

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
(A Government of West Bengal Enterprise)
“Bidyut Unnayan Bhaban”
Plot No. 3/C, LA-Block, Sector-III,
Salt Lake City, Kolkata – 700 098

Request for Expression of Interest (EOI) for providing Cafeteria / Canteen Services

Notice No. WBPDC/EOI-Adv./PR/12-13/157/Corp. Dated: 17-01-2013

The West Bengal Power Development Corporation Limited(WBPDC) invites Expression of Interest (EOI) from the resourceful and experienced companies/agencies/hospitality services/service providers for providing Cafeteria / Canteen service for it's employees including Guest House located at it's Corporate Office,Bidyut Unnayan Bhaban. Contact Person: Sri A.Raychowdhury, Manager(Corp.Comm.). Contact No.: 9433051903. Interested Entities may visit wbpdc.co.in for further details.

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(A Government of West Bengal Enterprise)
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Parameters for submission of “Expression of Interest” with reference to the Press Advertisement

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1. Cafeteria / Canteen service rendering entity having at least 05 years experience in running first rate Cafeteria / Canteen and an annual turnover of Rs.12 Lakhs for the last consecutive three (3) years as per the audited Balance Sheet only be eligible to submit the proposal.
2. The Cafeteria / Canteen Service rendering entity will be allowed to run the Cafeteria / Canteen at the space provided of the Corporate Office of WBPDC at Bidyut Unnayan Bhaban, Plot No. 3/C, LA – Block, Sector-III, Salt Lake City, Kolkata – 700 098 for a period of 11 months only with a provision of entering fresh Licence Agreement for subsequent Licence Period(s) at the discretion of the WBPDC Management against License Agreement
3. Cafeteria / Canteen Service rendering entity have to enter into a License Agreement with WBPDC with specific terms & conditions.
4. The LICENSEE shall, in consideration of allowing to provide Cafeteria and Canteen Services in the said room, shall pay 2% as License fees to the Licensor on the net billed amount (minus all taxes applicable) to outside persons/customers or Rs.3000/- per month whichever is higher. The license fee so payable as aforesaid shall be without any deduction or abatement and shall be paid by the LICENSEE to the LICENSOR within 7th of next month. In this regard it is made specifically clear that no license fee shall be calculated by the LICENSEE on the meals and/or beverages served to the staff of the LICENSOR and the statement submitted by the LICENSEE shall be the basis for levy of the actual License fee. In addition to the said 2% License fees, the LICENSEE shall also offer the subsidized meal to the staffs or guest of LICENSOR at the rates prescribed in attached Annexures.
5. The Licensee shall be at liberty to run the Canteen and Cafeteria and provide meals, snacks and beverages to outsiders also at such rate or rates as the Licensee may at its own discretion think fit and proper. The staff of the LICENSOR may purchase any other item beyond the attached Annexures from the regular menu of the LICENSEE meant for outsider at a subsidized rate.
6. The relationship between the LICENSOR and the LICENSEE shall be that of principal-to-principal basis and that the LICENSEE shall deploy his sufficient numbers of manpower including supervisor personnel for rendering satisfactory services at his risk and cost. The manpower deployed by the LICENSEE will be under the supervision and control of the LICENSEE only. Nobody shall be permitted to stay in the room in night.
7. The Cafeteria / Canteen Service rendering entity will ordinarily cater the requirement of the occupants Guest House situated in the said Office Building. They shall be provided with a well ventilated covered unfurnished space at ground floor measuring approximately 630 Sqft including a Kitchen measuring approximately 300 Sqft. with required Electrical connection, Water Supply, Drainage and Sewerage facilities against the payment of monthly license fees The service rendering entity should obtain necessary License as per statute as applicable to run the Cafeteria / Canteen. The LICENSEE shall use the said room and every part thereof for the only purpose of his carrying on business as stated above between 7 A.M. to 9 P.M. and shall not use any portion of the same for any other purpose.
8. The Cafeteria / Canteen service rendering entity will bear the Electricity charges at actual.
9. Necessary Electrical gadgets and built facilities will be provided by the WBPDC at Free of cost. But for this the Cafeteria / Canteen service rendering entity will have to furnish security deposit of Rs. 20,000/-. All major and costly items like Deep Freezer, Hot Case, Oven, and Furniture will also be provided by the WBPDC. However, repair & Maintenance Cost of such gadgets will be borne by the Cafeteria / Canteen service rendering entity.
10. Crockery/cutlery will be arranged by the Cafeteria / Canteen service rendering entity at his own cost.

