

SATYAJIT RAY FILM & TELEVISION INSTITUTE

AN ACADEMIC INSTITUTION OF MINISTRY OF I&B OF GOVT. OF INDIA
E. M. BYPASS ROAD, P.O. PANCHASAYAR, KOLKATA – 700 094

TENDER NOTIFICATON

TENDER NO. 32032/04/10-Admn. Dated 13.08.2023

NOTICE INVITING TENDER FOR ENGAGEMENT OF AGENCY FOR RUNNING A CANTEEN IN SRFTI, KOLKATA

Sealed tenders are invited from reputed, experienced contractors / agencies, for running a Canteen in SRFTI, for employees, students and guests of this Institute, for a period of two years, which may be extended further at the sole discretion of SRFTI. The intending bidders have to abide by the tender formalities, stated herein below:-

i)	Tender Document Fee	Rs.100/- per set.
ii)	Security Deposit	Rs.5,000/-
iii)	Downloading date of Tender Document	From 13.08.2023 to 27.08.2023
iv)	Pre-bid Meeting	At 3 PM on 16.08.2023 at Conference Room, Animation building, SRFTI
v)	Last date of submission of Tender	Upto 2 PM on 28.08.2023
vi)	Date & time of opening of Qualification bid of Tender	At 4.30 PM on 28.08.2023
vii)	Opening of Price Bid	Tentatively on 11.09.2023

Tender document may be downloaded from website of SRFTI: www.srfti.ac.in and in that case, the prospective tenderers would be required to deposit Rs.200/- only through NEFT in favour of “**Satyajit Ray Film & Television Institute**” and to be deposited to **Institutes Account No.00000010485372096, IFSC-SBIN0018124, Branch: Survey Park, Kolkata: 700075**. The tender will not be accepted if it is not accompanied by the requisite NEFT counterfoil/challan towards cost of tender document.

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

The SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

Director

SATYAJIT RAY FILM & TELEVISION INSTITUTE

No. 32032/04/10-Admn./

Date: 13.08.2023

To
M/s.....
.....
.....

Dear Sir(s),

Subject: Tender for running a Canteen in SRFTI, Kolkata

Satyajit Ray Film & Television Institute (SRFTI), Kolkata was established by the Government of India as an autonomous educational Institution under the Ministry of Information & Broadcasting in the year 1996. The Institute offers Post-Graduate Diploma Course in Cinema as well as in Electronic Digital Media.

2. The Director, SRFTI, Kolkata invites sealed tenders for running a Canteen at SRFTI Campus with 185 employees, 430 SRFTI students (Almost) and workers of Civil Construction Wing (CCW) and guests & visitors of this Institute, from reputed, experienced contractors / agencies.

3. The Tenderers should submit the tenders in TWO BID SYSTEM i.e. the profile details in a separate sealed cover along with details as requested in Form I- Qualification Bid and this cover should be superscribed "Qualification Bid". The Price Bid (From – II – Price Bid) has to be submitted in a separate sealed cover and superscribe "Price Bid". Both the above mentioned covers should be sealed separately and thereafter be kept in a third cover and again sealed. This cover should also be superscribed "***Tender for running a Canteen in SRFTI***" and the date of Tender opening. The "Qualification Bid" shall be opened on the date of tender opening. "Price bids" of only those offers, which will be technically acceptable, will be opened for which the bidders will be informed separately. The bidders must ensure to follow the above principle of bids.

In case, Qualification Bid and Price Bid are given in one envelop, such type of bids will be rejected. Unsealed Tender documents shall not be considered for evaluation. The Tender documents with erasing and/or overwriting shall be summarily rejected.

Late/delayed submission of Tenders/Bids due to any reason whatsoever will not be accepted / considered at all under any circumstances.

4. All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if generated, would be made available in the website of SRFTI, Kolkata.

5. It is impressed upon the tenderer that the instant tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tender and make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should enumerate the same clause-wise along with justification separately and submit the same within the stipulated time to the Director, SRFTI. The issues raised would be discussed in the Pre-bid meeting. The decision of the Tender Committee on the proposed deviation will, however, be binding on the tenderers and SRFTI.

