

No. ICCR-RTC/Tender/Cafeteria/2017-18

Dated: 04.07.2017

**NOTICE INVITING TENDER**

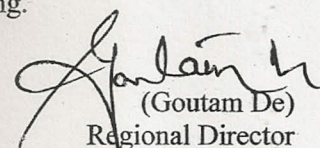
Subject: PROVIDING CANTEEN AND CATERING SERVICES AT INDIAN COUNCIL FOR CULTURAL RELATIONS, RABINDRANATH TAGORE CENTRE, 9A, HO CHI MINH SARANI, KOLKATA – 700 071

On behalf of the President of India, The Indian Council for Cultural Relations [ICCR], Kolkata, Rabindranath Tagore Centre, Ministry of External Affairs, Govt. of India, invites manual bids from reputed and experienced restaurant, canteen and catering operators for providing catering services for the space of Cafeteria at Indian Council for Cultural Relations, Rabindranath Tagore Centre, 9A-Ho Chi Minh Sarani, Kolkata – 700 071 from registered and authorized restaurant, canteen and catering service provider, as per details given in the tender documents.

Tender No. ICCR-RTC/Tender/CS/2017-18	Dated: 04.07.2017
<b><u>Important Dates</u></b>	
Date of publishing	04.07.2017
Bid Document Download Start Date	05.07.2017
Bid Submission Start Date	05.07.2017
Bid Submission End Date	24.07.2017
Date of Technical Bid Opening	28.07.2017 (1100 hrs)
EMD & Tender Fee to be submitted in the form of Demand Draft in favour of "Indian Council for Cultural Relations, Kolkata" by 1700 hrs on 24/07/2017	Rs.1,00,000/- & Rs. 500/- respectively

2. Manual bids shall be submitted in a sealed cover addressed to "The Regional Director, ICCR, 9A, Ho Chi Minh Sarani, Kolkata – 700 071". Tender document fee of Rs. 500/- (Rupees five hundred only) and EMD of 1,00,000/- (Rupees one lakh only) are payable by way of Demand Draft drawn in favour of "Indian Council for Cultural Relations, Kolkata" along with the bid documents.

3. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Indian Council for Cultural Relations shall be final and binding.

  
(Goutam De)  
Regional Director  
Tel : 033-22822895



**गौतम दे / GOUTAM DE**  
क्षेत्रीय निर्देशक / Regional Director  
भारतीय सांस्कृतिक संबंध परिषद  
Indian Council for Cultural Relations  
विदेश मंत्रालय / Ministry of External Affairs



**INDIAN COUNCIL FOR CULTURAL RELATIONS (ICCR, KOLKATA)**

invites sealed bids from reputed and experienced restaurant, canteen and catering operators for providing canteen services at 9A, Ho Chi Minh Sarani, Kolkata-700016.

Interested parties may collect the Tender Document from the office of ICCR, KOLKATA Office (address given below) from 04/07/2017 to 24/07/2017 from 2pm to 5pm on payment of Rs. 500/- by DD/Banker Cheque / P.O. in favour of INDIAN COUNCIL FOR CULTURAL RELATIONS, KOLKATA.

Last date for submission of tender is 24/07/2017. The documents may also be downloaded from the websites : [www.tagorecentreiccr.org](http://www.tagorecentreiccr.org) ; [www.iccr.gov.in](http://www.iccr.gov.in)

**Regional Director  
ICCR, KOLKATA, Kolkata**

**Minimum Qualifying Criteria:**

Should have at least three years experience in running successfully any Restaurant / Canteen / Catering Agency.

For further details contact:

INDIAN COUNCIL FOR CULTURAL RELATIONS

**"Rabindranath Tagore Centre"**

9A, Ho Chi Minh Sarani, Kolkata-700016.

