



Ref. No. B.U./Fin/Secretariat/Tender Megnad Saha Planetarium/2021/315

Date :14.09.2021

The University of Burdwan wants to lease out its space adjacent to Megnad Saha Planetarium to establish a Cafeteria cum Restaurant. It will be a comfortable, stylish point for meeting and eating with professional management similar to an upmarket **Cafeteria cum Restaurant**. It should be able to cater to the needs of the **Students, Faculty, Staff along with families on campus and General Public/Outsiders**. This cafeteria will serve breakfast, lunch & dinner and also host multiple get-together and parties of the University community members, alumni and senior executives from the industry. It should be able to be a signature Cafeteria cum Restaurant representing the rich culinary culture of the city of Burdwan.

PRE-QUALIFICATION REQUIREMENTS TO BE PROVIDED IN THE TECHNICAL BID

1. The lessee shall have to attach his Permanent Account Number (PAN), Adhaar Card, GST registration copy along with the Technical Bid.
2. The lessee shall ensure the compliance to various legal obligations as applicable to restaurant operation.
3. The Technical Bid should contain duly filled in and signed **Part I and II** of the Tender,(Earnest Money will be deposited if selected) and other supporting documents as mentioned in the Part I. Alongwith this a Cafeteria Vision document, Renovation Plan, & Air conditioning Plan has to be provided.
4. In accordance with the vision its cafeteria cum restaurant should be a comfortable, stylish point for meeting and eating with different age group people it is important that following stipulations are compulsorily observed:
 - a. The Cafeteria cum Restaurant owner/Manager must have expertise earlier in managing outdoor, open air restaurant or any similar setup.
 - b. The Head Chef of the Cafeteria cum Restaurant must possess work experience,with expertise in Indian and Mughlai cuisine.



c. Lessee should be ready to invest at least **Rs5 Lacs** in developing the infrastructure of the cafeteria. Lessee will also have to present the specific masonry renovation requirements to create an infrastructure of the level of an upmarket restaurant. A specific plan for air-conditioning plan has to be provided to the University. Scanned copies of all such plans have to be uploaded and a hard copy of the same submitted in the TECHNICAL BID. Masonry renovations will be allowed subject to approval of University authority. However, the air-conditioning, interior décor, furnishing, seating, lighting, sound and kitchen infrastructure has to be created by the lessee. This plan has to be mentioned in the Cafeteria cum Restaurant Vision document. Same has to be included in the Technical Bid.

d. The vision document should also state additional facilities/services to be offered by the party

5. The above Pre-qualification requirements have to be adhered to during the lease period failing which the lease will be terminated.

6. In the Financial Bid the bidder is required to mention the maximum lease rent he/she agrees to pay. The qualified Firm/Agency quoting highest bid will be awarded the lease to establish a Cafeteria cum Restaurant.

GENERAL TERMS AND CONDITIONS

7. The Tender document is available on University website (www.buruniv.ac.in) and can be downloaded free of cost.

8. The Bids should be submitted in two-bid system. One envelope should contain Technical Bid and the other envelope should contain Price Bid. Price bids of only the Technically Qualified bidders will be opened.

9. The bidders will have to submit a Security Deposit of **Rs. 5,00,000/-** (Rupees five lakh only) by way of a Demand Draft/Banker's cheque (in favour of Burdwan University and Payable at Burdwan), if awarded:

10. To develop this Cafeteria cum Restaurant as a one stop solution for breakfast, lunch and dinner and also multiple get-togethers and parties of the University community members and outsiders. The lease will be initially for a period of 3 (three) years. The University authority at his/her discretion may extend lease on year to year basis, subject to a maximum of two years, if agreed upon mutually. After completion of initial period of three



years, the lease rent will increase by 15% (ten percent) per year in case of extension of lease.

11. The bidder must visit the site and gather a clear idea about the identified space before submitting the quotation. Technical Bids without commitment of submission of requisite amount of Security Deposit if selected shall be summarily rejected, once submitted, withdrawal of bids is not permitted.

12. Return of Security Deposit: The Security Deposit without interest will be refunded preferably after end of agreement period

13. The Price Bid should contain only the duly filled in **Part III** of the Tender. The bidder shall quote the maximum monthly Lease rent s/he intends to pay to Burdwan University. The approximate floor area for establishing the Cafeteria may be 2100 sq. ft. The highest lease rent offering bidder from amongst the Technically Qualified Bidders and fulfilling all the terms and conditions of Burdwan University Tender, shall be awarded the lease.

14. The tender shall be submitted only in the name of the registered firm/restaurant, not by any Third Party. Third Party tenders shall be rejected summarily.

15. The Bids should be valid for 90 days at least, from the date of submission of bids.

16. Late/Delayed tenders shall not be accepted. Burdwan University will not be responsible for any Postal/Courier delay.

17. Any incomplete bid shall be rejected.

18. The Burdwan University shall have the right to review the working of the cafeteria from time to time. At any time, if it is found that the lessee has failed to fulfill any of the conditions of the lease or that his working is unsatisfactory, Burdwan University may terminate this lease after giving a one-month notice. However, no such notice will be necessary if the lease is terminated on the grounds of serious misconduct.

19. The lessee shall be responsible for the loss or damage to the assets, if any, handed over to him by Burdwan University

20. Burdwan University shall not be responsible for any kind of injury/loss of life to any worker of the lessee that may take place inside or outside the Burdwan University premises. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the lessee.