6. **Qualification bid tender will be opened on 28.08.2023 at 4.30 PM.** at Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094 in presence of the authorized representatives, if any, of quoting Tenderers. Only one representative of each Tenderer with proper authorization would be allowed to attend the bid opening. Request for extension of opening date and/or time of bid would not be considered. Bids will also be opened on scheduled date and time even if no representative of the Tenderers remains present.

7. SRFTI shall provide space and water free of cost for running the canteen. The proposed space for Kitchen activities i.e. Cooking, Washing and storage may be inspected by prospective bidders before quoting the rates. For inspection, the prospective bidders may contact Administrative Officer at Tel. No.2432-9436.

8. Before awarding the contract the SRFTI reserves the right to depute authorized Officials of SRFTI to inspect the quality of food, upkeep, cleanliness etc. at one of the places where the bidder(s) is/are providing the services.

9. SRFTI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder on the grounds of SRFTI's action.

10. The successful tenderer/contractor shall be required to execute within 15 days from the date of acceptance of the tender at their own cost and expenses 'Contract Agreement' on a non-judicial stamp paper valued not less than Rs.50/- (Rupees fifty only) signed jointly by the representatives of SRFTI and successful tenderer under official seal as per format **FORM OF AGREEMENT** at Annexure-II enclosed with this tender document.

11. The eligibility criterion and other terms and conditions are as enumerated in Annexure I.

Terms and conditions:

1. The bidder/contractor must be a reputed firm/company in possession of a valid license from local authorities to run canteen (copy of license to be enclosed).
2. The bidder/contractor must have a minimum of two years' experience in providing canteen/catering services in one or more Government/PSU/Autonomous/reputed Private organizations.
3. The bidder/contractor must have valid FSSAI, GST Registration, as applicable, PAN and other statutory Licenses to run a Canteen. The documentary proof of the same must be attached.
4. The contractor's performance on the job will be constantly monitored for quality, commitment, adherence to the Safety Regulations, Labour/Statutory regulations, Conduct/Discipline etc. while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by SRFTI.
5. Cooking shall be done in canteen by using a good quality raw material/oil/ghee etc.
6. The contractor would be required normally to provide snacks and lunch at canteen counter on all working days from 10.00 A.M. to 8.00 P.M. If needed, the contractor will open the canteen during holidays, meeting days and beyond the said time.
7. Lunch or snacks shall be served in crockery/disposable containers (except thermocol/plastic) of approved quality.
8. Sale of lunch, tea and snacks, sweets, drinks etc. shall be on payment basis. The amount shall be collected by the contractor directly. SRFTI shall not be liable to pay any amount in any circumstances whatsoever, it may be.
9. SRFTI canteen services shall not be extended to the outsiders by the contractor.
10. All items used in cooking will be of reputed brand and the contractor will also observe the quality of the food/tea.
11. The contractors shall use only LPG for cooking. Electronic equipments for the purpose of heating, cooling prepared items as well as drinking items can be run on power. Under no circumstances, the contractor will be permitted to use Heater, kerosene oil, wood or any other fuel which emits smoke and bad odour. Only Espresso machine for preparation of tea and coffee shall be allowed.
12. The contractor shall after termination/expiry of the contract hand over peaceful possession of the premises with all the electric and sanitary items including furniture, fixtures etc., if any, failing which without prejudice to other rights and remedies the whole or a part security deposit shall be forfeited by SRFTI and the decision of SRFTI in this regard shall be final and binding on the contractor.
13. The successful contractor shall have to use his own fixtures/utensils etc. with prior approval of SRFTI.
14. The contractor shall not sub-let the space provided to it by SRFTI. The contractor shall not use the space provided for storage or keeping any other goods or articles other than those required for the use in the canteen nor shall do any structural addition/alteration in the premises.

