// wbtenders.gov.in](http://wbtenders.gov.in). All papers must be submitted in English language.

**4. Time Schedules for the e-tender:**

The Time Schedule for obtaining the Bid Documents, its online submission and opening of bids will be as per the list provided in Clause No. 1 given above.

**5. Eligibility for Quoting:**

- a) Reputed, resourceful and bonafied agencies having experience in rendering satisfactory credentials of performing similar kind of service at an Educational Institutions / Government office/premises are only eligible for quoting.
- b) Agencies not having the capability to provide services up to the mark solely need not apply. Failure of submission of declaration of full support will lead to cancellation of tender.
- c) Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular service are not eligible to participate in the current tender for the service.
- d) **Moreover, vendors whose previous service at the University of Kalyani is unsatisfactory/disputable will not be considered as technically qualified in spite of having suitable credentials also.**

**6. Annual Turnover Requirements:**

Vender having average annual income for last three financial years(2018-19, 2019-20 & 2020-21) should be not less than Rs.20 lakh in India is eligible to participate in the Tender.

**7. Submission of Tenders**

**7.1 General process of submission**

Tenders are to be submitted online through the website stated in Clause 2. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. Bidder needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

**7.2 Technical Bid**

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure –**

- a) Basic Information (Vide Annexure I) *(to be submitted in “Annexure” folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in “Annexure” folder)*
- c) Authorization letter - (Vide Annexure III) *(to be submitted in “Annexure” folder)*
- d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in*

*“Annexure” folder*

- e) DECLARATION ON NIET - (Vide Annexure V) *(to be submitted in “Annexure” folder)*
- f) RECOMMENDED BRANDS - (Vide Annexure VI) *(to be submitted in “Annexure” folder)*

2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in **“Technical Details”** Folders.

3. Audited Annual Accounts for last three years 2018-19, 2019-20 & 2020-21 or during the period since formation of the Firm, if it was set up in less than such 3- year period **(to be submitted in “Accounts” folder)**.

- 4. Similar nature of work credential issued in favor of the agency along with Completion Certificate **(to be submitted in “Credential” folder)**.

**Note: Tenders will be summarily rejected if any item in the statutory cover is missing.**

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			P.Tax Enrolment Certificate
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	Copy of the work order with performance certificate from an Institute of Higher Learning in support working at an Institute of Higher Learning / Government office/premises in last five financial years(2016-17 , 2017-18,2018-19 2019-20 & 2020-21)
4	Financial Information	Payment Certificate1	Income Tax Returns submitted for the Assessment year 2019-20
			Income Tax Returns submitted for the Assessment year 2020-21
			Income Tax Returns submitted for the Assessment year 2021-22

### 7.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):  
**Bill of Quantities (BOQ):** The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet. The number of quantity as mentioned in the BOQ may vary on day to day basis depending upon the actual requirement on a particular day.

- 8. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is totally prohibited and only be submitted through on line through NIC portal.

## **9. TERMS & CONDITIONS:**

9.1 The Service Provider will not be allowed to addition/alteration of any electrical work inside and outside the Guest House without approval of the competent authority of the University

9.2 The employees of the Service Provider must be properly uniformed with adequate skill and technique for serving foods to the Guests/Consumers and should be of well behaved.

9.3 Selling of Cigarette and/or any sorts of tobacco based items are strictly prohibited in the Guest House as well as University Campus. Service Provider must ensure the above while running the Guest House.

9.4 The Service Provider will engage sufficient numbers of manpower on his pay roll for the preparation and service of each meal including cleaning, washing and overall upkeep of Guest House assets and premises. It is expected that the manpower deployed at the Guest House shall not fall below the desired numbers to run the Guest House smoothly.

9.5 The Service Provider shall submit a list of staff, with complete details including local/ permanent addresses, contact details, and their photographs etc. for approval, which may be allowed to work at the Guest House.

9.6 The University reserves right to reject any or all the names without assigning any reason thereof. Only those staff who have been cleared by the University will be allowed to enter into the premises of the Guest House.

9.7 The above staffs are not to be included in the University Payroll and under no circumstances they can claim themselves as the employees of the University and therefore will not be entitled for any benefit that the employees of the University will enjoy.