**Kolkata – 700071**

**Phone: +91 33 2282-0402/ 3431/ 2895**

**Fax: +91 33 2287-0028/ 4890**

**e-mail : [iccrcl@gmail.com](mailto:iccrcl@gmail.com)**





**TENDER DOCUMENT FOR RENTING THE SPACE  
OF "CAFETERIA"  
AT  
9A, HO CHI MINH SARANI, KOLKATA-700071**

**Property of  
Indian Council for Cultural Relations,  
Ministry of External Affairs  
Govt. of India  
Bid invited by  
INDIAN COUNCIL FOR CULTURAL RELATIONS (ICCR, KOLKATA)**



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**SECTION 1**  
**INVITATION FOR TENDER**  
**For the space of "Cafeteria" at ICCR, 9A, Ho Chi Minh Sarani, Kolkata-700071**

- 1.1 On behalf of President of India, the Indian Council for Cultural Relations (ICCR, KOLKATA), invites bids in two sealed envelopes, comprising the Technical Experience details and the financial offer from bidders for running the space of "Cafeteria" Canteen/ Restaurant at the 9A, Ho Chi Minh Sarani, Kolkata - 700 071.
- 1.2 The Bidder should have successfully performed in running canteen services OR Catering services OR Restaurant / Hotel for at least THREE Years.
- 1.3 The Canteen of the aforesaid building shall be taken up on a rental basis. The contract is being offered for an initial period of 5 years subject to review of performance after three years.
- 1.4 Bidders must furnish full data and information as required in this bid document. Based on the evaluation of the proposal submitted by the bidder, one of the bidders will be selected.
- 1.5 Award of the bid is at the sole discretion of ICCR, KOLKATA. Proposal of the successful bidder would form the basis for future negotiations and lead to signing of a Contract Agreement for setting up the Cafeteria of the premises on a rental basis.
- 1.6 The Tender documents are available on websites, is for information and download purpose only. The interested bidders may download Tender document from the website but Rs. 500/- i.e. fee of the tender document has to be deposited in form of DD drawn in favour of **INDIAN COUNCIL FOR CULTURAL RELATIONS, KOLKATA** in order to become eligible for the same. The tender document will also be available from the office of ICCR Kolkata on payment of tender fee of Rs 500 by DEMAND DRAFT.

The request for the Bid Document shall be addressed to:

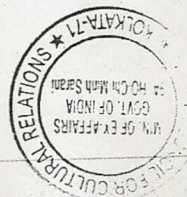
**The Regional Director**  
**INDIAN COUNCIL FOR CULTURAL RELATIONS**  
**"RABINDRANATH TAGORE CENTRE"**  
**9A, Ho Chi Minh Sarani,**  
**Kolkata - 700 071.**

1.7 The Bid Document contains (i) Invitation for bids, (ii) Introduction to 9A, Ho Chi Minh Sarani, Kolkata - 700 071, (iii) Scope of Work, (iv) Instructions to bidders, (v) Bid Format & Contents, (vi) Bid Evaluation, (vii) Steps to be followed after selection.

1.8 A pre-bid meeting will be held in the office of ICCR Kolkata at the address given above on Friday 7<sup>th</sup> July, 2017 at 3pm.

1.9 Sealed bids have to be submitted to the Regional Office, ICCR, Kolkata by 24<sup>th</sup> July, 2017, (1700 hours).

2.0 The envelopes containing the technical proposal shall be opened on 28<sup>th</sup> July, 2017, at 1100 hours in the Regional Office, ICCR, Kolkata.





## SECTION 2

### INTRODUCTION TO 9A, Ho Chi Minh Sarani, KOLKATA – 700 071

#### Introduction

The Indian Council for Cultural Relations (ICCR, KOLKATA), an autonomous organisation registered under the Societies Registration Act XXI of 1860 and is fully funded and under administrative the control of the Ministry of External Affairs, Govt. of India and having its Regional Office at 9A, Ho Chi Minh Sarani, Kolkata – 700 071.

Indian Council for Cultural Relations (ICCR, KOLKATA) has decided to let out cafeteria space measuring approximately 1353 sq. ft. in the ground floor on purely rental basis for setting up a Restaurant / Cafeteria / Canteen inside the premises of ICCR, 9A, Ho Chi Minh Sarani, Kolkata – 700 071. The Cafeteria is fully equipped with two toilets and a kitchen room, duly provided with 24 hour water supply with necessary outlets, electrical outlets suitable for kitchen appliances, drainage with grease trap and in addition a gas bank with pipes terminating in the kitchen in premises No. 9A, Ho Chi Minh Sarani, Kolkata – 700 071. The operator will not be allowed to use any extra electrical equipment without prior approval from ICCR Kolkata in writing.