15. The contractor is granted a bare permission to run a canteen in SRFTI premises during the contract period and nothing contained in this document/agreement shall be construed as demise in law of the said SRFTI premises or any part thereof and shall not give any legal title or interest to the contractor.
16. The contractor will get all his workers medically certified from Registered Medical Practitioner to be free from communicable contiguous diseases in addition to general fitness.
17. The contractor will be responsible for the cleanliness of crockery, cutlery, cooking utensils, furniture, fixture etc. including that of kitchen and canteen hall. SRFTI will not provide any cleaning materials, dusters etc. for the same and no extra payment will be made on this account.
18. SRFTI reserves its right to take samples of edible/raw materials from the canteen for the purpose of inspection and investigation and get the same tested in laboratory with a view to maintain the requisite standard of quality. However, such samples may be drawn either by the authorised representative(s) of SRFTI or by any Government/local self Government authorities, as per procedure laid down in Prevention of Food Adulteration and other allied Acts, Rules etc.
19. In case, any proceedings are initiated against the contractor by any Court/Municipality/Govt. authority under the provisions of Prevention of Food Adulteration Act or any other law/rule or regulation applicable in such matter, the contractor shall be solely and directly liable and responsible for that.
20. The contractor will ensure deployment of adequate staff and replacement of their strength as required ensuring smooth service and running of the canteen.
21. The contractor should have a minimum turnover of Rs. Two Lakh per annum in the trade of food & catering service during last two years in Government / Semi Government and other organizations and shall have to produce proof of same.
22. The contractor should not have any legal or judicial proceedings pending in any court of law in Kolkata or anywhere in India.
23. The contractor should have authorized food/service license issued from the Corporation and/or appropriate authority of the State in the name of contractor.
24. The successful bidder has to deposit an amount of **Rs.5000/- (Rupees Five Thousand only)** as 'Security Deposit' only through NEFT in favour of **"Satyajit Ray Film & Television Institute"** and to be deposited to **Institutes Account No.00000010485372096, IFSC-SBIN0018124, Branch: Survey Park, Kolkata : 700075**, which will be refunded after the completion of the contract without any interest thereof. Security Deposit will stand forfeited in case the contractor does not take up the work or leaves the work during the contract period without assigning any reason.
25. The initial period of the contract will be two year, which may be extended by one year after reviewing the performance of the contractor.
26. The contractor will ensure that all fruits and vegetables and other ingredients are of standard quality.
27. The contractor will ensure that an authorized representative of the contractor present for managing the services at all times during the operational timings.
28. SRFTI will provide water cooler, aqua guard, electrical fittings within the area of the Office Canteen.

29. The SRFTI and contractor shall mutually decide number of items / dishes / cold drink / snack / etc. to be prepared, served and supplied through contractor. In case of requests from SRFTI, to meet their special requirements [for example food/ snacks / for children etc] contractor will ensure such supply. Weekly menu to be decided with the consultation of the canteen committee of this Institute.
30. The contractor may be asked by SRFTI to meet the catering requirement of International guests. Accordingly the contractor should have expertise in continental cuisines.
31. The rates of items quoted by the contractor may be subsequently modified with the approval of SRFTI keeping in view prevailing market rates.
32. The contractor will prominently display rate lists on counter.
33. The contractor should be ensured wearing of Identity Card of the employees & cleanliness of their dresses.
34. The contractor should be ensured that none of the employees should have any infectious OR contagious diseases at any stage during the period of contract.
35. Proper billing system to be maintained by the contractor which may be coupon based also.
36. **Terminal Clause** : The agreement between this Institute and selected Agency may be terminated by both parties serving 3 months Notice. However, this Institute reserves right to terminate the agreement with shorter period of Notice i.e. 1 month without assigning any reason.