9.8 The service provider will appoint a qualified and experienced Manager, acceptable to the University to take orders/instructions from the appropriate authority of the University. Manager will be available on all days to deal with all matters concerning the terms and conditions of contract.

9.9 The Service Provider will not employ child labour and upon violation, legal action would be taken by the University.

9.10 The Service Provider will provide 2 sets of dress i.e. Shirt, Trouser, Caps, Sweaters, etc to Guest House Staff and they will compulsorily wear it while on duty. The colour and style of the uniform will be decided by the University. The workers should always use hand gloves and caps while upon working. The Service Provider will also issue ID cards to all his employees engaged at University Guest House with copy to the University.

9.11 The Service Provider must ensure payment to its staff engaged at the works in University Guest House always in time to avoid any sorts of complication in work rendered by the staff at University Guest House.

9.12 The legal formalities as to the disbursement of payment to the staff of the Guest House regarding Minimum Wages payment, EPF, ESI etc. will lie on the shoulder of the Service Provider. University, under no circumstances, shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts.

9.13 The University shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the Service Provider through claim from insurance company. The Service Provider shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.

9.14 The Service Provider will be responsible for his employees in observing all security and safety regulations and instructions as may be issued by the Institute from time to time. The Service Provider will also be responsible to take appropriate disciplinary actions against his staff to fulfill his obligations under this agreement and also in response to the allegation (if any) against any staff engaged by the service provider at University Guest House.

9.15 The Service Provider will ensure that their employees should protect the information received from the University during discharge of their duties from any unauthorized disclosure to third party (ies) without permission.

9.16 The Service Provider will be responsible for making good to the satisfaction of the University for any kind of loss or damage to any structures and properties within the Guest House premise. If such loss or damage is due to fault and/ or the negligence or willful acts or omission of the service provider, his employees, agents, or representatives, will make good the loss as to be ascertained by the University.

9.17 The Guest House staff will not entertain any of their guests/ outsiders in the Guest House premises and not normally leave the premise without Manager's permission.

9.18 All employees will be in uniform during schedule timing and none should be visible in vests/shorts or improper clothes in the Visitor's hostel at any time.

9.19 The Service Provider will be responsible for the courteous behavior of all their staff, employed directly or indirectly, and shall exercise a proper degree of control over them.

9.20 The Service Provider shall be bound to prohibit and prevent employees from trespassing/acting in anyway detrimental or prejudicial to the interest of the community or of the properties.

9.21 The Service Provider shall be responsible thereof and indemnify the institute of all consequent claims or actions for damages or injury or on any the other grounds whatsoever.

9.22 Smoking, drinking within the entire area of the Guest House in particular, and the University campus is strictly prohibited. Violators will be prosecuted as per law.

9.23 In case, the University suffers loss of any nature because of the Service Provider or his employees for not following security or safety regulation, the contractor will be liable to make good the loss as determined by the University at its sole discretion. Institute will have the right to recover such losses, etc., from the dues payable to the contractor and/or security deposit, etc.

9.24 The Service Provider will neither appoint any sub-contractor nor will sub-let the work assigned to him without the written permission of the University.

9.25 Whenever and wherever it is required by the University, all personnel deployed by Service Provider at the University, will be required to display ID card while entering into the Institute premise. They will also require wearing the ID card all the time while on duty.

9.26 The agreement with the selected Service Provider shall be made initially for 1 year that may be renewed or cancelled based on the performance of the Service Provider. However, University may terminate the agreement with 15 days notice before the completion of the agreement period for special reasons causing loss of University Property and/or Reputation and/or others either in tangible or in intangible or in both manners.

9.27 TDS, if applicable, shall be deducted from all payments made to the Service Provider as per rules and regulations in force and in accordance with the income tax act prevailing from time to time. Statutory deductions like GST, if any, shall also be applicable as per rules.

9.28 Security of Guest House premises, equipment, fittings and fixtures, furniture, electronic gazettes etc. will be the responsibility of the Service Provider.

9.29 The selected vendor will take responsibility at their own cost for cleanliness and beautification in and around the Guest House premises without damaging the university properties.

