

विश्वभारती
VISVA-BHARATI



Founded
By
Rabindranath Tagore

A Central University and an Institution of National Importance
(Established by the Visva-Bharati Act, 1951)
(Central Act no. XXIX of 1951)

विश्वभारती में विभिन्न कैटीनों के लिए खानपान सेवाओं के संचालन हेतु निविदा आमंत्रित करने की सूचना।

**NOTICE INVITING TENDER FOR OPERATION OF CATERING SERVICES FOR
DIFFERENT CANTEENS AT VISVA-BHARATI**



VISVA-BHARATI
Central Purchase Section

Ref. No.: CPS/36/2026-27

Date: 15.05.2026

**Notice inviting tender for operation of catering services for different canteens at
Visva-Bharati**

Scope of Work:

Group No.	Name of the Work/Canteen	Area (Sq.ft.)	EMD	Tenure of licence
1.	<ul style="list-style-type: none">Sriniketan BhojonagarSocial Work CanteenPSB Canteen, Sriniketan	3978.55	Rs. 5000/- (five thousand only)	Eleven (11) Months and the tenure may be extended for maximum 2 times subject to review after each year.
2.	<ul style="list-style-type: none">Siksha Bhavana CanteenVinaya Bhavana	2004.88	Rs. 5000/- (five thousand only)	
3.	<ul style="list-style-type: none">Bhasha Bhavana CanteenPadma Bhavana	4564	Rs. 5000/- (five thousand only)	
4.	<ul style="list-style-type: none">Kala Bhavana CanteenSangit Bhavana Canteen	2092.93	Rs. 5000/- (five thousand only)	

Important Dates

a.	Start date of online bid submission	15.05.2026
b.	Submission of EMD drawn in favor of Accounts Officer, Visva-Bharati which needs to be sent to the Central Purchase Section, Visva-Bharati, Santiniketan by hand/speed post.	08.06.2026
c.	Last date of submission of bid	08.06.2026 up to 04.00 PM
d.	Date of opening of technical bid.	09.06.2026 at 05.00 PM

**TERMS & CONDITIONS FOR OPERATION OF CATERING SERVICES FOR
DIFFERENT CANTEENS OF VISVA-BHARATI**

General Introduction

Visva-Bharati, Santiniketan, a Central University and an Institute of National Importance, invites bids through Tender in two-bid system from reputed agencies/firms engaged with proven track record in operation of catering services for canteens in Government/PSU/Autonomous institutions/organizations.

The tenure of license agreement shall be 11 months initially and the same may be extended for maximum 2 times subject to review after each year and satisfactory performance recommended by Surveillance Committee of the concerned Bhavana.

The NIT is available on CPP portal. The bid documents with complete details should be uploaded in the CPP portal online strictly as per the terms and conditions and other details of NIT.

A. General Conditions:

1. The firms having good profile and required experience in dealing with catering services are only eligible to take part in the tender.

The following documents should be submitted with Technical Bid

- I. EMD of Rs 5,000/-(Five Thousand only) in the form of D/D drawn in favor of the Accounts Officer, Visva-Bharati payable at SBI, Santiniketan. The original EMD should be sent to the Central Purchase Section, Visva-Bharati, Santiniketan through speed post/by hand before the opening of technical bids. The bid shall be considered CANCELLED without EMD. EMD shall be exempted as per Government rules on submission of valid certificates.
 - II. Valid Trade license, Food license issued by FASSAI, Partnership deed (in case of Partnership firm).
 - III. Valid experience certificate in catering services in Government/PSU/Autonomous institutions/organizations undertaken/executed for 03 (three) Financial years i.e. FY 2022-23, FY 2023-24 & FY 2024-25.
 - IV. The Bidder shall submit valid labour licence. Those who do not have valid labour licence shall have to submit the same within 03 (three) months positively from the date of acceptance of work order. An undertaking to that extent should be submitted with the bid documents.
 - V. PAN, GST registration, EPF, ESI Registration
 - VI. Bank Solvency certificate of Rs. 1.00 lakh from any Govt. bank in the proper format.
 - VII. Consolidated average annual turnover of Rs.10 lakh for FY 2022-23, 2023-24& 2024-25 duly certified by Chartered Accountant with UDIN.
2. The Bidder shall not be allowed to transfer/ assign the work of canteen services to any other person/firm. Any violation of this condition will lead to termination of the agreement without any chance of appeal or arbitration.