Obligations:-

1. The contractor shall have to obtain all necessary licenses and other approval, if any, required for running the canteen under the relevant Acts and will be responsible for all the consequences for not obtaining such license(s). The license(s) would be obtained under Hotel & Restaurant Act, Shops and Establishment Act and other allied Acts. The contractor should provide photocopies of such license(s) to SRFTI.
2. The contractor must comply with the statutory obligations under Contract Labour (R&A) Act, 1970, Employees State Insurance Act, 1948, The Provident Fund Act, The Minimum Wages Act, 1948 and The payment of Bonus Act, Employment of Children Act, The Hotel & Restaurant Act, The Shops and Establishment Act, The prevention of Food and Adulteration Act etc. and other such relevant Acts as applicable from time to time subsequent to the date of this agreement.
3. The contractor shall keep SRFTI indemnified from all acts of omissions, defaults, breaches and/or any claim, damages, loss or injury and expenses to which SRFTI may be put to or involved as a result of contractor's failure to fulfill any of the obligations herein and/or under any statute and/or bylaws framed thereunder.
4. SRFTI shall be entitled to recover any such losses or expenses which may have to suffer and/or incur on account of such claims, demands, loss or injury from the security deposit of the contractor without prejudice to its any other rights under the law.
5. SRFTI will not be liable for any act or breach or omission by the contractor in regard to the statutory obligations whatsoever and shall in no case be responsible or liable in case of any dispute, prosecution or awards made by court of law or other Govt. Agencies.
6. In case of accident arising out of and in the course of this agreement SRFTI will not be responsible for payment of any compensation or under any other law. It will be the sole responsibility of the contractor for payment towards loss or compensation, whatsoever.
7. The persons engaged by contractor shall be treated as contractor's own employees and can claim no privileges from SRFTI. The sole responsibility for any legal or financial implications would rest with the contractor. The contractor will directly be responsible for administration of his employees as regards their wages, uniforms, general discipline and courteous behaviour.
8. The contractor shall obtain general insurance against risk, fire accidents for his belonging etc. for the canteen services including that of kitchen etc.
9. All the taxes/levies fee/charges payable to Govt, Department, local bodies shall be paid by the contractor and no claim whatsoever should be recovered from SRFTI.
10. Any dispute arising between the staff of the contractor will be addressed by the contractor and SRFTI will not entertain any representation or bear any liability in this regard.
11. The contractor will bear the cost throughout the term of the agreement, for comprehensive general liability insurance covering injury to or death of any person(s) occurring in the areas of operation, caused by negligence on the part of the contractor. SRFTI will not be responsible for any consequence due to default in this regard by the contractor.
12. The Contractor will employ at least 4 numbers of staff in order to maintain efficiency to the standard/mark desired by SRFTI.

13. The contractor shall employ only trained and experienced workers having courteous manners, after verifying their antecedent. If Services or behavior of any staff is found contrary, the contractor will be liable to remove him/her from duty upon clear instruction/order from SRFTI.
14. The contractor shall comply all extant rules related to engagement of manpower.
15. All the personnel so employed/deployed by the Bidder under this contract will be the direct employees/workers of the Bidder. They shall be provided with the appropriate identity card by the Bidder.
16. **Settlement of dispute & Arbitration:-** Any dispute arising during the term of agreement, the contractor shall promptly, within 15 days, request the Registrar of SRFTI in writing for written instruction or decision within a period of one month from the receipt of contractor letter. If Registrar, SRFTI fails to give his instruction or decision in writing within the aforesaid period or if the contractor is dissatisfied with the instruction or decision of the Registrar, SRFTI the contractor may, within 15 days of the receipt of Registrar, SRFTI's decision, appeal to Director of SRFTI who shall afford an opportunity to the contractor to be heard, if the latter so desires and to offer evidence in support of appeal. The Director shall give his decision within 30 days of receipt of contractor's appeal, if the contractor is dissatisfied with this decision give notice to the Director for appointment of Arbitrator failing which the said decision shall be final binding and conclusive and not referable to adjudication by the arbitrator. The Arbitrator shall be appointed on mutual consent of both the parties and shall be of the rank of Director or equivalent as per the terms and conditions of agreement.

The arbitration shall be conducted in accordance with the provision of Arbitration and conciliation Act. 1996 (26 of 1996) or any statutory modification or re-enactment thereof in the rule made there under and for the time being in force shall apply to the arbitration proceeding under this clause. [To be reviewed].