### SECTION 3 INSTRUCTION TO BIDDERS/TENDERERS

#### 1. GENERAL:

- a. Tenderers are advised to well acquaint themselves fully with the location of the building / space and terms and conditions including all the provisions of the Tender Document before submission of their tender.
- b. ICCR Kolkata shall let out the Cafeteria space with kitchen measuring 1353 Sq. ft. In the ground floor on purely rental basis for setting up a Cafeteria /Restaurant/Canteen inside the premises of ICCR Kolkata at 9A, Ho Chi Minh Sarani, Kolkata-700071.

#### 1.1 Site Visit:

It is essential that the bidder visits the site and examines the Projects and all its facilities and infrastructure and take full responsibility for directly obtaining all necessary information for preparing the bid and entering into contract. The cost of any such visit shall be borne entirely by the bidder and no claim in this regard shall be entertained by ICCR, Kolkata.

Intending bidders shall be deemed to have full knowledge of the facilities and infrastructure in the building/surroundings that the successful bidder is required to operate from. However, prior to the site-visit, the bidder shall fix up an appointment with ICCR, Kolkata site representative who will be available at the following phone no. 033-2282-0402 from 10-00 a.m. to 1-00 p.m. & 2-00p.m. to 5-00p.m. from Monday to Friday.

#### 1.2 Submission of Tender:

- a) The expression "**Tender Notice**" referred to in the Tender Documents shall be deemed to include any Notice/Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.
- b) The tender complete in all respect shall be submitted along with Security Money Deposit of Rs. 1,00,000.00 (Rupees one lakh only) as stipulated in the Notice/Letter Inviting Tender only. Tenders without Security Money Deposit will be summarily rejected.
- c) Tenders shall be submitted in two separate sealed envelopes in the following manner duly super scribed as below.
- d) **Bid Security:** the bidder shall furnish in envelop 1 of the bid security of Rs.1,00,000.00 ( Rupees One Lakh Only) in the form of a Demand Draft in favour of "Indian Council For Cultural Relations, Kolkata" and shall be valid for a period of 180 days. The Tender fee of Rs. 500/- by Demand Draft, if documents downloaded from the websites .

The bid security of unsuccessful bidders shall be returned as promptly as possible, upon appointment of successful bidder.



e) **Performance Security** : After receiving the Letter of Acceptance (LoA) and before entering into the Contract Agreement, the successful bidder has to furnish an amount of **Rs. 3,00000.00** (Rupees three lakhs only) as interest free refundable Performance Security Deposit to the ICCR, Kolkata which will be refunded on expiry of the contract agreement.

The bid security shall be forfeited:

- i) If the bidder withdraw their bid during the period of bid validity specified in the bid.
- ii) In case of a successful bidder, if they fail or refuse within the period of bid validity to furnish the required performance security of Rs. 3,00000.00 (Rupees three lakhs only).

Following criteria is required to be fulfilled by the party so as to be technically qualified:

1. Interested parties should have minimum 3 years experience for running Cafeteria /food court/ canteen/ hotel/restaurant.
2. Minimum turnover of the firm in whose name the tender is being applied should be Rs. 10,00000.00 (Rupees Ten Lakhs) only. The bidder is required to submit copies of audited balance sheet along with the copies of Income tax Return for last three years in support.

**ENVELOPE-I TECHNICAL BID ( to be submitted on company's letter head)**

**Tender No. ICCR-RTC/Tender/CS/2017-18**

**dated : 04/07/2017**

- i) It should contain bid security of Rs. 1,00000.00 ( Rupees One One Lakh only) by Demand Draft.
- ii) Authorisation of the person signing the bid
- iii) Technical proposal

The submission should be done in the sequence as shown below:

**I) Information about the organisation:**

- i) Name of the bidder
- ii) Contact address and name of person duly authorised to clarify, negotiate and finalize the bid ( with telephone, email and fax no.)

