



# Bihar School Examination Board

Sinha Library Road, Patna-800017

## Selection of Agency For Providing Canteen Services

**NIT No: PR 88/2019**

Bihar school Examination Board (Secondary Division) Sinha Library road, Patna-17, invites tender for operating & maintaining canteen size 115' x 25' (2875sqft.) in the campus of BSEB. Bids are invited from experienced persons & agencies in this behalf in the form of technical & financial bid. Details of the tender are available at the website of the Board <http://biharboardonline.bihar.gov.in>

Sl No.	Scope Of Work	Cost of Tender Document (In Rupees)	Earnest Money (In Rupees)
01	Selection of Agency for providing Canteen Services to Bihar School Examination Board, Patna	Rs 500/-	Rs 10,000/-

### Tender Schedule:

Sl.	Activity	Date and Time
1.	Sale/Download date of Tender documents	From 16.02.2019 (10:30AM) to 26.02.2019 (5PM) <a href="http://biharboardonline.bihar.gov.in/">http://biharboardonline.bihar.gov.in/</a>
2	Pre –Bid Meeting	20.02.2019 (12.30 PM) (Bihar School Examination Board, Sinha Library Road, Patna- 800017)
3	Submission of Tender Documents and EMD, Tender fee	27.02.2019 (1 PM)
4	Date and time for opening of Part-1 i.e. Technical & Commercial Bid.	27.02.2019 (3 PM)
5	Date & Time for opening of Part-II i.e. Financial Bid.	27.02.2019 (5 PM)

- ❖ Tender must be accompanied with the cost of Tender document and Earnest Money in the form of Demand Draft issued by a Commercial Bank. No Cash and Cheque Payment will be accepted.
- ❖ For any further clarification, regarding the contents of the tender document, please contact the following officers during office hours from 10.30 AM to 05:00 PM: In-charge of Caretaker – +919910944888
- ❖ All further, notifications/amendments (if any), shall be posted on <http://biharboardonline.bihar.gov.in>. No separate communication shall be made to individual bidders.

**Secretary**

Bihar School Examination Board

Memo no. .... Patna/ Date .....

Copy to:- PRO, BSEB Patna for publishing the Tender in reputed Newspapers of Patna.

**Secretary**

Bihar School Examination Board

# **BIHAR SCHOOL EXAMINATION BOARD, PATNA**

## **TENDER FOR RUNNING OF CANTEEN IN THE CAMPUS OF**

### **BIHAR SCHOOL EXAMINATION BOARD,**

#### **(Annexure to Agreement)**

#### **I. Eligibility Criteria:**

- a. Should be having a valid PAN No.
- b. Should be having the related GSTIN.
- c. Should be registered with all the relevant labour laws & ESIC.
- d. Food/Trade License, as applicable is a must.
- e. Minimum average turnover for similar business-Rs.5 lacs per year for the last 2 years.
- f. A minimum of 2 years' experience in the similar line of business.

#### **II. Facilities made available by the Board.**

- a. A 2875 sqft (115ft x 25ft.) furnished hall. (Fixtures to be brought by the Bidder himself).
- b. Electricity Connection: available but chargeable.

#### **III. Other Terms & Conditions:-**

- a. Should provide food & other products to the BSEB employees at negotiated subsidized rates. The rate of subsidy provided to BSEB and its employees from the published price must be clearly stated in the bid, else the bid may get disqualified.
- b. This tender is for supplying refreshment, lunch, dinner and packed meal & refreshment to BSEB as and when required in a notice of 08 hours from the time of actual supply.
- c. The menu and items for the packed meal and refreshment would be chosen by BSEB from the list of exhaustive items (menu) provided by the bidder.
- d. This tender is for providing a complete range of cooked food and beverage items in the canteen premises from the list of menu provided by the bidder in the tender document, the menu along with MRP (maximum retail price) of all the items has to be mandatorily provided in the tender document submitted by the bidder else the bid may get disqualified.
- e. This tender is for providing Out Door Catering Services as well to the Board for its various events and programs occurring at different places from time to time.
- f. The rates for Out Door Catering should be separately specified (item wise) in the bid.
- g. This tender is for running of the canteen situated at BSEB premises.
- h. Board can withdraw & float a new tender at any time.
- i. Acceptance of tender is a multifarious decision, which will depend upon certain criteria's like reputation and background of the bidder.
- j. **Earnest Money Deposit:** An initial refundable deposit of Rs. 10000/- in the form of a demand draft is to be attached with the application from in the favour of "Secretary, Bihar School Examination Board, Patna."

