

INVITING

EXPRESSION OF INTEREST (EOI)

FOR OPERATING

&

MAINTAINING

CANTEEN NEAR 3 NSD

GATE

IN

KOLKATA DOCK SYSTEM,

SYAMA PRASAD MOOKERJEE PORT,

KOLKATA

**INVITING EXPRESSION OF INTEREST (EOI) FOR
OPERATION & MAINTAINENCE OF CANTEEN
INSIDE KOLKATA DOCK SYSTEM,
SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

Syama Prasad Mookerjee Port, Kolkata (SMPK) [formerly Kolkata Port Trust], an autonomous body under the administrative control of Ministry of Ports, Shipping & Waterways, Govt. of India, proposes to engage a suitable contractor for operation and maintenance (henceforth written as "O & M Contractor") of canteen near 3 NSD Gate within NSD, for the purpose of offering quality, hygienic and tasty food to its employees as well as dock/Port users, for a period of 5 years, initially, which may be extended by 2 years, with a provision for mutual termination by either side, subject to a notice period of 3 months. The canteen building has 3800 sq. ft. built up area.

2. Location of the canteen

Near Gate No. 3 Netaji Subhas Dock (within custom bound area of SMPK).

- a) There are G + 1 floors in the building
- b) Each floor has approximately 1900 sq. ft built up area
- c) Area available: (i) Sitting: Fully air-conditioned 811 Sq. ft. in ground floor & 1100 Sq. ft. in first floor;
(ii) Pantry: 430 Sq. ft in Ground floor and 107 Sq. ft in first floor
(iii) Space for store, toilets, lobby; and
(iv) 120 sq. ft. space in the attique / terrace which might be used for transit accommodation of the staff of the contractor.

Drawing of the floor plans of ground and first floor are annexed herewith at Annexure I for reference.

3. Other facilities:

- (a) Fully air-conditioned sitting space of 1911 sq. ft. in Ground & 1st floors. The built up area of approximately 120 sq. ft. on the terrace will be made available to the O & M contractor for being used as transit accommodation of the staff of the contractor.
- (b) The O & M Contractor will be provided with electricity free of cost on the condition that the electricity will not be used for cooking activities.[Approved electrical appliances are Refrigerator, Mixer & grinder, Microwave oven, Coffee maker]
- (c) The O & M Contractor will be provided with the furniture and fittings, necessary for the canteen such as tables, chairs etc. However, the utensils for cooking and crockery for dinning will have to be provided by the contractor.
- (d) The O & M Contractor will be provided with 12 domestic LPG cylinders of per month, free of cost, for the purpose of catering the employees of the Port. Balance gas cylinders will be Commercial gas cylinders to be procured by the O & M Contractor at their own cost.

- (e) The O & M Contractor will be at liberty to supply cooked food for online delivery agencies on the condition that the delivery persons of such agencies cannot enter the dock premises and it will not hamper normal functioning of Canteen.
- (f) The No. of Port employees distributed in the three shifts of dock operations are approximately 500 (altogether) in number with around 600 port users (altogether) per day who enter into the dock and may avail of the canteen facilities.

4. Proposal

4.1 SMPK proposes to engage an O & M contractor for operation and maintenance of the canteen near 3 NSD Gate within NSD, through tendering process, subject to final approval of Competent Authority. The successful bidder will have to provide the food items presently available in the canteens of SMPK, to its employees only, at the existing rates. However, the O & M Contractor is at liberty to offer other food items to all the beneficiaries (including port employees as well) at rates to be fixed by the O & M Contractor. List of food items with present price is enclosed at Annexure II.

4.2 The O & M contractor will have to quote a service fee (in Rupees and not in percentage), payable to SMPK per month, which will be the evaluation criteria.

5. Invitation

SMPK invites 'Expression of Interest (EOI)' from interested contractors for operation and maintenance of the canteen. SMPK has no financial obligation in this EOI. The role of SMPK shall be as of a facilitator. The interested contractors only, who fulfill the eligibility criteria and satisfy the norms of the Inspection Committee (at para-6 below) w.r.t. the service rendered and quality of food items served by the contractors at their present outlets, will be eligible and accordingly, will be invited to participate in the limited tender.

6. Eligibility criteria

- (a) The bidder must have sufficient experience in satisfactory running eating houses/ restaurants/staff canteen and related activities. The turnover of such firms from operating eating houses / restaurants/staff canteen (and other such eating joints) only, may not be below Rs.18 lacs per annum for running 3 such outlets or not be below Rs.27 lakh per annum for running 2 such outlets or not be below Rs.50 lakh per annum for running a single outlet in Kolkata or adjacent districts.
- (b) The bidder, who qualifies (a) above, should satisfy the Inspection Committee with respect to the quality of services and food items presently served by the contractor at their outlets. The Inspection Committee, constituted by the Competent Authority of SMPK, will be at liberty to inspect the facilities and sample food items, presently served by the bidder at his outlets. The qualifying marks would be 70 out of 100. In connection with inspection by the Inspection Committee, it would be the responsibility of the interested bidder to give access to the Inspection Committee to their eatery/ restaurant/ eating houses.