11. All other day to day maintenance works will be done by the Cafeteria / Canteen service rendering entity at his own cost.
12. The upkeep and maintenance of the Cafeteria / Canteen will be the responsibility of the Cafeteria / Canteen service rendering entity. The kitchen and premises of the Cafeteria / Canteen will be maintained hygienically and should remain free from dirt, flies etc. The WBPDCCL reserves the right to inspect the Cafeteria / Canteen by surprise checks by authorized officials.
13. The WBPDCCL reserves the right to cancel the License Agreement at any time by giving one month notice to the Cafeteria / Canteen service rendering entity during the validity period of the License Agreement.
14. A list of items to be prepared in the Cafeteria / Canteen is attached marked as **Anenxure-X**. Rates may be quoted against the items concerned. The rates quoted will remain valid during the period of License Agreement.
15. The rates shall be inclusive of all type of taxes. Rate shall remain firm during the entire License period.
16. The Cafeteria / Canteen service rendering entity must have average turnover of Rs.12 lakhs for the last three (3) financial years for which necessary documents needs to be submitted along with the proposal.
17. Income Tax, as applicable shall be deducted from the Cafeteria / Canteen service rendering entity bill.
18. The Cafeteria / Canteen service rendering entity will be solely responsible for all statutory compliance, as applicable.
19. The Cafeteria / Canteen service rendering entity is required to maintain the following :-
 - (a) Cafeteria / Canteen to be observed as **"NO SMOKING ZONE"**.
 - (b) The crockery / cutlery to be used should be of good quality, preferably white and in good condition having no marks / stains on them.
 - (c) The Manpower deployed by the entity should be in neat uniform. They should be courteous with pleasing manners.
 - (d) The utensils should be washed properly with boiling water and soap before using.
 - (e) All food should be prepared daily and no left over should be served on the next day.
 - (f) The vendor shall abide by the instructions / decisions communicated to him by the authority of WBPDCCL time to time.
 - (g) Besides providing facilities in the Cafeteria / Canteen the demand from office for supply of tea / cold drinks, snacks, lunch etc. for official meeting will also be met by the Vendor.
20. The Cafeteria / Canteen service rendering entity shall ensure that Cafeteria / Canteen & its surroundings area is properly cleaned and not destroyed by Cafeteria wastes etc.
21. The interested parties are required to furnish the basic information as per format at **Anenxure-'Y'** along with the proposal.

Expression of Interest addressed to the Manager (Corp.Comm.) in sealed cover is to be submitted to the Corporate Communications Department (Fifth Floor) at the above address within 24th January 2013.

The interested Cafeteria / Canteen service rendering entity may contact the Manager (Corp.Comm.), at the above address on all days except Saturday and Holiday for any relevant discussion / enquiry.

Date :

(Signature of the Cafeteria / Canteen service rendering entity
Stamp / Seal

Annexure - X

LIST OF ARTICLES / ITEMS

(Please quote for all the items. Entities not quoting for all items are liable to be summarily rejected)

HOT DRINKS	Rate for General Public (Rs. / Paisa)	Rate for Employees of WBPDCCL (Rs. / Paisa)
Tea (ready made) – 150 ml.		
Tea (Dip) 150 ml.		
Tea (separate with milk, sugar etc.)		
Coffee (plain) 150 ml.		
Coffee (Espresso) 150 ml.		

COLD DRINKS

	Rate for General Public (Rs. / Paisa)	Rate for Employees of WBPDCCL (Rs. / Paisa)
Soft Drink – cola/orange/limca/sprite etc. (300 ml)		
Soft Drink – Pet bottle 500 ml.		
Fountain Peps / Limca / Orange		
Lassi (200 ml) Glass		
Fresh Lemon Water (200 ml) Glass		
Cold Coffee 200 ml Glass		
Fruit/Real/Tropicana juice etc. 200 ml		
Mineral Water 500 ml bottle		
1000 ml bottle		

LUNCH / DINNER	Rate for General Public (Rs. / Paisa)	Rate for Employees of WBPDCL (Rs. / Paisa)
Chapatti (75 gms) Tandoori		
Chapati (50 gms) Tawa		
Vegetable (seasonal) (150 gms)		
Vegetable – Alu Posto/Dai Patal/Chhanar Dalna (150 gms)		
Dal (fry) 100 gms		
Dal (plain) 100 gms		
Curd (100 gms)		
Raita (100 gms)		
Alu parantha / seasonal veg. Parantha		
Rice (boiled) 300 gms		
Rice (Pulao) 300 gms		
Vegetable with Panir (200 gms)		
Chicken Curry (2 pcs.) 150 gms		
Mutton Curry (2 pcs.) 150 gms		
Egg Curry (2 Eggs)		
Chana Bhature (100/200 gms)		
Poori Sabji (4 poori-25 gm each + 100 gm bhaji)		
Veg Chouwmin 200 gms		
Mixed Chouwmin 200 gms		
Fish Curry (2 Pcs.) 150 gms – Hilsa/Pabda/Bhetki/Koi/ Ruhi/Tangra		
Veg. Thali – 1 dal, 1 Bhaji, 2 veg., curd, boiled rice(200 gm each) + 4 poori / chapatti) with Achar, Chatni and papad		
Non veg. Thali – (i) 1 dal, 1 Bhaji, 1 veg., Chicken curry (2 pcs.) 150 gms, boiled rice (200 gm) + 4 chapati, curd (100 gm) with Achar, Chatni and papad. (ii) 1 dal, 1, Bhaji, 1 veg, Mutton (2 pcs.) 150 gms , boiled rice (200 gms) + 4 chapati, curd (100 gm) with Achar, Chatni and papad. (iii) 1 dal, 1 Bhaji, 1 veg, Fish (02 pc.) 100 gm, boiled rice (200 gms) + 4 chapati, curd (100 gm) with Achar, Chatni and papad.		

BREAKFAST / SNACKS	Rate for General Public (Rs. / Paisa)	Rate for Employees of WBPDCCL (Rs. / Paisa)
Samosa (50 gms) stuffed with alu + mutter		
Alu Bonda (50 gms)		
Kachori (50 gms) + Bhaji / Sabji		
Vada with chutni (2 pcs 70 gms)		
Vada with Sambhar (2 pcs of 70 gms + 100 gms Sambhar)		
Veg Cutlet (50 gms) with Sauce		
Chicken Cutlet (50 gms)		
Veg patties (100 gms)		
Non-veg. Patties (100 gms)		
Boiled Egg (2 nos)		
Omlette (one egg)		
Omlette (2 eggs) + 2 Slice		
Sandwich veg (2 pcs)		
Butter Toast (2 pcs of bread)		
Assorted Pakoras 6 pcs / 100 gms		
Paneer Pakora/Gobi Pakora (50 gms)		
Veg. Burger (With alu tikki, onion stuffed)		
Biscuits 100 gms (Britania / Parle)		
Plain Dosa with Shambar		
Masala Dosa (200 gms) with sambhar		

SWEETS

Rate for General Public
(Rs. / Paisa)

Rate for Employees of WBPDC
(Rs. / Paisa)

Gulab Jamun (2 pcs)

Ras Gulla (2 pcs)

Jalebi (100 gms)

Ras Malai (2 pcs.)

Sandesh (2 pcs.)

Laddu besan 30 gms.

N.B.- (I) The list is not exhaustive and may be changed as per requisition.

(II) The Vendor should be expert in making continental and Chinese dishes as per requisition.

CATERING FOR CONFERENCE/MEETING/SEMINAR & FUNCTIONS

1. Session Tea & Snacks

Name	Quantity	Actual Rate (Rs.)	Subsidized Rate(Rs.)
Tea / Coffee	1 person		
Tea / Coffee, salted biscuits / sweet biscuits	1 person		
Tea / Coffee, sweet biscuits & wafers	1 person		
Tea / Coffee, Veg. Pakoda, Samosa & Wafers	1 person		
Tea / Coffee, Paneer Pakoda, Wafers & Sandesh	1 person		
Tea / Coffee, Cookies, Salted Kaju, Paneer Pakoda & Sandesh / Gulab Jamun	1 person		

2. Special Lunch & Dinner

Cold Drink / juice
Hot Drink (Soup / Tea / Coffee)
Snacks Paneer Panora/Cheese Roll, Cocktail Samosa, French Fried, Chicken Tikka, Fish Finger
Lunch & Dinner Dal Makhani / Rajma / Chhole
Mixed Veg. / Jeera Aaloo / Aaloo Gobhi / Bhindi Korma
Shahi Paneer / Matter Paneer / Kadal Paneer / Malai Kofta
Chicken Curry / Butter Chicken / Chicken Korma / Kadai Chicken / Rahu Fish Kalia
Bundi Raita / Kheera Raita / Dahi Bhalla
Naan / Tandoori Roti
Veg. Pulao
Green Salad, Papad, Pickle
Gulab Jamun / Ice Cream / Sandesh

Number of Persons

**For 50
Rs.**

**For 100
Rs.**

**Above 100
Rs.**

Vegetarian with Veg. Snacks per plate

Vegetarian without Snacks per plate

Non Vegetarian without snacks per plate

Non Vegetarian with Non Veg. Snacks per plate

(Signature of the Cafeteria / Canteen Service rendering entity)

Annexure - Y

Basic Information :

1. Name of the Applicant.....
2. Address
.....
.....
3. Phone No.....Mobile.....
4. Year of Establishment
5. Type of Organisation (Sole prop. / partnership/ltd./Pvt. Ltd. Co.
6. Details of Registration (No. Date and Regn. Authority).....
7. E.P.F. Code No.(if any)
8. E.S.I. Registration No(if any).....
9. Furnish Details of latest Income Tax clearance certificate
.....
10. Income Tax PAN Number
11. Service Tax Regn. No. (Details thereof).....
12. Total number of years of experience
13. Yearly turnover of the firm for the last three years
2009-10.....
2010-11.....
2011-12.....
14. Name of the firms / organization in the Kolkata and surrounding region where bidder is providing cafeteria / canteen services of the equivalent scale as on date.
(Copies of the contract award letter along with the name of contact persons, addresses and telephone numbers should be enclosed)

(Signature of the Cafeteria / Canteen Service rendering entity)