3. The Bidder will have to collect the payment of dinning charges from the students, staff and outsiders etc. as per the rate approved by the Committee and issue cash memo properly. An automated billing machine may also be used for payment of bills.
4. The Bidder shall be responsible for paying all taxes including GST to the Authorities concerned.
5. The EMD shall be exempted as per Government rules on submission of valid certificates.
6. The EMD of the successful bidder shall be forfeited if it fails to provide service as per the work order within 15 days.
7. The selected bidder shall have to submit Security Deposit/Performance Bank Guarantee of Rs.60,000.00 (sixty thousand only) in the form of DD/FDR drawn in favor of the Accounts Officer, Visva-Bharati payable at SBI, Santiniketan for each group of canteens within 10 (ten) days after issue of the work order and the same should be sent to the Central Purchase Section, Visva-Bharati, Santiniketan-731235. The EMD of the selected Bidder shall be released on receipt of Security Deposit/Performance Bank Guarantee.
8. The Security Deposit/Performance Bank Guarantee, as above, shall be refunded after 90 days of completion/termination of contract subject to adjustment/deduction of dues and loss of property, if any, and without any interest.
9. The selected bidder shall have to obtain clearance/NOC from the University Engineer towards final settlement of energy bill.
10. The Security Deposit/Performance Bank Guarantee shall be forfeited in case of termination of contract due to adverse report submitted by the concerned Committee and/or withdrawal from the contract by the selected bidder.
11. The operation of catering services for different canteens of Visva-Bharati is split in four groups according to rationally estimated footfalls as per the following:

Group 1	Group 2	Group 3	Group 4
Sriniketan Bhojonagar & Social Work Canteen & PSB, Sriniketan	Siksha Bhavana Canteen & Vinaya Bhavana	Bhasha Bhavana Canteen & Padma Bhavana	Kala Bhavana Canteen & Sangit Bhavana Canteen

12. The Financial Bid of technically qualified bidders shall only be opened and considered. The Financial bid shall be evaluated based on the highest rent offered by the qualified bidders. Please note that the total area of Canteens is 12,640 sq.ft. as per the breakup given in the scope of work. Minimum reserved rate for each sq.ft. is fixed at Rs. 3.00 per month. If any bidder offers the rate less than Rs. 3.00 per sq.ft. per month, its bid shall not be considered. The highest bidder (H1) shall be considered based on the rate offered over and above the reserved rate per sq.ft. per month.
13. The highest rate and bidder (H1) shall be identified as per financial evaluation as mentioned at Sl no.12 above. The H2, H3, H4 bidder shall mandatorily agree with the H1 rate.

14. The H1 bidder shall be allowed to select any of the four groups of canteens as mentioned above. The rest three groups of canteens shall be handed over to the remaining three bidders based on draw of lottery. The rent payable for each group of canteens shall be based on actual sq.ft. of floor area multiplied by H1 rate per sq.ft. per month.
15. The Rent must be paid by 07th day of every month, otherwise penalty shall be levied.
16. The Rates of food items for students must be lower than the rates of University staff/others.
17. No price variation shall be allowed within the tenure of contract unless there is any change in Govt. duties, if applicable. The Rate for different food items may be revised by the University authority after every term of contract to make parity with the market rate of the food items.
18. The bidder shall submit the technical bid along with requisite documents duly self-attested as per Annexure-B, Declaration in Annexure-C and the financial bid in Annexure-D.
19. The bid documents should be neatly typed or printed and each page should be signed and duly stamped with bidder's seal. In case of Authorized signatory, authorization from the competent authority shall have to be submitted in proper format.
20. Vague, incomplete, confusing or contradictory and conditional bid shall be cancelled without any explanation.
21. Visva-Bharati reserves the right to cancel the tender without any explanation or issue any corrigendum in the tender document or part thereof at any time prior to but five days before the deadline of submission of bids and such change shall be deemed as integral part of the tender. This shall be published in the portal and Visva-Bharati web-site.
22. The successful bidder shall have to execute an agreement with Visva-Bharati.
23. The successful bidder shall have to replenish any loss or damage to the University's assets and report immediately to the Office of the Concerned Bhavana Principal.
24. Efforts of bidder to personally influence of any nature to the Management-cum-Tendering Committee's decision shall result in cancellation of its Bid.
25. No bidder shall be allowed to withdraw from tendering process after submission of bids, otherwise the EMD submitted by the bidder shall stand forfeited.
26. The EMD of unsuccessful bidders shall be refunded within 45 days after awarding the contract to the successful bidder. No interest shall be paid for the same.
27. All disputes will be under the jurisdiction of Bolpur/Suri Court at Birbhum District.
28. The bidder should submit self-declaration to the effect that it is free from court case of legal conviction in any form and not blacklisted by any government organizations.
29. Canteens shall remain open for all students, staff, their guests and visitors for official purposes of the University. The time-table of canteens may be fixed as per the written order of the concerned office.

B. Additional terms and conditions:

- (i) The University may provide essential items as is where basis is. Inventory of the University items will be prepared and the list will be the part of agreement. The successful bidder shall be liable to pay damages to the said items supplied by the University.

