



आयकर अपर आयुक्त (नि.इ.)-3(1), कोलकाता एवं भवन प्रभारी, बम्बू विला का कार्यालय
OFFICE OF THE ADDL. COMMISSIONER OF INCOME TAX (AU)-3(1), KOLKATA
& BUILDING-IN-CHARGE, BAMBOO VILLA,
169, ए. जे. सी. बोस रोड, द्वितीय तल, कोलकाता -700014
169, A.J.C BOSE ROAD, 2ND FLOOR, KOLKATA-700014

F. No: Addl. CIT (AU)-3(1)/Kol/BIC/Canteen/2024-25/ 433

Date: 02/01/2025

निविदा सूचना संख्या 01/2024-25
Tender Notice No. 01/2024-25

प्रधान आयकर आयुक्त (नि.इ.)-3 और भवन प्रभारी, बम्बू विला, कोलकाता का कार्यालय - इस आयकर भवन (बम्बू विला, कोलकाता-700 014) के शीर्ष (10वें तल) पर कैंटीन सेवाएं प्रदान करने के इच्छुक व्यक्तियों/संस्थाओं से सीलबंद निविदा आमंत्रित करता है। निविदा फॉर्म ए.ओ. (भवन), बम्बू विला, कोलकाता-700 014 के कार्यालय, (द्वितीय तल, बम्बू विला, कोलकाता) में 13 जनवरी 2025 तक **दोपहर 1.00 बजे से शाम 4.00 बजे** के बीच किसी भी कार्य दिवस पर उपलब्ध है।

The office of the Pr. CIT(AU)-3 & BIC, Bamboo Villa, Kolkata – invites sealed offers from interested persons / concerns willing to provide Canteen Services at the Top (10th Floor) of this Income Tax Building, i.e. Bamboo villa, Kolkata-700 014. Tender form is available in the office of the A.O. (Bldg.), Bamboo Villa, Kolkata-700 014 on any working day between **1.00 P.M. to 4.00 P.M.** till 13th January 2025 at the 2nd Floor of this Income Tax Building, Bamboo Villa, Kolkata-700 014.

निविदा प्रपत्र प्रधान आयकर आयुक्त (नि.इ.)-3 और भवन प्रभारी, बम्बू विला, कोलकाता को संबोधित किया जाना चाहिए और इसे आयकर भवन, बम्बू विला, कोलकाता-700 014 के द्वितीय तल, कमरा संख्या -210 (ए.ओ. (भवन), बम्बू विला, कोलकाता के कार्यालय) में रखे गए निविदा बॉक्स में डाला जाना चाहिए। सभी प्रकार से निविदा प्रपत्र **15 जनवरी, 2025 को दोपहर 2.00 बजे** या उससे पहले उपरोक्त कार्यालय में पहुंच जाना चाहिए।

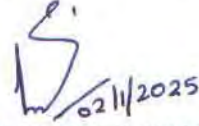
The tender forms should be addressed to the Pr. CIT (AU)-3 & BIC, Bamboo Villa, Kolkata and should be dropped in the Tender Box, kept in the office of A.O. (Bldg.), Bamboo Villa, Kolkata at the 2nd Floor, Room No-210 of this Income Tax Building, Bamboo Villa, Kolkata-700 014. The tender form in all respects should reach the above said office on or before **2.00 P.M. of 15th January, 2025.**

निविदा फॉर्म 16 जनवरी, 2025 को दोपहर 2.00 बजे आयकर भवन, बम्बू विला, कोलकाता-700 014 के 9वें तल पर कमरा संख्या -910 में विक्रेताओं या उनके प्रतिनिधियों (जो उपस्थित होना चाहते हैं) की उपस्थिति में खोले जाएंगे। निविदाएं आयकर अपर आयुक्त (नि.इ.)-3(1), कोलकाता एवं भवन प्रभारी, बम्बू विला, द्वारा खोली जाएंगी, जिन्हें इस उद्देश्य के लिए अधिकृत किया गया है।

The tender forms shall be opened on **16th January, 2025 at 2.00 P.M.** in Room No-910 at 9th Floor, of this Income Tax Building, Bamboo Villa, Kolkata-700 014 in the presence of Vendors or their Representatives who wished to be present. The tenders will be opened by the Addl. Commissioner of Income Tax (Assessment Unit)-3(1) and Building-in-Charge, Bamboo Villa, Kolkata empowered for this purpose.

