

## **Annexure-I**

### **TERMS & CONDITIONS OF CONTRACT – FOR RUNNING CANTEEN AT BIDHANNAGAR COLLEGE**

**EB-2, SALT LAKE, SECTOR 1, KOLKATA 700064,  
GOVERNMENT OF WEST BENGAL**

(Please go through before filling the Tender Forms)

1. The agreement shall be valid initially for a period of 1 Year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the College authority.
2. The vendor should have a valid food/catering or any necessary license or permission required for running a College canteen. A FSSAI Certificate obtained at least 6 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 6 months.
3. The vendor will supply only such food items (mentioned in Annexure-III) specifically approved by the Principal, Bidhannagar College, EB-2, Salt Lake, Sector 1, Kolkata 700064.
4. The space for canteen (both kitchen and store, and dining area) will be provided by the college. Along with that College will also provide water for cooking and drinking, and electricity for the smooth running of the canteen. More so, the college will also provide dining tables and chairs. The vendor will be responsible for proper handling and safe custody of the canteen room.
5. Cooking equipment (cooking oven, refrigerator, microwave oven, induction cooker, mixer grinder, dustbins utensils or any other gadgets etc.) and commercial cooking gas will be arranged by the vendor. Repair and maintenance of the equipment will be carried out by the vendor and they will not claim any reimbursement of expenses on this account.
6. In case of any food poisoning/contamination the vendor will be held fully responsible and he will bear all the expenses caused due to food poisoning/contamination.
7. The vendor will employ adequate number of staff in order to maintain efficiency. The salary of the canteen staffs will also be arranged by the vendor itself. All the staffs engaged by the vendor shall be the vendor's own employees and they will claim no privileges from the Principal of the college. The vendor will be directly responsible for the administration of the canteen employees as regards general discipline and courteous behaviour.
8. The vendor will get all the canteen workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
9. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, hand gloves, mouth mask, head cover etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
10. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the vendor and workers engaged by vendor including those responsible for collection of used utensils and periodic disposal of waste and refuse.

11. The Canteen shall be opened for catering during college hours on all working days and will be closed maximum one hour after the college is over – from 9:30am to 5:30pm. If any exception comes, canteen manager will notify the altered schedule priorly.
12. The vendor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
13. The vendor preferably should have working experience in catering or running of canteen in various offices at least of 6 months.
14. The vendor shall have to arrange a proper and scientific method for garbage disposal. No garbage will be disposed at other than the specified place of the college campus. It will be sole and prime responsibility on the part of the vendor to keep the surrounding of the canteen clean and hygienic. No water logging at the outlets shall have to be cleared immediately.
15. All oils, butter, spices and other edible items must be ISI/Agmark approved