7. Terms and Conditions

- ✓ The O&M contractor must utilize the specified area only, for running and maintenance of the canteen.

- ✓ All terms and conditions framed by SMPK from time to time, and as stipulated in the Contract agreement, shall be binding.
- ✓ Sub-contracting is not allowed.
- ✓ SMPK will invite limited tender from the qualified firms of EOI only.
- ✓ The successful bidder shall keep SMPK indemnified and harmless from all legal and financial matters related to or arising out of this EOI.
- ✓ Bid deposits will not be required at this point of time.

8. Procedure for submission of EOI

Interested applicants should submit 'Expression of Interest (EOI)' with their specific suggestion/ remarks on the matter addressed to the Sr. P.O, Syama Prasad Mookerjee Port, Kolkata, 15, Strand Road, Kolkata 700001 in a sealed envelope containing the following documents:-

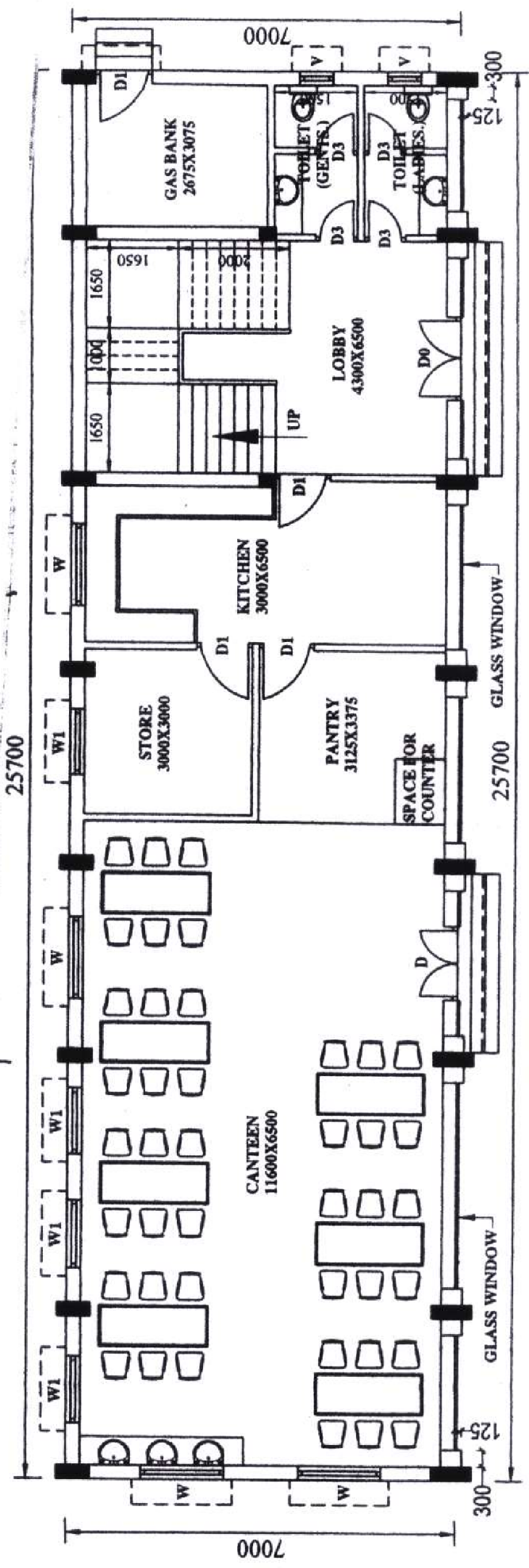
- i) Audited Profit and Loss account for last 3 years (i.e. for 2018-19, 2019-20 and 2020-21) or income tax return for those years to establish the turnover of the contractor in the name of the entity who is participating in the EOI.
- ii) Valid trade license for running such establishments and their branches.
- iii) Copy of PAN or TAN Card and GST Reg. certificate
- iv) Letter of engagement/ contract and appreciation from establishments, if canteens are operated in the premises of any employer.
- v) List of canteens/ restaurants/ eateries with their addresses and contact numbers presently run by the bidder.
- vi) The envelope should be super scribed with 'EOI for running and maintaining Canteen at near 3 NSD Gate at KDS'.
- vii) The last date for submission of the EOI is 7th July, 2022.
- viii) The bidders who show interest in the project and comply with the eligibility criteria w.r.t. turnover will only qualify for being inspected by the Inspection Committee regarding their services and cuisines.
- ix) The bidders, who qualify for the eligibility criteria as well as the Inspection Committee's quality test, will only be entitled for bidding in the limited tender, as would be communicated to them directly.
- x) SMPK reserves the right to accept / reject any or all 'Expressions of Interest', without assigning any reasons whatsoever.
- xi) An undertaking that the bidder has not been blacklisted/ debarred from entering into any contract by any public authority in India.