9.30 All chemicals being procured for use, should be of approved high quality and damage to floor, skirting's, steps, platform, fittings, paintings, polish etc. should not occur. In case of any damage to University property, the cost of making good the same will be recovered from the contractor's bill.

9.31 The rate quoted by the Service Provider and finally approved by the University will be unaltered for a period of 1 year. No upward revision of rates will be accepted after opening the tender without the consent of the University Authority. The rates quoted by the Service Provider will be unconditional. Conditional tender will summarily be rejected.

9.32 In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.33 University may take decision about the cancellation of tender even after selection of vendor due to its fund constraints or for other valid reasons.

9.34 University may seek documents from the bidders even after submission of bid by the bidders for verification and evaluation of tender.

9.35 University reserves the right to relax any clause of the tender document for Selection of suitable Service Provider.

**9.36 PERFORMANCE SECURITY:** Rs. 50,000/- (Rupees Fifty Thousand only) to be submitted

through DD in favour of “University of Kalyani” payable at Kalyani/Kolkata after selection of vender and immediately issuance of the Work Order in favour of the selected vender. Otherwise, the said amount will be recovered from the Bill amount of the vender after commencement of their service at the University. Such amount is refundable without any accrued interest subject to the observance of Terms & Conditions. University may forfeit the above sum in the event of the following circumstances:

- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Work Order.
- ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii) Selected bidder fails to work within the scheduled time as specified in the Work Order
- iv) If, before expiry of the agreement period, Service Provider is involved with any such activities resulting loss of University either in tangible or by intangible manner and the Service Provider fails to compensate that loss
- v) In case of any false submission /statement by the successful bidder on the basis of which University selected that bidder
- vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions
- vii) In case of any breach of contract/agreement with the University
- viii) For other reasons for which the selected Agency may be considered as responsible for any loss of property and/or loss of reputation of the University.

9.37 During the time of seminar, the dining space of the guest house may be occupied by the participants of the seminar. At that time, Service Provider will arrange the situation through parceling the cooked foods to the non-boarders and arranging for room services to the boarders without any extra charges.

9.38 University reserves the right to relax any clause for selection of vender at the Guest House.

9.39 Under no circumstances, University is liable for any situation arising due to the conditions beyond the control of the University.

#### **10. Evaluation of the tenders**

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only these tenderers passing the essential and other requirement test will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

#### **11. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.**

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

**12.** During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.

**13.** The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**14. Under no circumstances, University of Kalyani will be held liable for any dispute/decision caused/taken due to the outbreak of COVID 19 inside and/or outside its campus**

## University of Kalyani

### BASIC INFORMATION ABOUT THE BIDDER

1.	Name of the Bidder	
2.	Address with telephone/ Mobile No.	
3.	Type of the Organisation (whether sole Proprietorship/ Partnership/ Private Limited for Cooperative body/ Welfare Trust etc.) (attach proof)	
4.	Name, Address & Phone Number of the Proprietor/ Partners/ Directors of the Agency with whom communication (if required) shall be made	
5.	PAN Number (a copy of PAN Card must be enclosed)	
6.	GST Registration Number (a copy of GST Registration certificate must be enclosed):	
7.	Trade License number (a copy of supportive document must be enclosed)	
8.	Food License Number	
9.	Average Annual Turnover for last 3 years(Please enclose Audited P/L Account for 2018-19, 2019-20 & 2020-21)	2018-19: Rs. 2019-20: Rs. 2020-21: Rs.
10	Name of Organisation(s) where served earlier	

#### Declaration

I solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender/ terminate the contract.

Further, I undertake that I must follow the terms and conditions as per Annexure- D thoroughly and in case of any non-observance, I shall be bound to accept the decision of the University of Kalyani.

Signature of the Bidder  
(With Seal)



Annexure II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To  
The  
Registrar  
University of Kalyani  
Kalyani-741235  
Nadia, West Bengal

**Sub: NIT for Providing Catering and Housekeeping Services at the B.C. Roy Guest House, University of Kalyani.**

Ref: N.I.T. No **KU/NIET/CTHKP/IG/2022-23/01** dated **14/09/2022**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of .....  
.....in the capacity ..... duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. In the event of being selected, I will resume my duty as per the stipulated period of the work order issued to me.