- k. Deposit Amount: A Sum of Rs.2,00,000/- (two lakh only) will be required to be deposited with BSEB on acceptance of the Tender. The said sum will be applicable for a period of 5 years from the date of coming into operation of canteen.
- l. Performa for technical bid should be the same as shown in Annexure "A" & the bidder should supply the undertakings mentioned in Annexure "B" as the financial bid.
- m. The bidder should provide a list of qualitative products (not more than 100 products should be written in the illustrative list) which may be sold by the bidder along with the maximum, estimated selling price.
- n. The bidder must provide a brief profile of the experience in the sector of fooding & catering. The bidder must attach the financial statements of its firm along with the copy of ITRs and other related documents must be furnished under the respective laws as mentioned in (IV) below.
- o. The bidder will have to enter into an agreement with BSEB for running of canteen.
- p. If at any further stage after allotment of the tender but before the allotment of the space the bidder withdraws his name for the said tender. Deposit of Rs. 2, 00,000/- (two lakh) made with the board shall stand forfeited.
- q. The bidder will be responsible for maintaining pollution free environment and hygiene in the canteen & surrounding places.
- r. The canteen should be equipped with modern equipment's & there should be trained personnel for handling those equipment's.
- s. The canteen owner should make arrangements for the uniforms of the canteen staffs & he should produce the health certificate of all the employees from any registered medical practitioner.
- t. The quality of the food products shall be verified by the concerned authorised officer (Food quality inspector) & also BSEB holds the authority to check the quality of the food products being made available at the canteen anytime on its discretion.
- u. It will be the duty of the canteen owner to maintain the electrical & other fittings borne by the canteen.
- v. Chairman of the board will be the sole arbitrator for any dispute between the board & the canteen owner and his judgement will be final & binding on both the parties.
- w. The canteen owner will be solely responsible for any dispute between the canteen owner & the third party.
- x. Serving & selling of alcohol, alcoholic products, tobacco products and any other materials which are prohibited in law will not be allowed.
- y. The canteen owner will be responsible for the payment of any statutory dues earned by the canteen, except the municipal tax.
- z. No structural changes will be allowed in the formation of canteen. It will be the duty of the canteen owner to return the space provided on as is basis on completion & non-renewal of agreement or under any other necessary condition.
- aa. Financial bids will be opened only of the technically qualified bidders.

- bb. Persons having expertise & any qualification in the field of hotel management or persons empanelled with IRCTC for catering services will be given priority over others.
- cc. The rent will be increased @5% per annum.
- dd. Monthly rent must be paid by 1<sup>st</sup> day of every month in bank account of Bihar School Examination Board.
- ee. Rent will be paid in advance for every succeeding month i.e. rent for the current month would have been paid on 1<sup>st</sup> day of the previous month. Hence, in the first month 2 months rent must be paid.
- ff. All types of repairs and maintenance will be done by the bidder.
- gg. The Board reserves the sole right to accept or reject a tender without giving any explanation. The Board holds the right to modify delete and or add any terms or conditions at any time before/after the bid.
- hh. The bidder has to have a registered sweet shop in Patna Municipal Corporation jurisdiction.
- ii. The items from the menu list provided by the bidder will be selected by BSEB one day prior to the date of delivery.
- jj. All food items provided in the menu list must be cooked in the canteen premises and not elsewhere. Ingredients required for food production will be arranged by the bidder, the quality of the same will be examined from time to time by BSEB. The vegetables and other ingredients required for food preparation must be fresh.
- kk. Arrangements for servicing of the food along with equipments/utensils and staff/manpower has to be made by the bidder. Fuel/L P Gas needed for food preparation and cleaning of the complete premises has to be done by the bidder.
- ll. The hygiene and cleanliness must be maintained at all the times of the premises which will be arranged by the bidder and subject to inspection and standards laid by BSEB.
- mm. Rates quoted in the tender for all the items will be valid for a period of 2 years from the date of work order which may be extended beyond 2 years also after mutual agreement and consent of both the parties.
- nn. Bidder must have a certificate of at least providing food for a minimum of 250 pax per day from any Govt/Semi Govt/PSU/Reputed Private Institution or Society.