**II) Technical Experience & Qualifying Criteria Documentation:**

- Experience in managing Cafeteria/ Canteen or catering services or any Restaurant/Hotel
- Trade licence, catering licence, pollution certificate, VAT/ST Payment , Income tax clearance.

**III) Annual reports and audited balance sheet for last three years along with evidence of IT return submitted for last three years.**

**IV) Additional information**

The bidder may add any further information that he/she considers relevant for the evaluation of their bid. The bidder may attach other documents giving a clear list.

(Signature of the authorized signatory)

Full name :

Seal & Address with Tel.No, Fax No.





## BID FORMAT & CONTENTS

### ENVELOPE - II (PRICE BID)

Tender No. ICCR-RTC/Tender/CS/2017-18

dated : 04/07/2017

Name of work: Hiring of space of cafeteria on monthly rental basis for Cafeteria/Restaurant / Canteen services.

It should contain :

1. **Monthly Rental** : The bidder shall quote the monthly lump-sum rental for Cafeteria plus applicable service tax at ICCR, 9A, Ho Chi Minh Sarani, Kolkata – 700 071 in the format given below. A copy of this format is to be used for Envelope-2. However, the price should not be quoted in Envelope-I.

Description	Bid amount (in INR in figures & in words)
Monthly Rental for the space of Cafeteria	
Service Tax (as applicable)	
Total :	

#### Rent determination process :

**Rent=Actual Rent of the area + Cost of electricity on actual basis + Cost of AC use charges /per sq. ft. AC consumption + Municipal tax on pro-rata basis + service tax.**

**Envelope- II** shall contain the tender document, monthly lease rental offered to be paid by the tenderer in the format enclosed as **Annexure-A**. It is to be noted that the sealed envelope containing this part shall contain monthly lease rental to be paid by the tenderer. The tenderer may kindly note that no condition, deviations/assumptions/stipulations/ clarifications /comments or any other request whatsoever should be submitted with envelope-II. Conditional offers will be rejected.

## 2. QUALIFYING CRITERIA

Bidders having the valid documents and fulfilling the criteria as mentioned above under Sl No.

1.2 will be technically qualified and considered for opening of their price bid. All the technically qualified bidders shall be informed well in advance about opening of their price bids. Technically qualified party has no right to claim for award of the work. ICCR, KOLKATA reserves the right to cancel or award the work to any party/bidders in case of non fulfilment of the required documents.





### 3. DEVIATION TO TENDER CLAUSES:

Tenderers are advised to submit the tenders based on the terms and conditions stipulated in the tender documents. Conditional tenders will be summarily rejected.

### 4. VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 180 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 180 days to revoke or cancel their tender or to vary the lease rates given in Tender or any term thereof, without the consent in writing of the management. In case of tenderers revoking or cancelling their tenders or varying any terms in regard thereof without the consent of management in writing, Competent Authority shall forfeit Security money paid by them.

### 5. Language of the bid

All correspondence and contracts shall be in English.

### 6. Currency of bid

All amounts in the bid shall be expressed in Indian Rupees.

### 7. ACCEPTANCE/REJECTION OF TENDER

I) ICCR, KOLKATA reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.

II) ICCR, KOLKATA reserves the absolute right to reject any or all the tender at any time solely based on the past unsatisfactory performance of the bidder(s) .

The opinion / decision of ICCR, KOLKATA regarding the same shall be final and conclusive.

SIGNATURE OF TENDERER

FULL NAME :

Seal & Address with Tel.No, Fax No.





## 8. CORRECTION

No Corrections or overwriting will be entertained in, schedule of rates by using correcting fluid.

9. It will be obligatory on the part of the tenderer to sign the tender for all the components & parts. After the space is allotted/ leased out, they will have to enter into a lease agreement for the space allotted/ leased out on a non- judicial stamp paper of Rs.10/- at their own cost within thirty days from date of issue of allotment letter.

10. In the event of non-execution of lease agreement within 30 days from the date of issue of allotment letter, the allotment of space will automatically stand cancelled and security money deposited will be forfeited.

SIGNATURE OF TENDERER

Seal & Address with Tel. No, Fax No.