Date :-

Signature of applicant including title and capacity  
in which application is made.

Contact no :

E mail address :

Postal Address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr..... (Name),  
employee of this Organisation as ..... (Official Designation) is  
hereby authorised to submit tender online , Vide NIT No ..... ,  
Dated .....on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

**ANNEXURE IV**

(Affidavit Proforma)  
(To be furnished in Non – Judicial Stamp paper  
of appropriate value duly notarized)

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.  
..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

(Affidavit Proforma)  
(To be furnished in Non – Judicial Stamp paper  
of appropriate value duly notarized)

**DECLARATION ON NIET**

*(To be typed in company letter pad, scanned and uploaded)*

I, the undersigned, do hereby declare that in respect of Tender Ref. No. **KU/NIET/CTHKP/IG/2022-23/01 dated 14/09/2022**

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).
- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

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Full signature of the Person  
(Designation with Seal)

Date:

Place:

# UNIVERSITY OF KALYANI

## Annexure-VI

### LIST OF ITEMS TO BE PROVIDED BY THE SERVICE PROVIDER FOR RUNNING GUEST HOUSE

Sl. No.	ITEMS	RECOMMENDED BRANDS	BRANDS QUOTED BY BIDDER
1	MUSTARD OIL	DHARA, FORTUNE, NATURE FREASH, EMAMI, ENGINE	
2	REFINED OIL(SUNFLOWER)	FORTUNE. NUTRELA, SUFFOLA, SUNDROP	
3	TEA LEAVES/CHAPATI	TATA GOLD, BROOK BOND, LIPTON, GOODRICK	
4	COFFEE POWDER	NESCAFE, BRU, TATA CAFÉ	
5	PICKLES(MANGO/MIX)	MOTHER, PRIYA, KISHAN	
6	NOODLES	YIPEE, SURYA, MAGGIE, TOP RAMAN	
7	WHEAT FLOWER/ATTA	ASHIRVAD, ANNAPURNA, GANESH	
8	PAPAD	LIJAT, MAYURI, SUNRISE	
9	BREAD	MODERN , BRITINANIA, GOMATI	
10	JAM, JELLY	KISSAN, AKG	
11	BUTTER, CHEESE	AMUL, BRITANNIA, MOTHER DAIRY	
12	TOMATO SAUCE/KETCH UP	KISSAN, MAGGIE	
13	MILK FOR DRINK & CURD	AMUL, METRO, MOTHER DAIRY	
14	SPICES	ASHOK, MDH, EVEREST, COOKME, JK, SUNLIGHT	
15	BISCUITS	BRITANNIA, HORLICKS , SUNFEAST, PRIYA,BISK FARM	
16	SALT	TATA, ANNYAPURNA	
17	CORNFLAKES	KELLOGS	
18	GHEE	AMUL, JHARNA	
20	ICE CREAM	AMUL, KWALITY, METRO	
21	CURD	AMUL, MOTHER DAIRY, METRO	
22.	MINERAL WATER	BISLERI, AQUA FINA, KINLEY	
23	LIQUID SOAP	DETTOL, LIFEBOUY, PATANJALI	
24	PHENYL	DOMEX, LIZOL	
25	RICE	BASHKATHI(FOR REGULAR RICE), BASMATI/DERRADUN(FOR SPECIAL DISH)	
26	PULSES	STANDARD QUALITY	
27	PAPER NAPKIN	STANDARD QUALITY	
28	ROOM FRESHNER	STANDARD QUALITY	
29	TOILET FRESHNER	STANDARD QUALITY	
30	MOSQUITO OIL	GOODNIGHT, MORTEIN	
31	WASHING POWDER	SUNLIGHT, SURF EXCEL,	