- (ii) The successful Bidder shall bring kitchen equipment, cooking and service utensils, cutleries and crockery etc., raw materials and provide manpower to prepare & supply the meal to the students, staff members and guests. The successful Bidder shall be responsible to withdraw all his workers as soon as the contract is over and the University shall not recognize/take responsibility of their payment and future liabilities.
- (iii) Electricity charges shall be paid by the successful Bidder to the competent authority and shall submit a copy of the paid electricity bill of each quarter to the concerned office.
- (iv) The Successful bidder shall have to pay Rs.100.00/- (Rupees one hundred only) monthly in lieu of water charges.
- (v) The University shall not arrange any accommodation for the workers engaged by the successful bidder for catering services in canteens.
- (vi) No persons shall be permitted to stay in the canteen and its premises at night on behalf of Bidder in any circumstances.
- (vii) Selling of tobacco/ drugs/ alcohol is strictly prohibited.
- (viii) Business other than catering service in the Visva-Bharati premises is strictly prohibited.

C. Regarding food and services:

- (i) Preparation and serving of tiffin/breakfast, lunch and dinner during a day shall be as per the menu described in Annexure-A.
- (ii) The bidder shall provide catering services as per the menu and timings to be advised by the University Authority from time to time at their discretion. The Surveillance Committee of the concerned Bhavana on behalf of the University reserves the rights to modify the menu and revise the same at their discretion.
- (iii) The Bidder shall provide food/breakfast/refreshment, pantry items etc. at the agreed rates and quantity. The agreed rate should include the cost of raw material, fuel and transport charges and GST as applicable.

- (iv) The Bidder shall give utmost attention to provide quality food items and render good services, besides maintaining punctuality, hygiene and courtesy in services.
- (v) The Bidder shall use only packaged branded products of ISI/AGMARK wherever prescribed and not use items, which are sold loose, and good/fresh (without any seemingly damage/deterioration) vegetables for preparation of food.
- (vi) The Bidder shall prepare the food items in a hygienic atmosphere and qualified trained staff shall be made available to supervise cooking, serving, dish washing and general canteen housekeeping.
- (vii) The Bidder shall be solely responsible for arrangement of LPG gas requirements. Fossil fuel, including coal and firewood, is not permitted.
- (viii) The use of plastic shall be strictly prohibited; waste disposal should be done by the bidder in compliance with the Govt. rules and guidelines.

(D). Manpower:

- (i) The Bidder shall provide sufficient experienced manpower having sound health and free from any infectious disease and criminal record for smooth working of the canteens. Shortage of manpower on account of leave shall be suitably replenished by the Successful bidder by making alternative arrangements. The bidder shall arrange medical checkup for manpower involved in the service at least once in a year. The Bidder shall provide the list of its manpower involved in the service to Visva-Bharati authority time to time for verification.
- (ii) The Bidder shall ensure the payment of minimum wages and other statutory benefits for the manpower involved in the canteens as per government rules.
- (iii) The Bidder shall not engage any child labour in the catering services in the canteens.
- (iv) The Bidder shall issue uniforms to all the manpower engaged by him and shall provide an identification badge embossing their name. The cost of providing laundry charges for uniforms shall be borne by the bidder.
- (v) The Bidder's manpower shall maintain discipline and good behavior with the diners of canteens. In the event of any complaint or commission of an act of misconduct by the workers of the Bidder, the Bidder shall take prompt action, including removing the said workers from service. The Bidder shall deal with all disputes relating to its workers. The University shall not take any responsibility for it.
- (vi) The workers engaged by the bidder shall not be treated as the employees of the University in any way and they shall not claim any salary or allowance, compensation, damages or anything arising out of their duty under this contract. The bidder shall make them known about this condition in writing before engaging them under this contract.
- (vii) The bidder shall also provide at its own cost all benefits statutory or otherwise to its workers and the University shall not have any liability whatsoever in this regard. The bidder shall also abide by and comply with the Labour Laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income Tax Laws, Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other laws in force.

(F) Supervision:

- (i) The Concerned Committee shall supervise the quality of all materials used in the Kitchen for preparation of food and observance of health and hygiene parameters. The Committee will also ensure that the cooked food to be served in good manner.
- (ii) Monthly survey shall be conducted by the concerned Committee about the quality and quantity of food and services and the findings of survey shall be recorded and brought to the notice of the Bidder for immediate corrective action whenever necessary. The same Committee is also empowered to conduct surprise check as and when required.