प्रधान आयकर आयुक्त (नि.इ.)-3 और भवन प्रभारी, बम्बू विला, कोलकाता को बिना कोई कारण बताए निविदा को रद्द करने या/और स्थगित करने या किसी भी बोली को अस्वीकार करने का अधिकार सुरक्षित है।

The Pr. CIT (AU)-3 & BIC, Bamboo Villa, Kolkata reserves the right to cancel or / and postpone the tender or reject any bid without assigning any reason whatsoever.



(मानस मंडल/ MANAS MONDAL)

आयकर अपर आयुक्त, (निर्धारण इकाई)-3(1) एवं भवन प्रभारी,
बम्बू विला, कोलकाता

Addl. Commissioner of Income Tax,
(Assessment Unit-3(1) & Building-in-Charge, Bamboo Villa, Kolkata)



Government of India

प्रधान आयकर आयुक्त (निर्धारण एकक)-3, कोलकाता का कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX (ASSESSMENT UNIT)-3, KOLKATA

बाम्बू भिला, 8वां तल, 169, ए.जे.सी. बोस रोड, कोलकाता-700 014

Bamboo Villa, 8th Floor, 169, A.J.C Bose Road, Kolkata-700 014

फा. सं.: Pr. CIT(AU)-3/Kol/Tender Notice/2024-25/

Date:

NOTICE INVITING QUOTATION/TENDER

Last Date/Time for Submission: On or Before 15/1/2025/1400 Hours

Sub: Quotation/Tender on Canteen Service for the Departmental Canteen, Department of Income Tax, located at the 10th Floor, Central Revenue Building, 169, A.J.C Bose Road, Kolkata-700 014

Sealed quotations/tenders are invited from the interested contractors/agencies for providing Canteen Service to the Departmental Canteen, Department of Income Tax, located at the 10th Floor, Central Revenue Building, 169, A.J.C Bose Road, Kolkata-700 014. Canteen Service is to be provided strictly as per the menu which has been prescribed vide Annexure IV. The lowest Bidder, being qualified in Technical BID, will be awarded the contract for a minimum period of one year which may be extended for a period of 12 months after completion of the initial contract subject to satisfactory service provided by the contractor.

Quotations/tenders are to be submitted with duly completed in the system of Two BIDs - Technical BID (Annexure-I) and Financial BID (Annexure-II).

Financial Bid (Annexure-II) shall contain the quoted monthly License Fee of Rs. 2000.00 payable to the Pr.CIT(Assessment Unit)-3, Kolkata, Building-in-Charge, Central Revenue Building (Bamboo Villa Main Building), 169, A.J.C Bose Road, Kolkata-700 014.

A non refundable demand draft of Rs. 2,000.00 as participation Money, in favour of Pr.CIT(Assessment Unit)-3, Kolkata, Building-in-Charge, Department of Income Tax, Central Revenue Building (Bamboo Villa Main Building), 169, A.J.C Bose Road, Kolkata-700 014. Participation Money is to be submitted along with the Technical Bid and must be in the envelope of Technical bid. The Technical Bids, received in response to this Tender Notice, will be opened at or after 1400 hours on 16/01/2025.

Technical Eligibility Criteria:

The bidder should have experience in running canteen(s)/providing catering service/Running Restaurant satisfactorily for last two years in reputed institutes/Government Sector/similar organizations.

Experience in running canteen(s)/providing catering service/ Running Restaurant satisfactorily for last two years in reputed institutes/Government Sector/similar organizations will be counted as on the last date of submission of tender and the criteria are as follows:

(a) Each bidder should be a licensed Food Business Operator (FBO).

(b) The FBO should be at least 02 years old licensee

(c) The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 15.0 Lacs.

(d) Documentary evidence like balance sheets, profit & loss accounts and income tax assessment Completion Certificates if any etc. are necessarily to be submitted for last two financial years along with Copy of ITRs.

The bidder's performance/experience, as per format at (Annexure-III) for each work completed in last two years and in hand should be certified by a responsible person from the certifying organization.

Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid.

Contd. to Page-2

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General instructions for the bidder before filling of Technical and Financial Bids:

All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.

All the documents as mentioned must be submitted otherwise application will be treated as incomplete.

An application without Participation money will not be accepted and no correspondence shall be entertained thereafter.

For visit to the site, please contact Administrative Officer, Building Section, at Room No. 210, 2nd Floor, Central Revenue Building, Kolkata-700014

Brief Scope of Work

(i) The list of items to be served in the Canteen (subject to modifications as per the seasons/occasion etc.) is given in Annexure – IV. The maximum retail sale rate for the items has been fixed for the current financial year. The rates can be revised every financial year after following the due procedure.

The items in the menu as prescribed in the Annexure IVA are, short listed from Annexure IV, the primary items which are to be served provided on everyday's common available menu.