#### SECTION 4 GENERAL TERMS AND CONDITIONS

- 1) ICCR, KOLKATA shall let out the Canteen Space (with kitchen) measuring 1353 Sq. Ft. in the Ground floor on purely rental basis for setting up a Restaurant /Cafeteria in side. 9A, Ho Chi Minh Sarani, Kolkata – 700 071.
- 2) The tenancy of the Restaurant / Canteen at 9A, Ho Chi Minh Sarani, Kolkata – 700 071. Shall be for a period of FIVE years subject to review of performance after three years.
- 3) The Restaurant/Cafeteria/Canteen Operator shall pay to ICCR, KOLKATA a lump sum rent per month within the seventh day of every month for which such rent is due without any delay as may be determined by the ICCR, KOLKATA from time to time. In default of payment of the rent, an interest @ 2.5% per month will be charged till realization.
- 4) The Restaurant / Cafeteria Operator shall deposit an amount of Rs.3,00,000/- (Rupees Three lakhs only) as interest free refundable Security Deposit to the ICCR, KOLKATA which will be refunded on expiry of the contract agreement simultaneously with delivery of vacant and peaceful possession of the canteen space by the Cafeteria owner to the ICCR, KOLKATA and or to be adjusted against an damage cost to the canteen space.
- 5) If the Cafeteria owner fails to deliver vacant and peaceful possession on expiry of the agreement or earlier determination, the Cafeteria owner will be liable to pay @ Rs. 2.5% per day by way of Liquidated Damages to ICCR, KOLKATA till the canteen space is vacated.
- 6) The Restaurant / Cafeteria/Canteen owner shall bear and pay the cost of repair and maintenance of the Cafeteria space together with any improvement as would be deemed necessary and be made by the Cafeteria owner with the approval of ICCR, KOLKATA.
- 7) The Restaurant / Cafeteria owner shall keep the canteen space in good and usable conditions. If any damage caused by the canteen operators shall be repaired at their own cost.
- 8) The Restaurant / Cafeteria/Canteen owner at the end of their term of contract of five years, peacefully surrender and yield up the space of Cafeteria and goods to ICCR, KOLKATA in good initial / usable condition in all respect.
- 10) If the monthly rent remains unpaid for a period of two consecutive months, then in that case ICCR, KOLKATA shall be entitled to terminate the contract by giving 15 days notice to the /Cafeteria Restaurant / canteen operator.
- 11) The Restaurant / Cafeteria owner shall bear the service charges in respect of the canteen space as fixed by ICCR, KOLKATA from time to time for water supply, peripheral security, conservancy services, generator and fire fighting system, lighting charges for the common areas, insurance and any other services provided by ICCR, KOLKATA.
12. No Sub- letting of the space shall be allowed by the successful bidder/ lessee for running the Cafeteria/food-court/Restaurant/Canteen.
13. The successful bidder / lessee shall engage sufficient number of Cafeteria /Canteen/Restaurant staff, which is considered appropriate for serving the units occupying the premises. Their details with ID & Address proof must be submitted to ICCR, Kolkata.