		ARIAL	
33	DISH WASH SOAP	VIM, PATANJALI	
34	DISH WASH LIQUID	VIM, PRIL	
35	GLASS CLEANER	COLLIN	
36	BATHROOM CLEANER	HARPIC	
37	ACID FOR WASHING	GOOD QUALITY	
38	BRUSH FOR TOLLET CLENING	GOOD QUALITY	
39	FLOOR CLEANER BRUSH	GOOD QUALITY	
40	GARBAGE BAG	CELLO OR EQUIVALENT	
41	TOILET SOAP	LIFE BUOY, DETTOL, MAISUR SOAP	
42	CANDLE BOX	TAJMAHAL OR EQUIVALENT	
43	BUCKET & MUG	CELLO OR EQUIVALENT	
44	BED COVER WITH PILLOW COVER (WHITE)	GOOD QUALITY	
45	BED SHEET(WHITE)	GOOD QUALITY	
46	HANGER	GOOD QUALITY	
47	TOWEL(WHITE)	GOOD QUALITY	
48	OTHERS	GOOD QUALITY	

**Item Rate BoQ**

Tender Inviting Authority: University of Kalyani

Name of Work: Providing Catering and Housekeeping Services at the B.C. Roy Guest House, University of Kalyani.

Contract No: KU/NIET/CTHKP/IG/2022-23/01

Name of the Bidder/ Bidder's Name

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE Per Unit In Figures To be entered by the Bidder Rs. P	GST Total if any	Any Other Taxes/Duties/Levies Total	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	14	17	53	55
1	<b>Supply of foods on day to day basis</b>							
2	TEA (MILK) PER CUP OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
3	TEA(LIQUOR) PER CUP OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
4	TEA(LEMON) PER CUP OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
5	GREEN TEA PER CUP OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
6	BLACK COFFEE PER CUP OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
7	MILK COFFEE PER CUP OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
8	TEA (MILK) PER CUP OF BIG SIZE	300.000	per day				0.000	INR Zero Only
9	TEA(LIQUOR) PER CUP OF BIG SIZE	300.000	per day				0.000	INR Zero Only
10	TEA(LEMON) PER CUP OF BIG SIZE	300.000	per day				0.000	INR Zero Only
11	GREEN TEA PER CUP OF BIG SIZE	300.000	per day				0.000	INR Zero Only
12	BLACK COFFEE PER CUP BIG SIZE	300.000	per day				0.000	INR Zero Only
13	MILK COFFEE PER CUP OF BIG SIZE	300.000	per day				0.000	INR Zero Only
14	LASSI PER GLASS OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
15	LASSI PER GLASS OF BIG SIZE	300.000	per day				0.000	INR Zero Only

16	FRUIT JUICE PER GLASS OF MEDIUM SIZE	300.000	per day				0.000	INR Zero Only
17	FRUIT JUICE PER GLASS OF BIG SIZE	300.000	per day				0.000	INR Zero Only
18	ROTI WITH SABJI/BHAJI PER PLATE OF 3 PCS	300.000	per day				0.000	INR Zero Only
19	PARATHA WITH SABJI/BHAJI PER PLATE OF 3 PCS	300.000	per day				0.000	INR Zero Only
20	ALU PARATHA WITH SABJI/OTHERS & PICKLES	300.000	per day				0.000	INR Zero Only
21	PEAS PARATHA WITH SABJI/ALUR DAM/OTHERS PER PC	300.000	per day				0.000	INR Zero Only
22	PURI WITH SABJI /OTHERS PER PLATE OF 4 PCS	300.000	per day				0.000	INR Zero Only
23	KACHORI WITH SABJI/OTHERS PER PLATE OF 4 PCS	300.000	per day				0.000	INR Zero Only
24	OMLET OF SINGLE EGG PER PC	300.000	per day				0.000	INR Zero Only
25	OMLET OF DOUBLE EGG PER PC	300.000	per day				0.000	INR Zero Only
26	BOILED EGG PER PC	300.000	per day				0.000	INR Zero Only
27	EGG BHUJIA PER PLATE OF SINGLE EGG	300.000	per day				0.000	INR Zero Only
28	EGG BHUJIA PER PLATE OF DOUBLE EGG	300.000	per day				0.000	INR Zero Only
29	EGG PONCH PER PLATE	300.000	per day				0.000	INR Zero Only
30	BREAD TOAST WITH BUTTER/CHEESE & SUGAR PER HEAD	300.000	per day				0.000	INR Zero Only
31	BREAD TOAST WITH PEEPER PER HEAD	300.000	per day				0.000	INR Zero Only
32	EGG TOAST PER HEAD	300.000	per day				0.000	INR Zero Only
33	VEG PAKORA PER PLATE OF 6 PCS	300.000	per day				0.000	INR Zero Only
34	EGG PAKORA PER PLATE OF 6 PCS	300.000	per day				0.000	INR Zero Only
35	CHICKEN PAKORA PER PLATE OF 6 PCS	300.000	per day				0.000	INR Zero Only
36	VEG SANDWICH PER HEAD	300.000	per day				0.000	INR Zero Only
37	CHICKEN SANDWICH PER HEAD	300.000	per day				0.000	INR Zero Only