(ii) Service of the canteen shall open at 0930 hours and close at 1800 hours during all the working days, whereas the closing time may be extended during urgencies which will be regulated by the building committee.

(iii) The canteen should serve items as per the prescribed menu vide Annexure-IV which will be altered time to time to change taste and create attraction of the consumers to the canteen.

(iv) The contractor will always ensure maintenance and upkeep of the canteen premises, furniture, cooked & packaged food, serving food, preservation of cooked food etc. and equipments upto the satisfactory level.

(v) The contractor has to ensure adequate workforce to run the canteen including service to the visiting customers.

(vi) The contractor will solely be responsible for procuring article(s) other than provided by the building committee, department of income tax, if he or she feels there is requirement of that to run the canteen. He shall not claim for the cost of that article(s).

TERMS & CONDITIONS

1. The allotment of Canteen on the campus is being done on contract basis. An agreement on a non-judicial stamp paper of appropriate value is to be entered into, at the time of taking possession of allotment.

2. It is the sole liability of the contractor to maintain and keep all the articles, equipments and infrastructural facilities provided to him in good working condition and hand over the same back to the Building Committee in good working condition on completion/revocation of the contract.

3. The Contractor will have to furnish a refundable Earnest Money Deposit (EMD) of Rs.20,000.00 (Rupees Twenty-thousand only) at the time of taking possession of the site, that is, the canteen. The EMD shall be returned to the contractor on the expiry of the contract or termination of the contract under normal circumstances. In the event of breach of any of the terms and conditions of this agreement, the said EMD shall be encashed by the Building Committee. Amount recoverable (if any) shall be adjusted from the EMD and the rest of the amount shall be refunded to the Contractor if any.

4. Water will be provided by the building committee for the purpose of cleaning, washing etc. in canteen and it will be provided at free of cost.

5. To get the contract awarded to run the canteen, the successful bidder must possess Food License:

6. The term of contract would be for One year where the contract period will start from the date of agreement. The license fee shall be enhanced @ at least by 10% per year. The allottee is required to deposit license fee for two months before taking possession of the canteen. The allottee shall ensure to start the canteen service within 30 days from the date of issuance of allotment letter.

7. The Contractor shall vacate the premises on the expiry of the period of contract unless the term of contract is extended by the competent authority of the Income Tax Department. For extension of term of contract, the contractor must submit an application with valid reasons to the authority concerned. The application for the same should reach the concerned office of the Department of Income Tax two months prior to the expiration of the contract. The term of contract is extendable subject to assessment of the Building Committee and stake holders.

8. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided.

9. Either party to the contract may terminate the contract on one month's notice.

10. The Contractor shall display a rate list for items of sale in the canteen, **duly approved by the Building Committee.**

11. The eatables served by the Contractor should be wholesome and clean. In case of any rotten or substandard eatables are found, penalty can be imposed by the competent authority.

12. The Contractor should provide sufficient number of waiters and other servants for delivering proficient services and he should ensure that there must not be misbehaves, misconduct or disobedience from the part of them. The staff employed by the Contractor shall not be below the Government of India prescribed working age. The contractor should ensure that the staffs engaged to work in the departmental canteen have their right to get wages as per the existing rates, prescribed by the Ministry of Labour, Government of India time to time

13. The Contractor must ensure that the cooks & waiters wear neat and clean uniform while on duty.

14. Items are to be served in Canteen as per Annexure IV and change in menu should subject to prior permission from the competent authority of the building committee. On failure to adhere to the same appropriate action will be taken by the building committee. Menu may be revised as per the requirement or suggestions from the consumers with prior permission of the competent authority.

15. **The Financial Bid shall be considered on the basis of quotation received as per Annexure IV. All the amounts for items have to be written and if any row remains blank, the bid/tender shall not be considered.**

16. Equipment(s) in the canteen premises shall be maintained by the contractor.

17. The **Building Committee will not be responsible** for any due payment in respect of the consumers. The contractor shall be responsible to provide bill/invoice to customers.

18. Canteen premises and storage units can be inspected by the building committee at any time for checking hygiene, cleanliness and quality of eatables etc.

19. It is the sole responsibility of the Contractor for disposal of all the household refuses (like food waste, vegetable waste etc.) gathered in the Canteen. The contractor shall provide adequate number of dustbins to deposit Bio Degradable Wastes and Non-Bio Degradable Wastes. The dustbins must be cleaned everyday to maintain cleanliness in the areas of operation.

20. The Contractor shall not make any additions or alterations in the canteen premises without the prior permission of the competent authority.

21. The contractor shall use only the existing serving counter. No separate counter should be opened.

22. The license fee should be quoted in figures and words and it should be legible. Overwriting is to be avoided in all circumstances.