1. TECHNICAL EVALUATION OF SERVICE FACILITIES (SEGREGATED TYPE)

Bidder qualifying in criteria mentioned in clause 3 will be eligible for further evaluation. The committee formed by the Institute will visit at least 2 to 3 sites of each bidder and shall assign the marks, based on the following parameters.

S/N.	criteria	Maximum Marks
1	Food Quality and taste	10
2	Cleanliness and hygiene of cooking area, service area, dining area etc.	10
3	Staff : trained, experienced, clean uniform, behaviour, Appearance etc.	10
4	Food storage facility : cold storage, Pantry storage, cooked food storage etc.	10
5	General : Garbage disposal, Exhaust system, fire fighting system, record keeping etc.	10
	Total	50

The bidders who get minimum 30 marks out of 50 in technical evaluation of their service facilities shall be qualified for next stage of financial opening of bids. The bidders who get less than 30 marks shall stand rejected from further process of bid evaluation.

The bidder who is qualified in the technical evaluation stage shall only be called for opening of financial bids. Contacting Institute shall intimate the bidders, the time/ venue for the Financial Bid opening by phone/e-mail.

Evaluation Criteria of the Price Bid:

1. Rates are to be quoted as per enclosed Form II format.
2. The rate should be all inclusive and shall not be subject to any change/revision during the contract period. This will not apply to cold drinks/juice. Change in menu (addition/deletion) and rates of new items introduced shall be by mutual consent of SRFTI and Contractor.
3. The evaluation for empanelment of contractor will interalia consist of past performance (previous experience, work order copies, letter of acceptance), financial soundness, technical competence (certification by reputed bodies).
4. SRFTI reserves the right to verify all statements of the applicants and inspect contractor's service at the other organization to evaluate their capacity to execute contract works.
5. SRFTI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
6. If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, SRFTI will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which confirms to all the terms and conditions of bid document without any material deviation. A bid determined as substantially non-responsive will be rejected by SRFTI.

7. (i) Evaluation will be based on the lowest total amount quoted in the **Rate Schedule - I of Form II - Price Bid**. The bids shall be evaluated as a “Package” consisting of all the items. The package cost will be calculated in the following manner:

“Rates quoted for each item X quantity. The total package cost will be sum total of all items.”

- (ii) **L1** rates will be determined by using the grand total arrived at **Rate Schedule - I of Form II - Price Bid**.

- (iii) It is mandatory to quote item wise rates for each of the items mentioned in Rate Schedule – I, II & III. However, Rate Schedule – II & III will not be considered for evaluation. Even if Price is not quoted for one item, the bid is liable for rejection.

Price quote in Rate Schedule – III shall not exceed the MRP for packaged branded items.

The bidder with the lowest total amount will be considered for placement of order.

Performance Evaluation:-

1. While performance of the contractor will be reviewed regularly, the agreement shall only be extended in the event of the performance of the contractor being found satisfactory.
2. SRFTI will have the right to inspect the catering facilities, maintained and food items being sold / served by the contractor at any time.
3. It will be the liability of the contractor to rectify any complaint received from the customers regarding the operation of the canteen or the quality of food item being sold.

Validity and Termination of the Agreement:-

1. The agreement shall come into effect from the day it is signed by the Contractor/Agency/ contractor and remain valid for a period of two years (extendable by one year). The agreement shall be comprehensive and its terms shall be binding on both the parties.
2. In case SRFTI or contractor desires to discontinue with the agreement, a three months notice will have to be given from either side.
3. The Institute may terminate the contract with the contractor before completion of the contract period if in more than two occasions complaints received from the canteen committee are not resolved by the contractor.