38	EGG ROLL PER PC	300.000	per day					0.000	INR Zero Only
39	CHICKEN ROLL PER PC	300.000	per day					0.000	INR Zero Only
40	EGG CHICKEN ROLL PER PC	300.000	per day					0.000	INR Zero Only
41	MUTTON ROLL PER PC	300.000	per day					0.000	INR Zero Only
42	VEG CHOWMIN FULL PLATE	300.000	per day					0.000	INR Zero Only
43	VEG CHOWMIN HALF PLATE	300.000	per day					0.000	INR Zero Only
44	CHICKEN CHOWMIN FULL PLATE	300.000	per day					0.000	INR Zero Only
45	CHICKEN CHOWMIN HALF PLATE	300.000	per day					0.000	INR Zero Only
46	EGG CHOWMIN FULL PLATE	300.000	per day					0.000	INR Zero Only
47	EGG CHOWMIN HALF PLATE	300.000	per day					0.000	INR Zero Only
48	MIXED CHOWMIN FULL PLATE	300.000	per day					0.000	INR Zero Only
49	MIXED CHOWMIN HALF PLATE	300.000	per day					0.000	INR Zero Only
50	VEG THALI WITH CHATNI, PAPAD & CURD/RAITA	300.000	per day					0.000	INR Zero Only
51	EGG THALI WITH CHATNI, PAPAD & CURD/RAITA	300.000	per day					0.000	INR Zero Only
52	FISH THALI WITH CHATNI, PAPAD & CURD/RAITA	300.000	per day					0.000	INR Zero Only
53	CHICKEN THALI WITH CHATNI,PAPAD & CURD/RAITA	300.000	per day					0.000	INR Zero Only
54	PEAS PULAO WITH ALUR DAM & SALAD PER PLATE	300.000	per day					0.000	INR Zero Only
55	PEAS PULAO WITH CHICKEN CURRY OF THREE	300.000	per day					0.000	INR Zero Only
56	STANDARD SIZE CHICKEN PCS & SALAD PER PLATE	300.000	per day					0.000	INR Zero Only
57	VEG FRIED RICE PER PLATE WITH SALAD	300.000	per day					0.000	INR Zero Only
58	CHICKEN FRIED RICE PER PLATE WITH SALAD	300.000	per day					0.000	INR Zero Only
59	MIXED FRIED RICE PER PLATE WITH SALAD	300.000	per day					0.000	INR Zero Only