#### IV. **GUIDELINES FOR THE FOOD PREPARATION AND MENU:**

The below fixed menu for Snacks, Refreshment, Lunch, Dinner and Meals are provided for which the rates are supposed to be provided along with the subsidy/concession/discount which will be provided for BSEB employee.

These fixed menu are separate from the ala carte' menu for which a separate item wise list with rates and discount/concession/subsidy must be provided by the bidder. The below fixed menu will be both in the form of packed as well as buffet along with silver service (on the table service) in the canteen or anywhere in the BSEB premises.

### **Snacks/Refreshment:**

**Set 1.** Kaju Barfi, Gulabjamun, Paneer Pakoda, Sandwich

**Set 2.** Kalakand, Soanpapdi, Samosa, Kachodi

**Set 3.** Kalajamun, Boondi Laddu, Veg Cutlet, Paneer Pakoda

**Set 4.** Cake, Pastry, Paneer Cutlet, Bread Pakoda

Anyone of the set in the packed form or buffet or table/silver service in the canteen premises or BSEB Premises or any other place as decided by BSEB.

### **Meal/Lunch/Dinner:**

Starter: Butter Milk, Lassi, Soup (Sweet Corn, Hot n Sour, Tomato) – Any one of these.

Paneer Item: Shahi Paneer, Kadahi Paneer, Matar Paneer, Malai Kofta, Palak Paneer, Mushroom Matar – Anyone of these.

Vegetable: Alu – do – pyaza, Alu Gobhi Matar, Gobhi Masala, Mix Vegetable, Vegetable Manchurian, Alu Parwal, Kathal Kofta, Vegetable Kofta Curry, Green Peas Butter Masala, Alu Matar Dum, Seasonal Vegetable – Any two of these.

Dal: Chana Dal Fry, Mixed Dal Tadka, Arhar Dal Fry, Kabuli Chana Masala – Anyone of these.

Rice: Peas Pulao, Jeera Rice, Vegetable Fried Rice, Steam Rice, Shahi Pulao, Navratan Pulao – Anyone of these.

Roti/Bread : Tawa Roti, Poori, Litti, Roasted Poori, Kachodi, Tandoori Roti, Kulchaa, Naan, Rumali Roti – any two of these.

Curd: Dahi Vada, Cucumber Raita, Boondi Raita, Mix Raita, Fruit Raita, Pineapple Raita, Moong Dal Vada, Plain Curd – any two of these.

Salad: Chana Sprout, Green Salad, Moong Sprout, Green salad with fruit – any one of these.

Dessert: Hot Gulab Jamun, Imarati with Rabdi, Fruit Cream, Fruit truffle, Gajar Halwa, Moong Dal Halwa, Ice cream, Rasgulla/Rajbhog – any two of these.

In the above fixed menu, Chutney, Papad, Pickle with drinking water has to be mandatorily provided with them.

The above menu is Illustrative and not final, similar rate list for other items also has to be provided by the bidder.

Rates to be given set wise as well as item wise for all the above sets and items.

Separate rates to be provided for Tea, Coffee, Butter Milk, Lassi, Curd, Cold drinks, Fresh Juices, Fresh Lime Soda etc.

The bidder may wish to add more items over and above the mentioned items. Separate rates for the same must be provided along with discount/concession offered to BSEB employees.

**The brand to be used for the food preparation:**

Basmati Rice (long) – India Gate, Lal Quila, Dawat, Fortune, Patanjali

Wheat Atta: Ashirwad, Nature Fresh, Patanjali

Masala/Spices: Everest, MDH, Catch, Patanjali

Edible Oil: Dhara, Safola, Nature fresh, Patanjali

- V. Copies of the following self-certified documents should be attached with the profile of the bidder/Bidder:
- a. Certificate of Registration as mentioned in Para 1 above.
  - b. Copy of PAN no. /GSTIN No.
  - c. Any other Certificate/details.
  - d. Documentary evidence in respect of previous experience. Performance Appreciation letters (if any) obtained from previous experience must be attached.
  - e. List of at least 20 main items proposed to be sold in said canteen with their rate.

