



**DIRECTORATE OF COMMERCIAL TAXES
GOVERNMENT OF WEST BENGAL.
14, BELIAGHATA ROAD, KOLKATA - 15.**

TENDER NO: 08/Caw/CCT/WB/16-17

DATED: 28-3-2017.

Name of the Work: Engagement of agency for running canteen in the Office of the Commissioner, Commercial Taxes, 14, Belegkata Road, Kolkata - 700015.

Sealed Quotations are invited from experienced, resourceful and bonafide Caterars/ Associations of persons / Co-operatives for running canteen at the office of the Commissioner, Commercial Taxes, 14, Belegkata Road, Kolkata - 700015 as per details given below. The Tender shall be submitted to the Drop Box of this Office (Main Building Ground Floor) till the date and time as specified in this notice.

<u>SUBMISSION & OPENING OF TENDER</u>	
Last date for submission of sealed tender at the Office of the Commissioner, Commercial Taxes, 14, Belegkata Road, Kolkata - 700015.	21 st April, 2017
Date of Opening The Tender:	26 th April, 2017 at 12.00 noon.
Venue for opening of Tender:	Office of the Commissioner, Commercial Taxes, 14, Beliaghata Road, Kolkata - 700015. (Main Building 1 st floor conference room)

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this office.

(I) INSTRUCTIONS FOR TENDERER:

- The offer shall be submitted as per the instructions of tender documents. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further.
- No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.

- c. Prior to quoting of rates, the intending agencies are requested to inspect the office canteen.
- d. Tender documents are available in the website of Directorate of Commercial Taxes i.e.
- e. www.wbcomtax.nic.in and the same can be downloaded and used as tender document for submission of bids.
- f. Office of the Commissioner, Commercial Taxes, Commercial Taxes, 14, Belegkata Road, Kolkata - 7000015 reserves the right to accept or reject any or all offer without assigning any reason thereof. Also Office of the Commissioner, Commercial Taxes, 14, Belegkata Road, Kolkata - 7000015 shall not entertain any correspondence from bidders in this matter.

(II) TERMS AND CONDITIONS OF THE CONTRACT FOR RUNNING THE CANTEEN

1. Multiple quotations by a single agency will not be entertained.
2. Joint ventures will not be entertained.
3. The contract shall be for the period of one (01) year and is renewable every year.
4. The competent authority reserves the right to terminate the contract at any time. The agency will be at liberty to terminate this agreement by giving three months prior notice in writing.
5. Food items to be provided to the Employees of the Commercial Tax Directorate at subsidized rate.
6. The contractor will have to employ the required number of staffers at his own cost and bear all the statutory and other liabilities for running the canteen as per Govt. Rules. This Office is not responsible in any way for engagement of any staff in canteen. The agency is the sole employer of the workers and will bear the claims of workers i.e. Wages and as related statutory liabilities.
7. A committee consisting of officers of this Directorate will monitor quality of foods, quality of service and standard of hygiene and sanitation at the canteen premises.
8. Office will provide free water for running the canteen. Rest all requirements like refrigerator, freezer, utensils, cooking gas and other necessary items will be arranged by the agency.
9. Electricity charges will be borne by the agency.
10. Rent of the premises is Rs 29 per square feet and total area is 2459 square feet and will be revised every three years and the selected agency will pay the amount to the respective head of government exchequer.
11. The agency will provide room service on requisition for official visitors / meetings of any official function.
12. The agency will have to submit N.O.C. from Fire Brigade Authority to the office from date of commencement.
13. The agency will have to submit N.O.C. from Pollution Control Board to the office within two months from date of commencement.
14. The Office may accord permission to use the canteen on working days/holidays on special occasions like co-operative election. Annual General Meeting of Co-operative etc. The agency is not entitled to dispute this.

(III) An intending agency shall submit attested copies of the following documents.

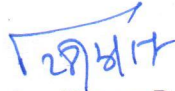
- a. Valid Trade license.
- b. PAN Card.
- c. VAT Registration certificate.
- d. Profession Tax Registration certificate.

- e. Service Tax Registration certificate.
- f. Certificate of shop and Establishment.
- g. Income tax return for last three years.
- h. Audit Report for last three years.

(IV) Earnest Money:-

The EMD deposited by the contractor of Rs. 50,000/- (Rupees fifty thousand only) in forms of fixed deposit pledged in favour of the Commissioner, Commercial Taxes, West Bengal will be returned to the unsuccessful agencies and in case of successful agency it will be converted as security deposit which will be refunded after the completion of the contract.




(Sankar Kumar Roy)
Additional Commissioner
Commercial Taxes, W.B.
SANKAR KUMAR ROY
Additional Commissioner
Commercial Taxes
West Bengal