60	VEG BIRIYANI PER PLATE WITH SALAD	300.000	per day				0.000	INR Zero Only
61	CHICKEN BIRIYANI WITH EGG PER PLATE WITH SALAD	300.000	per day				0.000	INR Zero Only
62	MUTTON BIRIYANI WITH EGG PER PLATE WITH SALAD	300.000	per day				0.000	INR Zero Only
63	PLAIN DOSA PER PLATE WITH SAMBER & CHATNI	300.000	per day				0.000	INR Zero Only
64	MASALA DOSA PER PLATE WITH SAMBER & CHATNI	300.000	per day				0.000	INR Zero Only
65	IDLI PER PLATE OF 2 PCS	300.000	per day				0.000	INR Zero Only
66	BORA PER PLATE OF 2 PCS	300.000	per day				0.000	INR Zero Only
67	SAMOSA PER PLATE OF 2 PCS	300.000	per day				0.000	INR Zero Only
68	ALUR CHOP/ PIYAJI/BEGUNI PER PLATE OF 2 CS	300.000	per day				0.000	INR Zero Only
69	PLAIN NUN WITH CHANA BATORA PER PLATE	300.000	per day				0.000	INR Zero Only
70	BUTTER NUN WITH CHANA BATORA PER PLATE	300.000	per day				0.000	INR Zero Only
71	FISH FRY WITH MUSTARD SAUCE	300.000	per day				0.000	INR Zero Only
72	FISH CUTLET WITH MUSTARD SAUCE	300.000	per day				0.000	INR Zero Only
73	SOFT DRINKS(200ML/300ML/500ML/1LT/1.2LT/2LT)	300.000	per day				0.000	INR Zero Only
74	MINERAL WATER(500ML/600ML/1LT/2LT/5LT)	300.000	per day				0.000	INR Zero Only
75	MASALA COLD DRINKS PER GLASS	300.000	per day				0.000	INR Zero Only
76	LIME SODA PER GLASS	300.000	per day				0.000	INR Zero Only
77	RASOGOLLA PER PC OF STANDARD SIZE	300.000	per day				0.000	INR Zero Only
78	GULAB JAMUN PER PC OF STANDARD SIZE	300.000	per day				0.000	INR Zero Only
79	SANDESH PER PC OF STANDARD SIZE	300.000	per day				0.000	INR Zero Only

80	DIABETIC SWEET PER PC OF STANDARD SIZE	300.000	per day				0.000	INR Zero Only
81	JALEBI PER PC OF STANDARD SIZE	300.000	per day				0.000	INR Zero Only
82	AMRITI PER PC OF STANDARD SIZE	300.000	per day				0.000	INR Zero Only
83	BISCUIT PER HEAD OF 02 NOS.	300.000	per day				0.000	INR Zero Only
84	SLICE CAKE PER PC	300.000	per day				0.000	INR Zero Only
85	ICE CREAM	300.000	per day				0.000	INR Zero Only
86	CURD	300.000	per day				0.000	INR Zero Only
87	<b>House Keeping</b>							
88	Monthly Charges for House Keeping	25.000	per month				0.000	INR Zero Only
89	Charges per boarder staying at Guest House (max 20 per day)	600.000	per month				0.000	INR Zero Only
90	Charges per boarder staying at Guest House (min 21 per day)	750.000	per month				0.000	INR Zero Only
91	<b>Laundry Services</b>							
92	Trousers (Washing)	600.000	per month				0.000	INR Zero Only
93	Shirt/T-Shirt (Washing)	600.000	per month				0.000	INR Zero Only
94	Towel (Washing)	600.000	per month				0.000	INR Zero Only
95	Hand Towel (Washing)	600.000	per month				0.000	INR Zero Only
96	Saree (Washing)	600.000	per month				0.000	INR Zero Only
97	Under Wear (Washing)	600.000	per month				0.000	INR Zero Only
98	Socks/Handkerchief (Washing)	600.000	per month				0.000	INR Zero Only
99	Shorts (Washing)	600.000	per month				0.000	INR Zero Only
100	Jeans (Washing)	600.000	per month				0.000	INR Zero Only
101	Salwar- Kameez/Kurta (Washing)	600.000	per month				0.000	INR Zero Only
102	Trousers (Ironing)	600.000	per month				0.000	INR Zero Only