23. The sealed offers shall be submitted on or before due date/time. Submission of quotations after due date/time will not be accepted.

24. The Contractor has to provide his main contact Number and an alternate contact number so that there will be no hindrance to contact him.

25. Neither the Department of Income Tax nor the Building Committee, Central Revenue Building (Bamboo Villa), Kolkata, will be responsible for compensation for any injury of canteen worker(s) while on duty or any kind of accident occurs in the canteen premises. Personal Insurance of each worker has to be borne by the Contractor.

26. In case of failure or breach of any term and condition of the contract, the **Building Committee** shall have the authority to rescind the contract.

27. It will be the responsibility of the Canteen Contractor to submit the nominal roll of worker(s) along with ID proof to the Caretaker, Bamboo Villa, 169AJC Bose Road, Kolkata - 700 014.

28. **The agency, that is awarded the contract, will not introduce any agency to perform part or all of the obligations of his contract. Subcontracting will lead to immediate termination of contract.**

29. The contractor and his staff will not be allowed to reside either in the premises of the canteen or at any part of the Central Revenue Building, Kolkata - 700014.

30. In case of failure to adhere to the terms and conditions by the Contractor, the **Building Committee** shall have the authority to lock the premises and/or take the possession of the premises.

31. **All disputes shall be referred to the Chairman, Building Committee, Central Revenue Build, Kolkata-700014, who shall be the sole Arbitrator & his decision, shall be final & binding.**

32. This tender process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.

PENALTIES FOR VIOLATION OF RULES, TERMS & CONDITIONS

Failure to supply food in terms of quality, quantity and as per the menu indicated will attract penalty. For not adhering to contractual conditions, the building committee shall be free to impose monetary fine as deemed fit on the contractor. The fine to be imposed/action to be taken against each failure will be decided by the building committee. If fines are imposed the same shall be deposited by the contractor to the Pr.CIT(Assessment Unit)-3, Kolkata, Building-in-Charge, Central Revenue Building (Bamboo Villa Main Building), 169, A.J.C Bose Road, Kolkata-700 014.

(3)

Proforma for Technical Bid

	Bidder's Profile (General Information)	
1.	Name of the Company/Firm with complete registered address	
2.	Name of Tenderer/Representative/Applicant (Authorized Signatory)	
3.	Complete Postal Address of the tenderer with contact (Phone/MobileNo)	
4.	Legal Status (Individual/Proprietary Firm/Partnership Firm/LimitedCompany/ Corporation)	
5.	Year of Commencement of Business (attach documentary evidence)	
6.	Statutory details (attach photo copy of each)	
	(i) Registration No-	
	(ii) Validity of Registration Number (upto)-	
	(iii) PAN	
	(iv) Aadhar Card No. of the tenderer-	
	(v) GST Reg .No-	
7.	Food License Similar Establishments (for last two years)-	
8.	Earnest Money is to be paid in favour of the Pr.CIT(Assessment Unit)-3, Kolkata, Building-in-Charge, Central Revenue Building, Kolkata-700014, Participation money is to be deposited in the form of Demand Draft only, otherwise, the application will not be treated as valid.	Amount:Rs.2,000/- Demand Draft No: Dated: Name of the Bank:
9.	The bidder should have experience of satisfactorily running canteen(s)/hostel(s) continuously for last two years in reputed educational institutes/Government Sector/similar organizations. The Bidder's performance/experience must be provided as per format at (Annexure-III) for each completed work (and in hand) in last two years. Annexure-III should be certified by a responsible person from the certifying organization.	
10.	The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 15.0 Lacs. Volume of business done during the last two years (submit documentary evidence like audited balance sheets and Profit & loss accounts etc.). Copy of ITRs , P&L and Balance sheet for last two years	
	Details of Annual financial Turnover for financial years	
11.	Current/Saving Account No. with Bank name and Branch name	

(Name & Signature of Bidder-cum-Applicant)

For Office Use only:-

1. -attached/not attached
2. **Statutory details**-attached/not attached
3. **Income tax returns** -attached/not attached
4. **Audited balance sheets and profit & Loss Accounts Statement**-attached/not attached
5. **PL account and Balance sheet**- attached/not attached
6. **Bank Accounts Details**-attached/not attached

UNDERTAKING BY THE APPLICANT

(To be submitted along with the Technical Bid)

I, _____ S/o _____

Resident of _____

Hereby solemnly agree to abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

I have understood completely this tender document and the terms and conditions therein. I agree to serve the eatables on the rates as decided from time to time and pay the license fee and other related charges on time. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables.