14. The successful bidder/lessee shall be liable to provide tea, coffee, snacks, light refreshment cold drinks/fruit juice, lunch, dinner etc. of good quality.
16. The material used for preparing items shall be of hygienic & standard quality.
17. The successful bidder/lessee has to ensure that the Cafeteria staff serving in the said complex are well manner and are in proper uniform.
18. The ICCR, KOLKATA will provide super built up area measuring 1353 Sq. ft. with vitrified wooden flooring to the contractor.
19. The successful bidder/lessee shall ensure that they will provide the best services and shall ensure that no complaint will be received in this regard.
20. The cost of Tender form shall be Rs.500/- (Rupees five hundred only) by DD which is non-refundable.
21. The ICCR, KOLKATA will provide electricity, to the successful bidder/lessee and charges against the energy consumed shall be borne by the successful bidder /lessee, as per prevailing tariff. The energy meter shall be provided by the ICCR, KOLKATA. The energy consumed from the back-up provided i.e DG set shall be collected on pro-rata basis. AC consumption charges will be received from the successful bidder on the basis per square foot consumption cost.
22. The successful bidder/lessee shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen at his own cost.
23. Site/Space will be handed over on as is where is basis and all interior / maintenance work will be done by the successful tenderer at his own cost. The party shall maintain the areas in neat and tidy manner at all the times.
24. The successful bidder/lessee shall execute a lease agreement on a non judicial stamp paper of Rs.10/- within 45 days from the date of issue of allotment letter at his own cost & get the same duly notarized / registered as per the prevailing laws.
25. If the tender is accepted, the successful bidder shall deposit an amount of Rs. 3,00,000.00 (Rupees three lakhs) as Performance Security Deposit (PSD). EMD of the successful bidder will be adjusted in the Performance Security Deposit amount to be with the ICCR, KOLKATA before contract is awarded. The Security Deposit will not carry any interest and will be refunded by the ICCR, KOLKATA on the expiry/termination of contract, but subject to handing over peaceful possession of the premises as it was taken over by him at the time of contract, and normal wear and tear and after adjusting due if any payable by the contractor. In case of non-fulfilment of terms & conditions of the contract, the ICCR, KOLKATA reserves the right to cancel the allotment of space and his security deposit will be forfeited.



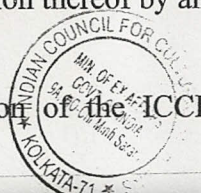
SIGNATURE OF TENDERER

Name of authorised signatory :

Seal & Address with  
Tel.No, Fax No.



26. The successful bidder/lessee shall be responsible for the good conduct of the catering staff provided in the complex for the purpose.
27. The successful bidder/ lessee shall comply with all prevailing labour laws/ Municipal laws & statutory requirement of other Central/ State Government organizations. In case on non-adherence of any laws/ regulations of the statutory bodies, the successful bidder/lessee will be fully responsible for the consequences arising out of non- adherence by the successful bidder / lessee. The ICCR, KOLKATA in no way will be responsible for the same.
28. The successful bidder/ lessee shall take all precautions and safety measures for safety and security of its personnel and The ICCR, KOLKATA will not in any way be responsible for any disability / injury i.e. permanent or temporary disablement caused to any catering staff during discharge of their duties.
29. The successful bidder/lessee shall remain liable to and shall indemnify the ICCR, KOLKATA in respect of causes of action, claims, damages, compensation or cost, charges and expenses incurred by the ICCR, KOLKATA arising out of accident or injury sustained by any workman or other person whether in the employment of the ICCR, KOLKATA or not while in the ICCR, KOLKATA premises arising out of any act of omission or commission, default or negligence, error in judgment on the part of the successful bidder/lessee or its staff.
30. The ICCR, KOLKATA shall be entitled to terminate this agreement with 90 days notice and discharge the contract without prejudice to other rights and remedies available to the ICCR, KOLKATA because of the non performance of any of the clauses of the agreement or if the caterer becomes insolvent or fails and/ or neglects to carry out instructions on its behalf. In case successful bidder / lessee desires to terminate the agreement, they have to give three months of prior notice to the ICCR, KOLKATA.
31. Tenders should be accompanied by a Demand Draft/Pay Order of Rs 1,00,000/- (Rupees one lakh only) in favour of Indian Council for Cultural Relations, Kolkata, payable at Kolkata on any scheduled Bank towards Security of the tender. Tender without Security Money shall be summarily rejected. Security money of unsuccessful party shall be refunded within a period of sixty days after finalization of tender. The Security Money will not carry any interest charges whatsoever. The EMD will be treated as a part of Security Deposit payable by the successful bidder.
32. The successful bidder/lessee will comply with all Acts-Laws and other statutory regulations applicable or may become applicable from time to time in the state of West Bengal with regard to the contract and discharge of the contract. Successful bidder/ lessee shall be liable for compliance of all Acts and ICCR, KOLKATA shall have no liability in this regard, whatsoever.
33. The successful bidder/ lessee will have proper valid license from concerned/ prescribed authorities to prepare & serve the food items and shall comply with all norms & guidelines of the statutory Authorities in this regards. The successful bidder / lessee shall be sole responsible for any consequence arising out due to Non compliance of any guidelines of the concerned statutory authority and the ICCR, KOLKATA shall be in no way responsible for the same.
34. The personnel's employed by the successful bidder/lessee will be employees of the successful bidder / lessee and the ICCR, KOLKATA shall have nothing to do with their employment. ICCR, KOLKATA will not be responsible for any injury to the personnel's engaged by the successful bidder/lessee. The ICCR, KOLKATA shall have the rights to ask for the removal of any person of the successful bidder / lessee who is not considered to be competent and orderly in the discharge of his/her duties.
35. Since the consumption of Alcohol & smoking is prohibited in the ICCR, KOLKATA Premises, the successful bidder/lessee shall not sell Liquor and tobacco products or allow consumption thereof by any person in the Cafeteria/food-court/Restaurant/Canteen area leased out to him.
36. The minimum lease period is for 5 years which is extendable at the discretion of the ICCR, KOLKATA subject to the review of performance of after the 3 (Three) years.





