



# HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

ESTD.-2004

Approved by AICTE, Affiliated to MAKAUT and recognized by Govt. of W.B. Department of Higher Education (Technical)

VIVEKANANDA ROAD • PIPULPATI • P.O. & DIST.-HOOGHLY • PIN-712103 • WEST BENGAL

Telephone : 033 2681-0505 & 2680-4121

E-mail : mail@hetc.ac.in • Website : www.hetc.ac.in

Ref. No. HETC/2026/97

Date 7/3/26

## TENDER FOR CATERING SERVICES

IN

### HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE CAMPUS (Unit of HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY)

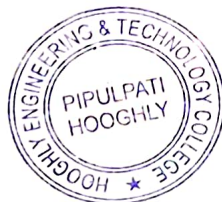
Sealed tenders are invited from the experienced canteen contractors of more than 5 years minimum for operating/running canteen in the college premises on yearly basis. The prescribed tender form containing terms and conditions can be downloaded from the college website [www.hetc.ac.in](http://www.hetc.ac.in) (Technical bid and Financial bid) should reach to the PRINCIPAL, HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE, Vivekananda Road, Pipulpati, Hooghly, Pin - 712103 latest by 27/3/2026 on or before 5.00 PM Tender application in a sealed envelope should be marked "TENDER APPLICATION FOR RUNNING HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE CANTEEN".

Serial No.	Particulars	Date & Time
1	Start date	Date – 7/3/2026
2	Last Date & Time for submitting sealed tender at HETC College	5.00 PM & Date -27/3/2026

N.B. 1. This tender is intended for the catering services for the staff, students and authorized visitors in the Hooghly Engineering & Technology College (HETC)

2. Society/College reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason thereof.

3. The day-to-day working of the canteen will be watched by a Canteen Committee duly constituted by the Institute for this purpose.



RB 7/3/26  
Finance Officer, HETC

**Rajsekhar Bhattacharya**  
Finance Officer  
HETC

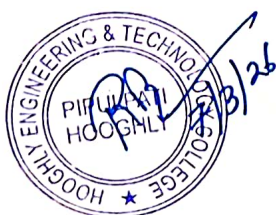
## **Request for Proposal – HETC CANTEEN:**

A reputed contractor/company having experience of at least 5- years of running and operating canteen in government departments/PSUs/academic institutions/private organisations of repute and who can cater to the needs of students, staff and visitors are eligible to submit tender in two bid system i.e. Technical Bid & Financial Bid for operating college canteen in response to this notice.

The period of proposed contract will be initially for one year which may be extended further on satisfactory performance of services provided.

### **HOW TO APPLY:**

1. The sealed tenders should be in “Two parts” i.e. (Technical and Financial Bid) for operating Canteen at HETC College campus for a period of one year.
2. The tender document can be viewed and downloaded from our website [www.hetc.ac.in](http://www.hetc.ac.in).
3. The offers should be submitted in two sealed envelopes one super scribed with “Technical Bid and other with “Financial Bid”. Both envelopes shall be put in another sealed envelope, super scribing the envelope with “**TENDER APPLICATION FOR RUNNING HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE CANTEEN**”.
4. The offers may also be submitted through email attaching all the necessary documents as mentioned. Email: [purchase@hetc.ac.in](mailto:purchase@hetc.ac.in) latest by **27/3/2026** on or before **5.00 PM**.
5. Technical Bid (as per annexure I) should be supported with the following required documents:
  1. Certificates with respect to registration of the firm/organization under the relevant law, like (FSSAI)
  2. Valid PAN and GST Registration certificate.
  3. Documents/certificate in support of running and operating canteen in Govt. Departments/Ministries, PSUs/academic institutions/private institutions of repute during the last 2 years duly signed by a responsible and authorized officer.
  4. Details with respect to PAN/GSTIN of the bidder.
  6. ITR and Balance Sheet of last three years.
  7. Statutory Licenses for running canteen.
  8. PF & ESI FOR CANTEEN STAFFS (MANDATORY CLAUSE)
  8. Undertaking (as per prescribed proforma in Annexure-I-A)
  10. Financial Bid – Annexure II

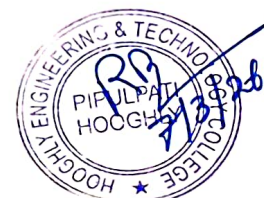


## **FACILITIES TO BE PROVIDED – HETC CAMPUS:**

The canteen premises comprise of two big dining halls for students and staffs separately, purified drinking water, a big kitchen space, washing area, Electricity.