Form I- Qualification Bid

The following Technical information / documents should accompany the quotation:-

SI.No	Details	Remarks
1	Name of Agency with postal address, Telephone Nos.	
2	Residential address	
3	Status of ownership of the firm (Proprietary/ Partnership/ Company)	
4	Copy of GST Registration/PAN/Voter ID/Adhaar/ License No. for Catering Services (Municipal Corporation)	
5	Profile of your Organization / restaurants / hotel / canteen along with awards won if any. (if you have a brochure, please enclose otherwise attach a detailed profile)	Enclosed / Not enclosed
6	Experience with list of organization where catering facility is being provided at present with full address	Enclosed / Not enclosed
7	Income Tax Return documents for the past two years	Enclosed / Not enclosed
8	Proof of Income/business turnover of Rs. Two Lakh per annum in the trade of food & catering service during last two years in Government / Semi Government and other organizations (ITR and/or audited accounts)	Enclosed / Not enclosed
9	List of Govt. Departments / reputed / firms / organizations and their addresses to whom the catering facilities were provided along with details. (Enclose copy of Orders along with details of items supplied and copies of Performance Report)	Enclosed / Not enclosed
10	Copy of challan of Rs.100/- generated through NEFT towards the cost of tender documents transferred to the bank accounts of the Institute for downloading the tender documents from the website of SRFTI	Enclosed / Not enclosed
11	Number of Manpower (Qualified, Skilled and Unskilled) : Available with the contractor/bidder/agency as on date as per the Master Rolls.	Enclosed / Not enclosed

I read the tender documents, terms and conditions and obligations contained therein, and agree to abide by the same.

Date:

(Signature)

Complete address of the Contractor/Agency

From II - Price Bid
Rate Schedule – I

S/N	Item	Quantity	Quoted Price
01	Tea (Paper disposable cup)	Small	
02	Tea (100 ml.) (Coffee paper cup)	Standard	
03	Coffee per cup 100 ml.	Standard	
04	Toast (Butter)	Half (2pcs)	
05	Toast (Jam)	Half (2pcs)	
06	Egg (Omelet)	Single	
07	Egg (Boiled)	Single	
08	Thick Ghugni	Standard per plate	
09	Plain Puri with Sabji	Standard (4pcs)	
10	Veg. Thali [Boiled Rice 200 gm./04 Roti, Sabji 100 gm, Dal, Alubhaja]	Standard per plate	
11	Non-Veg. Thali (Fish) [Boiled Rice 200 gm./04 Roti, Sabji 100 gm, Dal, Alubhaja, Fish 55 gm.]	Standard per plate	
12	Non-Veg. Thali (Egg) [Boiled Rice 200 gm./04 Roti, Sabji 100 gm, Dal, Alubhaja, Egg 01 pc.]	Standard per plate	
13	Non-Veg. Thali (Chicken) [Boiled Rice 200 gm./04 Roti, Sabji 100 gm, Dal, Alubhaja, Chicken 100 gm. (2 pc.)]	Standard per plate	
14	Non-Veg. Thali (Mutton) [Boiled Rice 200 gm./04 Roti, Sabji 100 gm, Dal, Alubhaja, Mutton 150 gm. (2 pc.)]	Standard per plate	
15	Extra Boiled Rice -100 gm.	Standard	
16	Extra Roti (Per Pc.)	Standard	
17	Extra Sabji -100 gm.	Standard	
18	ONLY Egg Curry (one pc)	Standard	
19	ONLY Fish Curry (one pc)	Standard	
20	ONLY Chicken Curry (two pcs.)	Standard	
Total Quoted Price			

From II - Price Bid
Rate Schedule – II

S/N	Item	Quantity	Quoted Price
01	Sandwich (Veg.)	Standard (4 pcs)	
02	Sandwich (Non Veg.)	Standard (4 pcs)	
03	Veg. Stew	Standard per plate	
04	Chicken Stew	Standard per plate	
05	Samosa	Standard per pc.	
06	Veg. Chow (Full Plate)	Standard per plate	
07	Veg. Chow with 2pcs. Chili chicken (Full Plate)	Standard per plate	
09	Egg Chow (Full Plate)	Standard per plate	
10	Chicken Chow (Full Plate)	Standard per plate	
11	Roll (Veg.)	Standard per pc.	
12	Roll (Egg)	Standard per pc.	
13	Roll (Chicken)	Standard per pc.	
14	Roll (Mutton)	Standard per pc.	
15	Chicken Momo with Soup (4 pcs.)	Standard per plate	
16	Vegetable Momo with Soup (4 pcs.)	Standard per plate	
17	Vegetable Chop (2 pcs)	Standard per plate	
18	Fish Chop (2 pcs)	Standard per plate	
19	Egg Chop (2 pcs)	Standard per plate	
20	Sambar bada (2 pcs)	Standard per plate	
21	Dosa (Plain)	Standard per plate	
22	Dosa (Masala)	Standard per plate	
23	Idli (2 pcs)	Standard per plate	
24	Poha	Standard per plate	
25	Uttapam	Standard per plate	
26	Upma	Standard per plate	

