

**PRESIDENCY UNIVERSITY**  
**86/1, COLLEGE STREET**  
**KOLKATA-700 073**

**TENDER FOR THE SERVICE OF COOKS AND ATTENDANTS IN TWO HOSTELS OF  
PRESIDENCY UNIVERSITY**

**Tender Notice No. PU/2015-16/ Hostel Workers /1A**

**Dated:22-06-2015**

**Last Date of Submission of Tender: 30-06-2015 upto 3.00 P.M.**

**Date of Opening of Tender :30-06-2015 at 3.30 P.M.**

Applications are invited from the bonafide, reputed and experienced Service Providers for providing the service of COOKS (skilled) and ATTENDANTS (unskilled) required for one Boys' Hostel with 230 Boarders and one Girls' Hostel with 110 Boarders.

Interested parties may submit application in the prescribed format available from the Office of the Finance Officer, Presidency University at Ground Floor of the Main Building of the University **on payment of non-refundable Application Fee of Rs.1,000/- (Rupees One Thousand) only by a Demand Draft drawn in favour of "Presidency university" payable at Kolkata.**

The prescribed format (Annexure – I & III) must be properly filled up and signed with rubber stamp and **should be submitted** along with the Annexure – II (duly signed on each page thereof with rubber stamp), other required documents and proof of the payment of Application Fee as mentioned above either in person or by speed post / courier **to the Finance Officer, Presidency University, 86/1, College Street, Kolkata – 700 073.**

The Forms can also be downloaded from the University Website ([www.presiuniv.ac.in](http://www.presiuniv.ac.in)). The downloaded format (Annexure – I & III) must be filled in properly and signed with rubber stamp and should be submitted along with the Annexure – II (duly signed on each page thereof with rubber stamp), other required documents and a Demand Draft of Rs. 1,000/- (Rupees One Thousand) only drawn in favour of "Presidency university" payable at Kolkata as non-refundable Application Fee to the Finance Officer, Presidency University, 86/1, College Street, Kolkata – 700 073 either in person or by speed post / courier.

**The Tender is to be submitted along with an Earnest Money Deposit of Rs.10,000/- (Rupees Ten thousand) only in the form of a Demand Draft drawn in favour of "Presidency university" payable at Kolkata.**

The successful Bidder shall have to enter into an Agreement containing all Terms and Conditions of the service with the University Authority.

The University reserves the right to accept or reject any or all applications without assigning any reason thereto.

Registrar, Presidency University

**ANNEXURE - I**

**PRESIDENCY UNIVERSITY  
86/1, COLLEGE STREET  
KOLKATA-700 073**

**TENDER FOR THE SERVICE OF COOKS AND ATTENDANTS IN TWO HOSTELS OF  
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**Tender Notice No. PU/15-16/ Hostel Workers /1A**

**Dated:22-06-2015**

**APPLICATION FORM FOR PROVIDING THE SERVICE OF COOKS AND ATTENDANTS IN  
HOSTELS**

1A. Name of the Company/Firm/Business Organization:

1B. Address:

2A. Name of the Managing Director/Managing Partner/Proprietor:

2B. Name & Designation of the Authorized person other than 2A, if any:

3. Contract Number: Landline No./Mobile No.-

Fax No. –

E-mail id-

4. Certificate of Incorporation issued by Registrar of Companies:

(Certified true copy to be enclosed)

5. Details of expertise in the area of providing service of Cooks and Attendants (credentials):

(Use separate sheet, if required / submit supporting documents)

6. PAN of the Company/ Firm / Sole-Proprietor:

(Certified true copy to be enclosed)

7. Service Tax Registration No. :

(Certified true copy to be enclosed)

8. EPF Number (Certified true copy to be enclosed):

9. ESIC Number (Certified true copy to be enclosed):

10. Profession tax Registration No. (Certified true copy to be enclosed):

10. Certification of ISO: 9001:2008 :

11. Valid Trade License No. (Certified true copy to be enclosed):

I do hereby confirm that the Rules and Regulations already framed and to be framed for the purpose of the Service of Cooks and Attendants including that of making “Security Deposit” as determined by the University Authority.

I also certify that the information furnished above is true and correct.

Date:

Full Signature of the Applicant

Place:

Designation & Rubber Stamp

Instructions:

1. Incomplete application may be rejected.
2. The application is to be submitted in a sealed envelope mentioning
  - A. Service Provider of Cooks and Attendants
  - B. Date of submission
  - C. Name of the Company/Firm/ Business Organization
3. Decision of the authority is final and binding.

For Office Use:

## ANNEXURE - II

### TERMS & CONDITIONS FOR PROVIDING THE SERVICE OF COOKS AND ATTENDANTS IN TWO HOSTELS OF PRESIDENCY UNIVERSITY

#### A. General Terms and Conditions

1. The service will be provided by the agency purely on contractual basis for a period of one year which may be extendable for a further period of one year subject to their satisfactory performance during the contract period.
2. The agency may engage its work force at its own responsibility / liability in all respect. Presidency University shall have no responsibility or liability. However the OPERATING AGENCY shall furnish the complete details of the manpower deployed in the Hostels. Presidency University shall not bear any direct responsibility for payment of the wages, post-retirement benefits and other direct and indirect costs relating to such workers deployed by the agency.
3. The agency shall be provided with the kitchen equipment, cooking utensils & other utensils and water purifier like Aqua-guard required for catering and also other essential materials as per the list of inventories to be provided by the Hostel authority at the time of commencement of the service. All the above items will be the assets of Presidency University.
4. The agency is to take care of the premises and equipment, cooking utensils and other utensils and water purifier and other items in the Hostels and shall be fully responsible for the security of the same.
5. Violation of any terms and conditions contained in the Agreement would entail cancellation of the Agreement and proceeding for eviction and damages.
6. The agency will keep the hostel kitchen, store room, kitchen equipment, utensils and washing area clean and in hygienic condition, ensure mopping of floor with disinfectant at regular intervals and keep the floor perfectly neat and clean. The furniture (tables & chairs) used must be dusted and wiped every day.
7. All workers deployed by the agency must put on neat and clean dress; have short hair & trimmed nails, use hand gloves, headgear & clean suits and Serve with smile.
8. The agency shall maintain strict discipline among the workforce and shall review the performance of the workforce on regular basis. Personnel employed by the agency who are found to be indisciplined or whose performance is not satisfactory, as noticed or as reported by the Hostel Superintendent or any other authorised person of the University, shall be replaced by the agency without causing any disruption in the assigned work at the hostel.
9. The agency has to return all the assets given for use, in case they have to leave the Hostels.
10. The premises together with its fitting and fixture shall at all times remain as sole and exclusive property of the Presidency University.
11. The agency will not encroach upon the land / property belonging to Hostels of the Presidency University and in the vicinity of the premises.
12. The agency / the workers deployed by the agency will not indulge in or commit any act violating of law or public policy and not to undertake any activity prejudicial to the interest of the boarders of the Hostels. They will not involve in offences punishable under IPC or other law of the country.
13. The agency will comply all the provisions of extant laws, statutory enactments, rules and regulations laid down by the Govt. as applicable and Presidency University nowhere shall have any liability on account of non-compliance or violation thereof and the agency shall indemnify in case Presidency University is saddled with any liability.
14. The agency shall follow the guidelines and suggestions of the Hostel Managing Committee of Presidency University.

15. The Agency shall make an interest-free security deposit of Rs.30,000/- (Rupees Thirty thousand) only with the University which will be refundable at the time of expiry of the Contract.
16. Any disputes or difference whatsoever arising between the agency and the hostels shall be settled through meeting between the authorized officers of Presidency University and the agency. In the event of non-settlement of the dispute / difference, the matter shall be referred to the Vice Chancellor, Presidency University for appointment of sole Arbitrator for decision. The venue of Arbitration shall be at Presidency University, Kolkata. The Arbitration shall be as per the Arbitration and Conciliation Act 1996.
17. In case the agency or Presidency University desires to discontinue the service, a 45 (forty five) days notice from the either side to be communicated vice versa.

## **B. Special Terms and Conditions**

1. Duty Hours of both Categories of Personnel will be 6.00 A.M. to 10.00 A.M. in the Morning and 6.00 P.M. to 10.00 P.M. in the Evening for cooking meals of the Boarders of the Hostels in the Morning and in the Evening. The work of cleaning and washing of the dirty Utensils are to be made regularly in time.
2. Man Power rate should be at par with the extant rate declared under the Minimum Wages Act of Government of West Bengal in respect Cooks (Skilled) and Attendants (unskilled).
3. Service Charges should be shown separately in the Monthly Wage Bill of the service provider.
4. Taxes as applicable should be clearly mentioned in the Monthly Wage Bill.
5. Minimum 7(seven) years experience in Catering/Kitchen service is required.
6. Registered Office of the Company must be in Kolkata.
7. Certification of ISO:9001:2008 is desirable.
8. All staff must be in the direct staff roll of the agency.
9. Outsource through sub-contract is not acceptable.
10. The University will not bear the cost of any loss/damage of the accessories / utensils of the kitchen Room or the Dining Hall of the Hostels, the same to be compensated by the Company.
11. In case of any accident within the work place, no Accidental Cost will be borne by the University Authority.
12. The regular marketing of the essential food items required for the Hostels may be done by the Attendants, if required, under the instructions of the Hostel Superintendent or his /her authorized representative.
13. The agency shall prepare their monthly bill during the first week of every following month and submit the same to the office of the Finance Officer along with the documents ,viz. (i) previous month's wages payment certificate, (ii) daily attendance statement / sheets duly certified by the Hostel Superintendents and Dean of Students, (iii) documentary proof of regular deposit of ESI, EPF and other statutory deduction from the salary of the deployed workers, 9iv) , etc.

**ANNEXURE - III**

**RATES OFFERED FOR PROVIDING THE SERVICE OF COOKS AND ATTENDANTS IN TWO HOSTELS OF PRESIDENCY UNIVERSITY**

**Deployment details and Cost Sheet**

Name of the Hostel (1)	Number of Boarders (2)	Number of Cooks (3)	Rate of wages/Cook /month (4)	Total cost for Cooks (5)	Number of Attendants (6)	Rate of wages/Attendant/month (7)	Total Cost for Attendants (8)	TOTAL Cost Per Month
EDEN HINDU HOSTEL	230	2			16			
GIRLS' HOSTEL AT SALT LAKE	110	2			6			

Service Charge, if any: Rs. \_\_\_\_\_/-

Rate of Service Tax, if applicable:

Date:

Full Signature of the Applicant

Place:

Designation & Rubber Stamp

