



Zonal Training Centre, 'Jeevan Vidya', 4/2-C, Ho-Chi-Minh Sarani,  
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Date : 06.11.2023.

**Note to the Director, EZTC, Kolkata**

**Re : Approval for floating tender for catering job at EZTC, Kolkata through GeM Portal (Canteen Service – Employee Welfare model)**


Our existing Vendor, M/s. Jana Enterprise has served discontinuation notice on 04.09.2023, however at our request he has agreed to continue the service till 29.02.2024. Now we will have to search for a new Service Provider w.e.f. 01.03.2024. We propose to float a new tender in this regard through GeM Portal (Canteen service – Employee Welfare model). The tender shall be initially for two years from 01.03.2024 to 28.02.2026.. There will be a provision to renew the contract for two more half yearly terms after the expiry of the contract period on existing terms and conditions.

The following specifications are suggested:

01. Type of Diet : Both veg. And non-veg.
02. Type of Meal : Breakfast, Lunch, Snacks, dinner and Beverages.
03. Type of Canteen Space : Inside building premises (Exclusive of employees/in-house personnel)
04. Electricity charges/water charge & basic furniture : Will be provided by buyer.
05. Cooking gas : will be provided by Service Provider.
06. Canteen will be operational : All seven days of the week.
07. Cooking equipment/Canteen Staff/Uniform for Canteen Staff : Will be provided by Service Provider.
08. Distribution/serving Style : From a single point.
09. Display Self/smart Vending Machine : Not required by buyer.
10. Total manpower cost will be based on : Minimum wages.

Placed before the Stores committee for recommendation.

Store committee recommends to float the tender for catering through GEM portal with the ~~above~~ specification suggested above

  
(Member)

  
(Member)

  
Member.

  
(Chairman)

Placed before Director for approval.

As recommended by the Stores **Manager (Admn.)** Committee, please float the tender for Catering Services through GEM Portal.

  
निदेशक / Director  
जे.प्र.के.-कोलकाता / Z.T.O.-Kolkata  
४/२सि. हो. धि. मिन सरणी  
4/2C, Ho-Chi-Minh Sarani  
Kolkata-700 061

6/11/2023



*Eastern Zonal Training Centre*  
4/2C Ho Chi Minh Sarani Muchipara, Kol-700061

NOTE TO THE DIRECTOR, EZTC, KOLKATA  
(THROUGH STORE COMMITTEE, EZTC, KOLKATA)

SUB: ADDITIONAL INFORMATION RELATED TO THE TENDER FOR CATERING SERVICE (CANTEEN SERVICE-EMPLOYEE WELFARE) FOR EZTC, KOLKATA

- i) Canteen Space: 1445 sq-ft.
- ii) Lean Training Months are September/October, March & April usually. Other Months are Normal Training Months. Normal Working Days are Monday to Friday except declared holidays.
- iii) Canteen Staff: Minimum 8 (unskilled) persons should be engaged in Normal Training Days in Normal Training Months, however the number may increase or decrease depending upon the number of participants in Normal Training Months /Lean Training Months /Declared Holidays/ Non-Training Days to ensure smooth and efficient services.
- iv) Full Canteen Servicer will be operational for Normal Working Days i.e. Monday to Friday in Normal Training Months. Only Breakfast will be provided for participants on the next day when any session ends, Similarly Only Dinner will be allowed on preceding day when any session begins.
- v) In Normal Training Months (Nine Months) in Normal Training Days the average participants would be 40 per day taking Lunch and would be 20 taking dinner.
- vi) In Lean Training Months (sl.no. ii) ( Three Months in a Calendar Year ) the average participants per day for Lunch would be **15** and for Dinner would be 10 . During the month of March and first three weeks of April average no. of participants per day taking lunch and dinner can be even lower than 15 & 10 respectively.
- vii) Distribution of serving style: Bed tea in hostel rooms.
- viii) breakfast/lunch/dinner in Dining hall of canteen within hostel.
- ix) Tea & snacks -In administrative building adjacent to hostel

x) Specification of food consumables: All food items should be fresh and of good quality, duly certified by BIS/FSSAI.

xi) Menu item: separately furnished.

xii) Annual turnover : Rs, 30 Lacs/-+ GST annual turnover required alongwith balance sheet and profit & loss a/c, duly certified by chartered accountant for 2019-20 , 2020-21 and 2021-22.

xiii) No. of service provided in past years: Should have minimum 3 years experience in Govt/PSU / Reputed Private Institutes having hostel facility with daily footfall of 40 persons on an average(From Monday to Friday).

xiv) No.of contract executed with business review: At least 2 contracts have to be executed with annual business revenue not less than Rs.30 lacs /-in a single contract to a Govt agency/PSU/Reputed Private Institutes with hostel facility in past 3 years.

xv) Minimum years of experience: 3 years.

xvi) Geographical presence in state: The bidder must have an office in Kolkata/Greater Kolkata and rent agreement deed/property tax payment receipt/trade licence/electricity bills/landline bills in the name of bidder is to be uploaded.

xvii) Display shelf/Smart vending machine: Not required.

Recommendation of Stores Committee

*additional*  
The information noted above may be included in the tender conditions.

*member.* *member*

*Member*

*Approved*

*Anza Pathan*

*(Chairman)*

APPROVAL OF DIRECTOR

निदेशक / Director

क्ष.प्र.के.-कोलकाता / Z.T.C.-Kolkata

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4/2C, Ho-Chi-Minh Sarani

Kolkata-700 061

6/11/2023