(G) Agreement:

- (i) The successful bidder shall have to take up the service within 15 (fifteen) days from the date of issue of work order.
- (ii) The successful bidder shall have to execute an Agreement with Visva-Bharati on a Non-Judicial Stamp Paper of appropriate value before the commencement of service.
- (iii) Visva-Bharati reserves the right to terminate/cancel the Agreement and Work Order in case the successful bidder fails to maintain the standard of food and other health and hygiene parameters as stipulated in this tender document. The report of concerned Committee in this regard shall be final and binding to the bidder.



VISVA-BHARATI
SANTINIKETAN

Annexure-A

Menu and rates for various Canteens

	Rate in Rs.		Rate in Rs.
<u>Common Meal</u>		<u>Tiffin</u>	
1. Green Salad	50.0	16. Puri 4 pcs & Vegetable 100 gms	25.0
2. Bhaji (One type)		17. Kachuri 4 pcs & Dal 100 gms	25.0
3. Rice- 200 gms (Standard Quality)		18. Alu Paratha 1 pcs (100 gms)	20.0
4. Dal- 50 gms		19. Chowmin Vegetable 200 gms	40.0
5. Vegetable- 150 gms		20. Chowmin egg 200 gms	45.0
6. Chatni- 20 gms		21. Chowmin Mixed 200 gms	60.0
7. Papad			
8. Fish – 75 gms	25.0	22. Chana Masala 100 gms	35.0
9. Egg – 1 pcs	10.0	23. Roll 125 gms (Egg/Chicken/Mixed)	35.0
10. Paneer – 100 gms	35.0	24. Veg Cutlet 25 gms	30.0
11. Mutton – 150 gms	150.0	25. Egg Cutlet 40 gms	35.0
12. Chicken – 150 gms	50.0	26. Chicken Cutlet 40 gms	40.0
13. Chapati (Roti) per piece	5.0	27. Plain Dosa	40.0
14. Tea	5.0	28. Masala Dosa	45.0
15. Coffee	10.0	29. Idly	45.0

(Name, Signature & Seal of Bidder)

**Visva-Bharati
Santiniketan**

Technical Bid Form:

(Please fill up the form and upload the requisite documents with proper pagination)

1. Name of the bidder.....
2. Address with phone no. and E-mail
.....
3. EMD submission.....
4. Valid Trade License/Partnership Deed (in case of Partnership firm).....
5. Food license issued by FASSAI.....
6. PAN.....
7. GST.....
8. EPF.....
9. ESI Registration.....
10. Whether the price of each item has been quoted as per the menu and rate mentioned in Annexure-A
11. 03 (three) year experience in catering services
12. Bank Solvency Certificate of Rs. 1.00 lakh.....
13. Average annual turnover Rs.10 lakh for FY 2022-23, 2023-24& 2024-25
14. Self declaration of non-blacklisted and free from court case of legal conviction

(Name, Signature & Seal of Bidder)



**Visva-Bharati
Santiniketan
Declaration of the Bidder**

I/We hereby submit bid for operation of catering services for different canteens at Visva-Bharati as specified below in accordance with the terms and conditions of the tender:

1. Scope of Work
2. Terms & Conditions
3. Menu and rates for various Canteens - Annexure - A
4. Technical Bid - Annexure – B
5. Declaration of bidder - Annexure – C
6. Financial bid - Annexure - D

Should this bid be accepted, I/We hereby agree to abide by and fulfill all the terms and conditions of the tender document and provide services for various canteens of Visva-Bharati.

The terms and conditions of the tender have been clearly understood by me /us before submission of this tender.

Dated _____ this day of _____ year _____ at _____

Name:-

Address:-

(Name, Signature & Seal of Bidder)



**Visva-Bharati
Santiniketan**

FINANCIAL BID

- The Financial Bid of technically qualified bidders shall only be opened and considered. The Financial bid shall be evaluated based on the highest rent offered by the qualified bidders. Please note that the total area of Canteens is 12,640 sq.ft. as per the breakup given in the scope of work. Minimum reserved rate for each sq.ft. is fixed at Rs. 3.00 per month. If any bidder offers the rate less than Rs. 3.00 per sq.ft. per month, its bid shall not be considered. The highest bidder (H1) shall be considered based on the rate offered over and above the reserved rate per sq.ft. per month.
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- The H1 bidder shall be allowed to select any of the four groups of canteens as mentioned above. The rest three groups of canteens shall be handed over to the remaining three bidders based on draw of lottery. The rent payable for each group of canteens shall be based on actual sq.ft. of floor area multiplied by H1 rate per sq.ft. per month.

Total Floor Area of All Canteens (Sq ft.)	Rate per sq ft. (Rs.)	Monthly Rent to be quoted in Rs. per sq ft.	Monthly Rent to be quoted in Rs. per sq ft. (In words)
12640	Quote in the BOQ in the portal	Quote in the BOQ in the portal	Quote in the BOQ in the portal

(Name, Signature & Seal of Bidder)