TABLE A

S/N	Item	Quoted Price
01	Package drinking water	
02	Ice cream	
03	Cold drinks Pepsi/Coke/Thums Up/Limca	
04	Cold drinks Pepsi/Coke/Thums Up/Limca	
05	Potato Chips, snacks , biscuits etc.	

Note:-

- 1) Evaluation will be based on the lowest total amount quoted in the **Rate Schedule - I of Form II - Price Bid**.
- 2) **L1** rates will be determined by using the grand total arrived at **Rate Schedule - I of Form II - Price Bid**.
- 3) It is mandatory to quote item wise rates for each of the items mentioned in Rate Schedule – I, II. However, Rate Schedule – II will not be considered for evaluation. Even if Price is not quoted for one item, the bid is liable for rejection.
- 4) Price of items mentioned in Table – A shall not exceed the MRP for packaged branded items.

Date:

Signature
Complete address of the Contractor/Agency

FORM-III

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To
The Director,
SRFTI, Kolkata

Subject: Authorization for attending bid opening on _____ (date) in
the Tender of _____.

Shri/Smt. _____ is hereby authorized to attend the bid opening for the tender mentioned
above on behalf of _____ (Bidder).

Specimen Signatures of representative

Signatures of bidder or Officer Authorized to sign the bid
Documents on behalf of the bidder or Officer authorized
to sign the bid Documents on behalf of the bidder.

Note:

1. Only one representative will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case
Authorization as prescribed above is not submitted.

CONTRACT AGREEMENT

THIS AGREEMENT is made this day of _____ between the **Satyajit Ray Film & Television Institute, Kolkata (SRFTI)**, an academic Institution under Ministry of Information & Broadcasting, Govt. of India (herein after called the Institute) of one part and **M/s.** _____ (hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS, the Institute is desirous of engaging Contractor/Agency for running 'Office Canteen' at SRFTI, for employees, students and guests of this Institute.

AND WHEREAS, the Institute issued Work Order No. _____ to the Contractor for running 'Office Canteen' at SRFTI, for employees, students and guests of this Institute.

AND WHEREAS, as per Clause 10 of Tender document, the successful tenderer (i.e. the contractor herein) is required to execute Contract Agreement to be signed jointly by the representative of the Institute and the Tenderer (i.e. the contractor herein).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. That in the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "Terms and Conditions" and other clauses of the Tender document herein after referred to.
2. That the following documents shall be deemed to form and be read and construed as part of this agreement **viz.**
 - a) The said Tender document and the acceptance of the Tender
 - b) The "Terms and Conditions" to the Tenderers
 - c) All Clauses contained in the Tender document
 - d) Rate Schedule.
 - e) All correspondences, by which the contract is added, amended, varied or modified in any way, by mutual consent.
3. That in consideration of the work order issued to the Contractor, the Contractor hereby covenants with the Institute to execute the work in conformity in all respects with the provisions of the contract and the documents described hereinabove at para (2).
4. That the Institute hereby covenants to provide the facilities to the Contractor as described in the tender document subject to the fulfillment of the all the provisions of the contract and the documents described hereinabove at para (2).

In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned.

Common Seal of the SRFTI,
Kolkata was hereunto affixed
in the presence of.

.....
Authorised Representative of SRFTI

Name.....
Address.....

Signed, Sealed and delivered
at Kolkata in the presence of

.....
Contractor

Name.....
Address: