

UTTAR DINAJPUR ZILLA PARISHAD,  
KARNAJORA, RAIGANJ

Memo.No. 151/UDZP

Date: 15/01/2023

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 2<sup>nd</sup> Floor, Annexe Building inside the Uttar Dinajpur Zilla Parishad 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 its *where is* basis and also go through the Terms and Conditions of the Notice.

**TIME SCHEDULE FOR APPLICATION**

SL. NO.	ITEM	PERIOD	REMARKS
01.	Date & Time of submission of application	From 20-01-23 to 30-01-2023 from 11AM - 4 PM excluding Govt. Holiday	Application to be submitted to the dedicated sealed Box (kept with OS Chamber)
02.	Last Date & Time of submission of application	30-01-23 within 3.00 PM	Applicants will have to remain present at the time of opening of applications.
03.	Date & Time of Table/ Open Bid	30-01-23 at 4.00 PM	Qualified Applicants will take part in Open bid
04.	Deposit of full bid value for First Year	03-02-23 within 4.00 PM	Selected bidder will have to deposit 100% of bid value as first year operating fees

**PERIOD OF OPERATION WITH BASE PRICE DETAILS**

PERIOD OF OPERATION	BASE PRICE OF BID / YEAR	YEARLY INCREMENT	Earnest Money Deposit
3 (Three) years	Rs 90,000/- (One ninety thousand ) per Annum	5% (Five Percent)	Rs 30,000/-

**Terms and Conditions for Operation of the Canteen:-**

1. Period of Operation of the canteen will be 3 (Three) Years.

2. Rate quoted for Operation of the Canteen will be enhanced by 5 % (Five Percent) per Calendar Year for the second and third year respectively.
3. Yearly quoted amount to be paid in advance for the succeeding year. That is, amount for every calendar year after 5% enhancement over the previous year has to be paid one month prior to expiry date of current 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 year 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 prior to Issue of Work Order. If the selected Bidder fails to deposit the complete amount within the specified date, the EMD 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:-
  - a. 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.
  - b. As the primary purpose of the Canteen is to provide health 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 EMD. The decision of the UDZP authority will be full and final in this regard.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. 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 and failing which the EMD will be retained back.

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- g. 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. In case of any disruption in water supply, UDZP will endeavour to have the supply restored on best effort basis within 72 hours.
- h. 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 reasonable times.

### PROCESS FOR SELECTION OF SUCCESSFUL PARTY

1. Willing bidders will apply in plain paper or own letter head addressed to the Additional Executive Officer, 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.
2. Earnest Money Deposit will only be accepted in the form of a demand draft drawn upon State Bank of India, Karnajora Branch. Without requisite EMD, the application will be treated as invalid and summarily rejected and the bidder disqualified from taking part in the Open bid.
3. Bid price will be discovered through process of Open bidding amongst the qualified bidders. For this purpose each qualified bidder will be given 3 opportunities to bid. Bid price will start from the reserved price only.
4. 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.

  
19/1/23  
Secretary,  
Uttar Dinajpur Zilla Parishad.

Memo.No. 151 /UDZP.

Date: 19/01/2023

Copy forwarded for information and wide publicity to:

1. The Project Director, DRDC, Uttar Dinajpur
2. The Sub Divisional Officer, Raiganj/Islampur, Uttar Dinajpur.
3. NDC, Uttar Dinajpur
4. Dy Sec, Uttar Dinajpur Zilla Parishad
5. DIO, NIC with request to upload in District Website under Tender Notice
6. District Engineer, Uttar Dinajpur Zilla Parishad
7. The DIA, Uttar Dinajpur Zilla Parishad with request to upload in Uttar Dinajpur Zilla Parishad Website under Tender Notice.
8. Office Superintendent, Uttar Dinajpur Zilla Parishad
9. CA to Sabhadhipati, Uttar Dinajpur Zilla Parishad
10. CA to Executive Officer, Uttar Dinajpur Zilla Parishad
11. CA to AEO, Uttar Dinajpur Zilla Parishad
12. Notice Board of this Office

  
19/1/23  
Secretary,  
Uttar Dinajpur Zilla Parishad.

From TSC  
Meeting 8.12.2

From TSC  
Meeting 8.12

From TSC  
Meeting 8.1