# **Bihar School Examination Board, PATNA**

## **TENDER FOR RUNNING OF CANTEEN IN THE CAMPUS OF BIHAR SCHOOL EXAMINATION BOARD,**

### **TECHNICAL BID**

(In separate sealed Cover-I super scribed as Technical Bid)

For using Canteen premises on rent: -

1	Tender Notice No.	
2	Name of the Tender	
3	Address for Correspondence:	
4	Name of the Contract Person:	
5	Mobile/Telephone No.	
6	Email Id:	
7	Details of Tender form Fee: (Rs. 500/-)	Demand Draft No. DD Draw.: Name & Address: Date :
8	Details of EMD (10,000/-) ten thousand only	Demand Draft No. DD Draw.: Name & Address: Date :
9	PAN No. (copy attach)	
10	GST Regt. No. (copy attach)	
11	Have you ever been Black Listed by any board/Govt. organisation? (if yes give details)	
12	Do you agree Term & condition of this Tender. copy attached (Yes/No)	

Signature of Authorised with  
Date & seal

# **Bihar School Examination Board, PATNA**

## **TENDER FOR RUNNING OF CANTEEN IN THE CAMPUS OF BIHAR SCHOOL EXAMINATION BOARD,**

### **(FINANCIAL BID)**

1.	Name of address of the Bidder/Proprietors E-mail. Mobile etc.				
2.	Name of Agency				
<b><u>Financial Sheet A</u></b>					
		Rate in Figure Fi		Weight (Wi)	
3.	Monthly Rent of Premises Canteen	F1 (In rupees)		W1	1
4.	Discount/Concession/Subsidy offered for staff & office of BSEB on Food and Beverage Items on the quoted retail market price	F2 (in percentage)		W2	500000
	Total Financial Value (F)= $F1 * 1 + F2 * 500000 / 100$				

<b><u>Financial Sheet B</u></b>		
1.	Rate for per fixed packed meal	
2.	Rate for per fixed snacks/refreshment	
3.	Rate for per fixed Lunch/Dinner	
4.	Annexe the menu list with rates for each items	

Signature of Authorised with  
Date & seal

Note: For highest bidder (H1) calculation, total financial value for only sheet A will be considered.

### **Example for financial value calculation:-**

Bidder puts monthly rent amount as 50000/- and provides discount of 10% .

Financial Value Calculation:  $50000 + (500000 \times 10) / 100 = 50000 + 50000 = 100000/-$

**Hence INR 100000/- will be considered as total financial of that bidder.**



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**Bihar School Examination Board, PATNA**

**TENDER FOR RUNNING OF CANTEEN IN THE CAMPUS OF BIHAR SCHOOL  
EXAMINATION BOARD,**

**ANNEXURE "A": PERFORMA FOR PROFILE SUBMISSION**

1.	Name of the Bidder	:	
2.	Address for Correspondence	:	
3.	Name of the Authorise Person.	:	
4.	Contact Number	:	
5.	Brief Resume of the Bidder	:	
6.	Permanent Account Number of the Bidder	:	
7.	Other Licenses No. As Mentioned in Para I above	:	
8.	Details of Work experience	:	
9.	Details of Earnest Money	:	DD No. Bank Name Date Amount

Signature of Authorised with  
Date & seal

# **Bihar School Examination Board, PATNA**

## **TENDER FOR RUNNING OF CANTEEN IN THE CAMPUS OF BIHAR SCHOOL EXAMINATION BOARD,**

### **Annexure "B"**

#### **Undertaking - 1**

I, ..... PAN No. .... on behalf of M/s.....(Designation) ... undertake to pay a sum of Rs. .... (In Word ..... ) as the rent payable for the space provided by the board on acceptance of my tender for the space to be allotted by the board & on the terms prescribed by them under the agreement to be made on acceptance of my tender.

Signature of the Bidder

#### **Undertaking II**

I, ..... PAN No. .... on behalf of M/s.....(Designation) ... Undertake to pay a sum of Rs. 1, 00,000/- (Rs. One LAKH Only) as a refundable deposit for a period of 5 years commencing from the date of canteen coming into operation for the space provided by BSEB, on acceptance of my tender for the space to be allotted by the Bihar School Examination Board & on the terms prescribed by them under the agreement to be made on acceptance of my tender.

Signature of the Bidder