37. No Structural Change is allowed to be done. However, if the successful bidder / lessee wants to carry out any interior work/decoration without affecting the structure, same can be done at his own cost after seeking prior permission from ICCR, KOLKATA and getting the interior plan approved by ICCR, KOLKATA.

38. After completion of the term, successful bidder/lessee will hand over the premises in the same condition as it was taken over by him. In case, the lease holder has done any changes inside the premises, then before handing over it to ICCR, KOLKATA, successful bidder/lessee will have to bring it to its original shape. In the event of bidder not following this clause, ICCR, KOLKATA will undertake the same & expenditure thus incurred will be recovered/ adjusted from lessee.

39. The successful bidder/lessee will have to sign the lease agreement within a period of 30 days after issuance of allotment of the space.

40. Lease rent will be charged on the super built-up area of the Demised Premises. The Super built-up area will be equivalent to 1.25 times of Carpet area of the Demised Premises.

41. The lease rental offered by the party shall be valid for a period of five years from the date of allotment letter and the performance of the bidder will be reviewed after three years by ICCR, Kolkata. However, ICCR, KOLKATA decision shall be final and binding.

42. Housekeeping and maintenance of the common area shall be undertaken by ICCR, KOLKATA. However, the allottee/ Lessee shall be responsible for housekeeping & maintenance of the area allotted to him.

43. The space allotted should be used only for the purpose for which allotment has been made.

44. Signboard / Hoardings etc. will be displayed by the successful bidder / lessee only at the prescribed location identified by the ICCR, KOLKATA.

45. Tenderer has to sign statement of Charges.

46. The Calcutta High Court alone shall have exclusive jurisdiction in respect of any dispute arising out of the agreement/ terms & conditions.

SIGNATURE OF TENDERER

(Name of authorised signatory)



Seal & Address with Tel. No, Fax No.



## CERTIFICATION FROM TENDERER

I agree with the terms and conditions stated above.

(Name & Signature of Tenderer with seal)

Date:

Place:

NB: The Tenderer shall sign in all pages/papers of the tender being submitted with seal of his office/company.

Seal & Address with Tel.No, Fax No





## ANNEXURE-A (Form of Tender)

### PRICE BID

Sl. No.	Description	Monthly lease rental and Service Tax proposed to pay to ICCR, KOLKATA	
		In figures	In words
01.	Leasing out space for running cafeteria in the premises of ICCR, KOLKATA EMDBP		
02.	Service Tax (As applicable)		
03.	Total monthly lease rental with service tax		

SIGNATURE OF TENDERER

With Seal & Address





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**Annexure – B**

**AFFIDAVIT**

(On non judicial stamp paper of Rs 10)

I, the undersigned, do hereby certify that all the information supplied is accurate, true and correct.

The undersigned authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested for by the Regional Director, Indian Council for Cultural Relations (ICCR, KOLKATA) to verify our Company's standing.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of ICCR, KOLKATA.

I understand that furnishing of false information could result in our disqualifying for the award of the contract.

(Signed by an Authorized Signatory of the firm)

Title of Officer:

Name of the firm:

Date:

