

UTTAR DINAJPUR ZILLA PARISHAD,
KARNAJORA, RAIGANJ

Memo.No./706/UDZP

Date:- 13/07/2022

NOTICE FOR OPERATION OF CANTEEN

Uttar Dinajpur Zilla Parishad (UDZP), being an entity established by law under West Bengal Zilla Parishads Act 1963, is hereby inviting bids from eligible and qualified bidders for Operation of the Zilla Parishad Canteen comprising Dining Hall and Kitchen situated in the 2nd Floor, Annexe Building inside the Uttar Dinajpur Zilla Prishad campus at Karnajora, Raiganj, District Uttar Dinajpur for a period of 3 (Three) Years. The scope of the work, qualifications of the bidders and terms and conditions of Operation of the Canteen is given below. Intending bidders should satisfy themselves of the location and facilities available at the Canteen on *as is where is* basis and also go through the Terms and Conditions of the Notice.

TIME SCHEDULE FOR APPLICATION

SL. NO.	ITEM	PERIOD/TIMELINE	REMARKS
01.	Date & Time of submission of application	From 15-07-22 to 29-07-2022 from 11AM - 5 PM excluding Govt. Holiday	Application to be submitted to the dedicated sealed Box
02.	Last Date & Time of submission of application	29-07-22 within 3.00 PM	Applicants will have to remain present at the time of opening of applications.
03.	Date & Time of Auction	29-07-22 at 3.05 PM	Qualified Applicants will take part in Auction
04.	Deposit of bid value	05-08-22 within 4.00 PM	Selected bidder will have to deposit 25 % of bid value initially alongwith Rs.30,000.00 as security deposit as per mentioned timeline. Further, before ending of every quarter (i.e. 03 months), 25 % of the bid value has to be submitted in advance

PERIOD OF OPERATION WITH BASE PRICE DETAILS

PERIOD OF OPERATION	BASE PRICE OF BID / YEAR	YEARLY INCREMENT	Security Money Deposit	Participation fee
3 (Three) years	Rs 90,000/- (ninety thousand Only) per Annum	10% (ten Percent) of previous rate	Rs 30,000/-	Rs.1,000.00 (non refundable)

Terms and Conditions for Operation of the Canteen:-

1. Period of Operation of the canteen will be 3 (Three) Years from the date of work order.
2. Rate quoted for Operation of the Canteen will be enhanced by 10% (ten Percent) of previous year rate per Calendar Year for the second and third year respectively.
3. Yearly quoted amount to be paid in advance in four equal installment i.e. at the beginning, after 03 months and so on for the current and succeeding years. That is, amount for every calendar year after 10 % enhancement over the previous year has to be paid in advance in four equal installment ie. at the beginning, after 03 months and so on for the succeeding year. In case of any violation in depositing the payable amount as described, the Contract for Operation of the Canteen will be terminated automatically without further Notice upon expiry of the current quarter for defaulting on payment.
4. Successful party will have to deposit 100% of the offered price for the first year within the stipulated period either in cash, Demand draft or by Bank Transfer and obtain receipt with the Cash Section of UDZP. Further, Successful bidder will enter into an Agreement with UDZP in Non-Judicial Stamp Paper of appropriate value. If the selected Bidder fails to deposit the complete amount within the specified date, the security deposit will stand forfeited and the next selected bidder will be given the opportunity to deposit the value and so on as per discretion of the UDZP authority.
5. Deliverables for operation of the Canteen and Kitchen:-
 - i. Successful party will operate the Canteen comprising the dining hall and the kitchen during the Office Hours i.e. from 9 AM up to 7 PM. For operation on Holidays and beyond office hours, written permission must be obtained from UDZP at least 1 working day in advance.
 - j. As the primary purpose of the Canteen is to provide healthy meal and refreshments to the Office staff at UDZP and various allied offices in the vicinity, the decorum of the Office is to be maintained at all times and playing of loud music or organising parties etc not commensurate with official purposes is not allowed. Similarly, permission/ NOC for any Bar/ Liquor license will not be given as serving of any alcoholic drinks is strictly prohibited in office premises. Any violation of this clause will lead to revocation of the right to operate the canteen along with forfeiture of all paid amount and SD. The decision of the UDZP authority will be full and final in this regard.
 - k. Necessary license/ permits as may be required for operating the Canteen will be obtained by the successful party at their own cost and means. The successful party will keep UDZP


indemnified for any act of omission or commission in such matters and the consequences arising out of any violation of the same or any other laws of the land.

- l. All devices/ equipments/ fittings and fixtures will be arranged and installed by the successful party at his own cost. After period of operation is over all such items are to be uninstalled and removed from the premises by the party itself.
- m. The Canteen including dining hall and kitchen is provided on *As is Where Is* basis only and UDZP will not be liable to alter/ modify/ add or subtract any item of civil or electrical works or interior decoration or furniture and fixtures over and above which is presently existing in the said Canteen including Dining Hall and Kitchen space. Connection of Water from the main line will be provided to the Canteen as per existing line and ferrule only.
- n. The successful party will neither make any substantial alterations to the civil or electrical works nor attempt to change the nature of the Canteen or to alter the plumbing lines or electrical cabling without the written permission of the competent authority of UDZP. Any minor repairs, addition of temporary storage cabinet or temporary partition, interior decorations and painting/ wall paper may be done by the party at their own cost subject to the condition that such changes must be undone and original position restored back should UDZP authority seek the same after termination of the period of operation or otherwise and failing which the security deposit will be retained back.
- o. All running expenses including Electric bills will be paid by the party directly to the concerned authorities. Only reasonable water supply commensurate with the purpose of running the canteen will be provided to the party using the existing pipeline only. The decision of Uttar Dinajpur Zilla Parishad authority is final and non-negotiable. In case of any disruption in water supply, UDZP will endeavour to have the supply restored on best effort basis within 72 hours.
- p. Selected Party will not be allowed to sub contract to any third party for operating the canteen without the written permission of the competent authority of UDZP. UDZP authority will have the right to inspect the premises at all times.

PROCESS FOR SELECTION OF SUCCESSFUL PARTY

5. Willing bidders will apply in plain paper or own letter head addressed to the Secretary, Uttar Dinajpur Zilla Parishad mentioning full Name & Postal address with Mobile No/Email ID offering their services for operating the Canteen comprising dining hall and kitchen for 3 years along with copies of the following documents
 - a. For companies/ partnership firms copy of Registration/ Incorporation certificate, Trade License, PAN Card must be provided
 - b. For Individual applicants proof of address and Identity along with copy of PAN card is to be attached. The application should be dropped in the drop box which will remain placed at the chamber of Secretary, Uttar Dinajpur Zilla Parishad. It must be noted that the bid value should not be mention in the application. The bid value will be discovered as described in point 07.

6. Participation fees & Security Money Deposit will only be accepted in the form of a demand draft drawn upon State Bank of India, Karnajora Branch. Without participation fee, the application will be treated as invalid and summarily rejected and the bidder disqualified from taking part in the auction.
7. Bid price will be discovered through process of auction amongst the qualified bidders who have submitted application within time. For this purpose each qualified bidder will be given 3 opportunities to bid. Bid price will start from the reserved price only.
8. Normally the Highest bidder will be declared selected after the bidding process is completed. However, UDZP reserves the right to cancel any or all the bids without assigning any reason whatsoever.

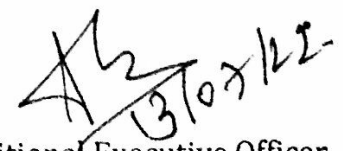

Additional Executive Officer,
Uttar Dinajpur Zilla Parishad.

Memo.No. 1706/15/UDZP.

Date: 13/07/2022

Copy forwarded for information and wide publicity to:

01. The Project Director, DRDC, Uttar Dinajpur
02. The Secretary, Uttar Dinajpur Zilla Parishad. He is requested to take necessary action and execute the process as per rules.
03. The Sub Divisional Officer, Raiganj/ Islampur, Uttar Dinajpur.
04. The NDC, Uttar Dinajpur
05. The Dy Sec, Uttar Dinajpur Zilla Parishad
06. The FC and CAO, Uttar Dinajpur Zilla Parishad
07. The DIO, NIC with request to upload in District Website under Tender Notice
08. The District Engineer, Uttar Dinajpur Zilla Parishad
09. The DICO, Uttar Dinajpur. He is requested to ensure wide spreading as per rules.
10. The DIA, Uttar Dinajpur Zilla Parishad with request to upload in Uttar Dinajpur Zilla Parishad Website under Tender Notice.
11. Office Superintendent, Uttar Dinajpur Zilla Prishad
12. CA to Sabhadhipati, Uttar Dinajpur Zilla Prishad
13. CA to Executive Officer, Uttar Dinajpur Zilla Prishad
14. CA to AEO, Uttar Dinajpur Zilla Prishad
15. Notice Board of this Office


Additional Executive Officer,
Uttar Dinajpur Zilla Parishad.

13.7.22