## **REQUIREMENT FROM THE CONTRACTOR:**

1. The contractor will ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen.
2. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects.
3. Adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and the food waste in an eco-friendly manner.
4. There should not be any littering of unused food or vegetables within the canteen.
5. The contractor and its staff will ensure that no used utensils viz. cups, trays, trolleys etc. are lying in the campus and the same should be removed immediately.
6. The contractor should have his/her own dedicated staff for washing and cleaning.
7. The cleaning & other staffs of Canteen should sign on a job card, which should be countersigned by the canteen contractor; the canteen committee shall monitor it accordingly
8. The food shall be cooked and served in clean stainless steel utensils and no laxity shall be permitted in this regard. The utensils will be required to maintain sparkling clean at all times.  
The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.
9. The contractor shall ensure good personal hygiene of its staffs.
10. The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/brand/make (ISI mark) to the satisfaction of the canteen committee of the college. The canteen committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.
11. The food shall be cooked, stored and served under hygienic conditions.
12. The contractor shall ensure that only fresh cooked food is served and stale food is not recycled. Stale and/or rest over food or food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.
13. The food shall be neither too spicy nor too oily.
14. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members.
15. The oil which remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking next day.
16. Working hours of the Canteen should be during Office Hours (8:30 AM to 5:30 PM) including College / University examination dates and / or any special occasion.
17. The timings of the canteen will be as prescribed by the Institute from time to time subject to change. Skeleton services will also to be provided beyond office hours.



18. The contractor shall arrange for items i.e., crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and items of similar nature of good quality at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
19. The cost of the Gas consumed in Canteen will be borne by the contractor and on expiring of the tenure of the contract NO DUES CERTIFICATE will have to be submitted in concerned section.
20. The contractor will be required to provide canteen service in the canteen premises and also in various Faculty Rooms / Staff Rooms of the College if needed.
21. The contractor shall employ only medically fit persons, fit certified by the Govt. Hospital of West Bengal. No such employee will be under the age of 18 years. Documentary evidences are to be provided by the contractor.
22. The contractor will be fully responsible for the repair / maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him/her by the Institute for the said purpose. Any loss / damage (including repairs) to the same will have to be made good by the Contractor, at his cost.
23. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the college.
24. The rate list and menu as approved by the Institute should be displayed conspicuously daily.
25. **The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen.**
26. **The Institute shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the Institute also.**
27. The Canteen service providing tenderer has to submit his Authenticated ID Proof along with all the Contractor Labour who will be there in the College for running Canteen.
28. Under no circumstances any of the contractor's employees will stay in the Institute premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the Institute. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the Institute from time to time which will be binding on him and his employees. The Institute reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
29. The contractor shall not entertain any orders or supply eatables outside the Institute. If needed, Contractor needs to take permission from the authorised person in writing.
30. The contract will be for ONE YEAR to start with from the date of signing the agreement and the agreement may be renewed by the Society on such terms and conditions as may mutually be agreed upon between the parties. The Authority reserves the right to repudiate the contract at any time after giving one month's notice, if the Authority is not satisfied with the working of the said contractor. The decision of the Authority in this regard shall be final and binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
31. The contractor will, at all times, ensure discipline decent and courteous behaviour by his employees while they remain in premises of the Institute. In case any of his employees indulges in any act of indiscipline, misbehaviour or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.



32. Under exceptional circumstances the Institute reserves the right to change any term and condition as and when warranted.
33. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the society will be final and binding.
34. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
35. Objectionable items (e.g., Alcohol, Bidi, Cigarette, Gutkha, Pan Masala etc.) in any form should not be there in the Canteen
36. Keys of the Canteen should be in the key box of the College.
37. In addition to providing service to the employees and students as explained, the canteen will also cater to the needs of the authorized visitors to the Institute for official work as well as to the participants in academic, technical and production programmes organized by the Institute from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.
38. Contractor need to supply lunch & dinner to hostel students (Girls & Boys) of the college at hostel premises.
39. The rate list and menu as approved by the Institute should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only.
40. Details of day-to-day lunch are enclosed as Annexure – IV. But that may vary with the market availability.
41. The contractor will be required to sale only approved food items at the rates mentioned in the rate list as per Annexure-I.
42. The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the canteen committee may fine the contractor up to Rs. 1000/-upon due verification.
43. The contractor shall not use the canteen / college premises for residential purposes for self or his staff.