21. The lessee shall strictly abide with all Govt. rules/orders/regulations regarding employment of staff .
22. Lessee shall be required to execute an agreement in the prescribed format before awarding of the cafeteria lease.
23. Burdwan University reserves the right to cancel the Tender at any stage, without assigning any reasons.
24. Subletting of cafeteria premise is not permissible.
25. Quotations qualified by such vague and indefinite expressions such as "Subject to immediate acceptance" or "Subject to prior sale" shall not be considered.
26. The service hours of the cafeteria shall be from 08 AM to 10.00 PM daily. Any change like timing of operation, will require the permission of the concerned authority in Burdwan University.
27. The lessee shall not transfer or assign any part of his business through this lease to any other party as sub-contract / sublet.
28. The lessee shall have proper a` la carte menu. The lessee may be given responsibility of providing snacks during faculty meetings, other meetings, national festival celebrations etc. at a reasonable advance notice. Organizing timely and good quality food and service will be the responsibility of the lessee.
29. The lessee should always maintain quality furniture in the cafeteria.
30. The lessee should always maintain excellent hygiene and clean atmosphere in-side as well as out-side the cafeteria. The lessee should ensure proper waste disposal through his own resources during the currency of the lease. If it is found contrary, the lease can be terminated without any notice.
31. Lessee can display his brand name at selected side/place.
32. Serving/Use of Alcohol, Tobacco products, Drugs within the cafeteria is strictly prohibited. Any violation of this clause, will lead to immediate termination of the lease.
33. Evaluation of the tenders
- 33.1 Evaluation of Quotation: The University will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated



based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

33.2 Bidders will be ranked H1 , H2,H3 etc. in decreasing order of their financial offers . The selection will be on the basis of the highest recurring payment of rented place.

34. Negotiations

Normally, there shall not be any negotiation. Negotiations shall be held with the two most competitive bidder. Counter offers tantamount to negotiations, shall be treated at par with negotiations.

35. Signing of Contract

Promptly after notification, the University shall send the successful Bidder(s) the Letter of Intent. Within twenty-one (21) days of date of the Letter of Intent, the successful Bidder shall enter into Contract Agreement

36. The Cafeteria will run all the yearlong and will not close its operations during the any vacations.

37. Two separate and sealed envelopes (by clearly mention technical proposal & financial proposal with name of the intended bidder at envelop top) will be dropped in the earmarked Tender Box placed in the designated room at Megnad Saha Planetarium.



Part I

Sl.No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Name of Owner/Director/CEO/Partner/Proprietor
2	Company Details	Company Details 1	Trade Licence
			FSSAI License[Food Safety & Standards Authority of India]
			Last renewal date with payment of FSSAI License
3	Credential	Credential 1	a. Copy of the Similar nature of work at least for last 2 years. b. Undertaking of no criminal background/history/tax failure against the firm and/or Owner/ Director/CEO/Partner/Proprietor
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Financial year 2018-19
			Income Tax Returns submitted for the Financial year 2019-20
			Income Tax Returns submitted for the Financial year 2020-21
		Payment Certificate 2	GST Registration
			GST Returns



(To be submitted along with Technical Bid)

PART II

ACCEPTANCE BY THE TENDERER

To,
The Registrar
Burdwan University

I/We agree to have read and furnish/abide by GENERAL AND SPECIFIC TERMS AND CONDITIONS mentioned in the Tender document or such portions thereof as you may specify in the Acceptance of Tender at the prices given in the said schedule in accordance with the above condition and the General and special conditions governing the Contract enclosed hereto on receipt of order for the same.

I/We agree to hold this offer open until 90 days and shall be bound by a communication of acceptance dispatched within the period specified above.

I/We agree to all the terms and conditions of the Tender, I agree that all the information given above are true to my knowledge any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Sign of Tender with official stamp

Address:

Telephone:

Email & whatsapp



(To be submitted separately not along with the Technical Bid)

PART III

To,
The Registrar
Burdwan University

The Lease Rent which I/We offer to pay to the University of Burdwan for operating a Cafeteria at Burdwan University Campus is INR (INR only) per quarter plus GST and other taxes/levies as applicable from time to time as advance at beginning of each quarter. I/We agree to pay all Electricity, Water Charges, Other statutory charges etc. directly by own as per consumption in running of the Cafeteria at Burdwan University Campus.

Name of Firm/Bidder	Lease Rent per quarter(a)	GST and other taxes/levies as applicable %(b)	Total = a + (a*b)/100

I/We agree to hold this offer open until 90 days from the date of opening of this Price Bid and shall be bound by a communication of acceptance dispatched within the period specified above.

I/We agree to all the terms and conditions of the Tender. I agree that all the information given above are true to my knowledge any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Sign of Tender with official stamp

Address:

Telephone:

Email & whatsapp:



THE UNIVERSITY OF BURDWAN

Established by virtue of West Bengal Act XXIX of 1959

Email:fo@buruniv.ac.in Website: www.buruniv.ac.in

Mandatory/essential documents [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:

Dates& Information:

Sl.No	Activities	Date & Time
1	Date of uploading the tender in the website of B.U. : https://www.buruniv.ac.in	14.09.2021
2	Documents download	14.09.2021
3	Bid Submission Start Date	25.10.2021
4	Bid Submission Closing Date	27.10.2021 12:00 hrs.
5	Bid Opening Date(probable)– Technical Bid	27.10.2021 13:00 hrs.
6	Date of opening of Financial Bid(probable)	27.10.2021 14:00 hrs.
7	Pre bid meeting date at Bardhaman	22.09.2021 (at 12 hrs. at the room of Finance Officer

sd/-

Secretary, Megnad Saha Planetarium