103	Shirt/T-Shirt (Ironing)	600.000	per month				0.000	INR Zero Only
104	Towel (Ironing)	600.000	per month				0.000	INR Zero Only
105	Hand Towel (Ironing)	600.000	per month				0.000	INR Zero Only
106	Saree (Ironing)	600.000	per month				0.000	INR Zero Only
107	Under Wear (Ironing)	600.000	per month				0.000	INR Zero Only
108	Socks/Handkerchief (Ironing)	600.000	per month				0.000	INR Zero Only
109	Shorts (Ironing)	600.000	per month				0.000	INR Zero Only
110	Jeans (Ironing)	600.000	per month				0.000	INR Zero Only
111	Salwar- Kameez/Kurta (Ironing)	600.000	per month				0.000	INR Zero Only
112	<b>Supply of foods on a Seminar/Workshop</b>							
113	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY,CHICKEN CURRY/PANEER,CHATNI,PAPAD,ICE CREAM/CURD/RAIT A, SWEET <b>(upto 50 persons)</b>	50.000	per day				0.000	INR Zero Only
114	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY,CHICKEN CURRY/PANEER,CHATNI,PAPAD,ICE CREAM/CURD/RAIT A, SWEET <b>(51 to 100 persons)</b>	100.000	per day				0.000	INR Zero Only
115	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY,CHICKEN CURRY/PANEER,CHATNI,PAPAD,ICE CREAM/CURD/RAIT A, SWEET <b>(101 to 200 persons)</b>	200.000	per day				0.000	INR Zero Only
116	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY,CHICKEN CURRY/PANEER,CHATNI,PAPAD,ICE CREAM/CURD/RAIT A, SWEET <b>(201 to 500 persons)</b>	500.000	per day				0.000	INR Zero Only
117	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY,CHICKEN CURRY/PANEER,CHATNI,PAPAD,ICE CREAM/CURD/RAIT A, SWEET <b>(above 500 persons)</b>	1000.000	per day				0.000	INR Zero Only

118	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, CURRY OF KATLA FISH/PABDA FISH/ROHI FISH/PARSHE FISH /PANEER,CHATNI,PA PAD,ICE CREAM/CURD/RAIT A, SWEET (upto 50 persons)	50.000	per day				0.000	INR Zero Only
119	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, CURRY OF KATLA FISH/PABDA FISH/ROHI FISH/PARSHE FISH /PANEER,CHATNI,PA PAD,ICE CREAM/CURD/RAIT A, SWEET (51 to 100 persons)	100.000	per day				0.000	INR Zero Only
120	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, CURRY OF KATLA FISH/PABDA FISH/ROHI FISH/PARSHE FISH /PANEER,CHATNI,PA PAD,ICE CREAM/CURD/RAIT A, SWEET (101 to 200 persons)	200.000	per day				0.000	INR Zero Only
121	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, CURRY OF KATLA FISH/PABDA FISH/ROHI FISH/PARSHE FISH /PANEER,CHATNI,PA PAD,ICE CREAM/CURD/RAIT A, SWEET (201 to 500 persons)	500.000	per day				0.000	INR Zero Only
122	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, CURRY OF KATLA FISH/PABDA FISH/ROHI FISH/PARSHE FISH /PANEER,CHATNI,PA PAD,ICE CREAM/CURD/RAIT A, SWEET (above 500 persons)	1000.000	per day				0.000	INR Zero Only
123	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, MUTTON KASA/ PANEER,CHATNI,PAP AD,ICE CREAM/CURD/RAIT A, SWEET (upto 50 persons)	50.000	per day				0.000	INR Zero Only
124	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, MUTTON KASA/ PANEER,CHATNI,PAP AD,ICE CREAM/CURD/RAIT A, SWEET (51 to 100 persons)	100.000	per day				0.000	INR Zero Only
125	RICE,ROTI,SALAD,VEG FRY,DAL,VEG CURRY, MUTTON KASA/ PANEER,CHATNI,PAP AD,ICE CREAM/CURD/RAIT A, SWEET (101 to 200 persons)	200.000	per day				0.000	INR Zero Only

126	RICE, ROTI, SALAD, VEG FRY, DAL, VEG CURRY, MUTTON KASA/ PANEER, CHATNI, PAP AD, ICE CREAM/CURD/RAIT A, SWEET <b>(201 to 500 persons)</b>	500.000	per day				<b>0.000</b>	INR Zero Only
127	RICE, ROTI, SALAD, VEG FRY, DAL, VEG CURRY, MUTTON KASA/ PANEER, CHATNI, PAP AD, ICE CREAM/CURD/RAIT A, SWEET <b>(above 500 persons)</b>	1000.000	per day				<b>0.000</b>	INR Zero Only
<b>total in Figures</b>							<b>0.000</b>	INR Zero Only
<b>Worded Rate in Words</b>		<b>INR Zero Only</b>						