9. Pre- Bid Meeting

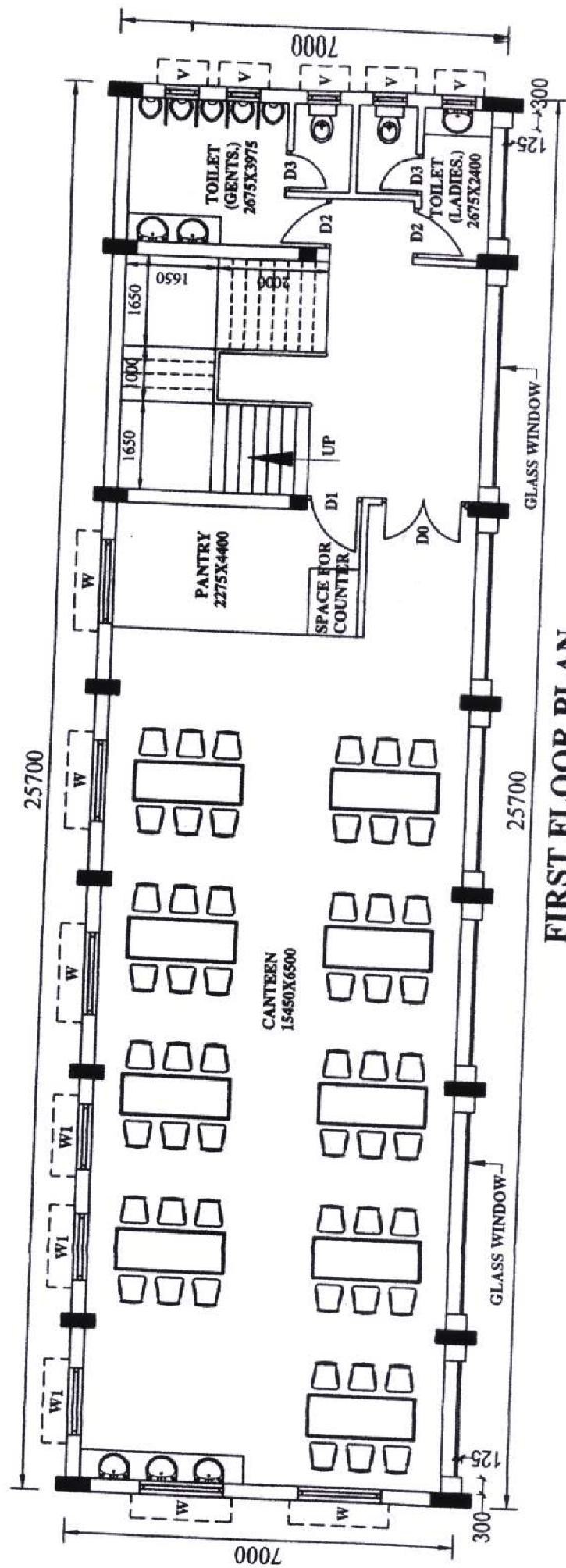
A pre-bid meeting will be held at the Conference Room of SMPK Head Office at 15 Strand Road, Kolkata 700001 on 17.06.2022 at 15.00 hrs.

10. Evaluation Criteria of the limited tender (Not the instant EOI)

The bidder to the limited tender will only have to bid for the "Service Fee" (which may be any sum greater than zero) and which will be the evaluation criteria for the tender.



GROUND FLOOR PLAN
NEW CANTEN BUILDING NEAR 3 N.S.D. GATE



FIRST FLOOR PLAN

NEW CANTEN BUILDING NEAR 3 N.S.D. GATE

Annexure- II

Existing Menu Chart with Rates at SMPK Canteens

Sl. No	Items	Purpose for/ Time	Rate (Normal)
1.	3 piece/4 piece/ Roti or Puri with one veg curry	From 11AM to 3 PM.	Rs.15/-
2.	Rice/ Dal/ Veg Curry (Two)/ Rice/Dal/Veg Curry(one)/Vaji	Veg Lunch (From 1PM to 3 PM)	Rs.20/-
3.	Fish Curry (1 Piece)	Optional during Lunch time (From 1PM to 3 PM)	Rs.25/-
4.	Chicken Curry	Optional during Lunch time (From 1PM to 3 PM)	Rs.30/-

Quantity Per Meal:

- Rice - 150Gms
- Fish - 100 Gms
- Chicken - 100Gms
- Dal - 50Gms
- Veg Curry /Vaji - 100Gms