**Other Terms & Conditions:**

1. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he/she is finally recommended.
2. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor on letter head.
3. The contractor shall abide by all the prevailing laws for running of canteen/ cafeteria and shall do all the necessary formalities of obtaining licenses/permission etc. on his own. The Society shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
4. The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs. 100/- accepting all terms and conditions.
5. The contractor must not use / store any hazardous chemical / dangerous element/ banned or expired products in the canteen which may pose threat to the health and safety of the people.
6. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays / Sundays / vacations/ Holidays as per the requirement of the college.
7. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be the Convener, canteen committee for inspection every month.
8. The approved rates of food items as accepted by the college shall not be increased by the contractor without the permission of college/society.



**TECHNICAL BID (ANNEXURE – 1)**

S.No.	Description	Particulars
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity(Proprietor/Director/ Official)	
5.	Contact Number	
6.	Email	
7.	Details of statutory licences obtained(if any)	
8.	Details of PAN/GSTIN/Registration No.	
9.	Numbers of employees currently on rolls of the bidder(chefs/cook, Service staff etc. to be detailed separately)	
10.	Details of organization served/presently being served (certificates to be attached)	
	<b>Period</b>	
	<b>From</b>	<b>To</b>
	<b>Details of the organization served</b>	
(a)		
(b)		
(c)		

Date:

Place: \_\_\_\_\_

Seal

Signature of Bidder...

UNDERTAKING

The Principal,  
Hooghly Engineering & Technology College  
HETC Campus,  
Vivekananda Road, Pipulpati,  
Hooghly - 712103

Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions along with price list of the items to be supplied in the canteen mentioned in the tender documents and hereby undertake to agree and comply with them in entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running of HETC canteen will be liable to be terminated.

Signature of the Bidder with Seal

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Date:

Place:

Financial BID		Annexure - II	
ITEM NO.	MENU LIST (ITEMS)	QUANTITY	RATE/-
	Tea and Beverages		
1	Tea (Milk )	50ml/100ml	
2	Tea (Lemon)	50ml/100ml	
4	Coffee - Hot/Cold		
5	Cold Drinks – Standard Brands		As per MRP
8	Lassi	200 ml	
11	Mineral water – Standard Brands		As per MRP
	Snacks & Others		
12	Luchi with Chholley / Vegetable	4pcs	
13	Chicken Pokora	4pcs	
14	Bread pakoda	1pc	
15	Paneer pakoda	4pcs	
16	Veg. Spring roll	1pc	
17	Veg cutlet (per piece)	1pc	
18	Paneer cutlet (per piece)	1pc	
19	Veg Burger (per piece)	1pc	
20	Veg. Sandwich/Non-Veg Sandwish(per piece)	1pc	
21	Veg. Patties	1pc	
22	Veg. Chowmin(Half & Full)	Half & Full	
23	Egg chowmin(Half & Full)	Half & Full	
24	Noodles (Half & Full) Veg, Egg, Mixed	Half & Full	
25	BROWN/white Bread butter toast	Brown/ White	
26	Omelette		
27	Moglai Paratha		
28	Masala dosa		
29	Paneer dosa		
30	Egg Devils		
31	Omelette with Bread Slice		

32	Alu Paratha with Pickle/Normal Paratha with vegetables/ghugni	1pc	
33	Kachuri with Chatney / Chholley/Ghugni	2pc	
34	Alurdom (Potato Curry)	1 serve	
35	Chicken Cutlet	1pc	
36	Fish Fry/Cutlet	Fry/ Cutlet	
37	Roll- Egg/Chicken/Mixed	1pc	
38	Handmade Ruti	1pc	
39	Curry – Chicken/Mutton/Egg/Fish	Per Piece	
40	Kosha - Chicken/Mutton/Egg	Per Piece	
41	Fried Rice – Plain(Veg)/ Egg/ Chicken/ Mixed	1 serve	
42	Chilly Chicken /Fish	4pcs	
43	Biriyani – Veg/ Egg/ Chicken/ Mixed with Raita	1 serve	
44	Plain Rice	1 Plate	
45	Curd(Sweet & Sour)		
46	Sabzi(Half/Full) Type as applicable.	Half & Full	
47	Dal(Half/Full) Type as aplicable	Half & Full	
48	Veg Thali – Menus to be submitted along with the Tender		
49	Fish Thali - Menus to be submitted along with the Tender		
50	Mutton Thali - Menus to be submitted along with the Tender		
51	Chicken Thali - Menus to be submitted along with the Tender		
52	Sandesh/ Rosogolla etc. as applicable		
53	Any other items as per requirement /choice/ availability		

Signature of the Bidder with Seal