Signature of the Bidder with date

Stamp, if any

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SELF ATTESTED COPY

(To be submitted alongwith the Technical Bid)

I/We (Name) _____

Contractor/Firm/individual _____

do hereby solemnly affirm and declare that the individual/firm are not black listed by any Govt./Semi Govt./Public Sector/Corporation/office or any other entity.

DEPONENT

DATE&TIME

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE & TIME

DEPONENT



FORMAT FOR PERFORMANCE CERTIFICATION REFERRED

(To be submitted along with the Technical Bid)

(Please furnish the information for each individual work from the employer for whom the work was/ being executed)

1. Name of the Contract/Establishment & Location: _____

2. Name & Designation of the contact person with Tele/Mobile No:

3. Agreement No.(if applicable):

4. Scope of Contract/Establishment:

5. Contract Cost:

6. Period (from-to):

7. No. of persons deployed by your firm

8. Dining strength (No. of persons):

9. Performance Report:

i. Quality of Food–Excellent/Very Good/Good/Fair

ii. Quality of Service-Excellent/Very Good/Good/Fair

iii. Overall Performance-Excellent/Very Good/Good/Fair

10. Compliance of all Statutory Requirements–Yes/No:

(Seal of the Organization)

(Signature with date of the Authorized
representative of the Organisation)

Prescribed Menu

(To be submitted alongwith the Technical Bid by offering the rates)

Sr.No	Items		Quantity	Rate (in Rs.)
1	Tea	Raw Tea with Tea Grains of Brand Lipton/Tata/Brook Bond (with or without sugar)	75 ml/100 ml	
		Milk Tea with Tea Grains of Brand Lipton/Tata/Brook Bond (with or without sugar)	75 ml/100 ml	
2	Coffee	Milk Coffee (with coffee powder of brand Nescafe/Bru)	150ml	
3	Sweet/Salty Dahi Lassi		200 ml	
4	Soft Drinks (Pepsi/Mirinda/Fanta/Mountain Dew/Coka-Cola/Thumbs Up/Sprite)		With packages of 200 ml, 350 ml & 500 ml	
5	Mineral Water of brand Kinley & Bisleri		With packages of 500 ml & 1 Litre	
6	Singara/Kachuri (Fried in Ricebran Oil)		2 Pieces	
	Veg Sandwich with 2 slices of bread (Whole wheat Branded Bread)		1 Unit	
	Cheese Sandwich (Grilled) with 2 slices of bread (Whole wheat Branded Bread)		1 Unit	
	Bread-Butter with 2 slices of bread (Whole wheat Branded Bread)		1 Unit	
7	Chowmin with vegetables		One Plate (150 Gram)	
	Chowmin with single egg/2 eggs		One Plate (150 Gram)	
8	Tiffin	Luchi with sabji	4Pieces of Luchi (100 Gram) with sabji	
9	Meals	Rice/Roti with Dal, 2 kinds if Vegetables, Curd, Papad And Salad	Rice (150 gram)/4 Pieces of Hand made Roti (150 gram) with Dal, 2 kinds if Vegetables, Curd, Papad And Salad	
		Rice with Chicken Curry	Rice (150 gram) with Chicken Curry (containing 4 pieces of chicken (200 grams))	
10	Biryani		Vegeterian Biryani (250 grams)	
			With 1 piece of Chicken (100 grams) & 1 piece of egg (Total 300 grams)	
11	Fried Rice with Chilly Chicken		400 grams with 4 pieces of chicken	
12	Fish Fry (with standard fish)			

PRESCRIBED MENU WITH RATES OF ITEMS

Sl. No.	ITEMS	Amount(in Rs.)/Quantity
1	Tea	6.00 per cup (75ml)
2	Roti	4.00 per piece
3	Sabji	15.00 per plate
4	Sweet	10.00 Per piece
5.	Veg Meal (Rice/Roti, Dal, One kinds of vegetables, chatni) [for DPL & Security Staff member]	50.00
6.	Non-veg Meal (Rice/Roti, Dal, One kinds of vegetables, egg curry, chatni) [for DPL & Security Staff member]	60.00
7	Non-veg Meal (Rice/Roti, Dal, One kinds of vegetables, Fish/chicken curry, chatni) [for DPL & Security Staff member]	70.00

Financial Bid

(To Be submitted in a sealed envelope)

I/We (Name) _____

Contractor/Firm/individual

_____ do hereby

quote the price as per Annexure IV of Rs.

I confirm that Food items as per Annexure IVA is to be provided by us/me at the prescribed rate.

(please mention both in figures & words).

Signature of the Bidder with date

Stamp, if any

Address & Mobile Number:

MP