

Dr.B.C.Roy College of Pharmacy and Allied Health Sciences



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Approved by AICTE & PCI and Affiliated to MAKAUT, WB (Formerly WBUT)
Dr. Meghnad Saha Sarani, Bidhannagar, Durgapur-713206, West Bengal

M/s S.S. Hospitality Services,
321/N, RD-100-Palasdaha,
Ward No. 32,
Durgapur - 713208.

BCRCP/Catg./36/1090

9th June, 2023.

Dear Sir,

Sub: Contract for providing Meal Services at Hostels within the College premises at Dr. B. C. Roy College of Pharmacy & AHS, Bidhan Nagar & Dr. B.C.Roy Polytechnic, Bidhannagar - Vivekananda Hall of Residence for Boys' & Sarada Girls' Hostel & Paid Canteen facilities at Dr. B. C. Roy Polytechnic, Bidhan Nagar, Durgapur.

We have received your letter of intent dated 8th June, 2023.

Based on your letter of intention, the Catering Contract is being awarded for providing Meal Services to Boarders at Vivekananda Hall of Residence for Boys' and Sarada Girls' Hostel located within the premises at Dr. B. C. Roy College of Pharmacy and Allied Health Sciences, Bidhan Nagar, Durgapur, subject to the following terms and conditions:

The admissible rate for providing Catering Services per student per day, as is presently applicable, are:

Srl#	Location	Types of Meals/Refreshments per day	Number of student boarders	Applicable Rate per student per day, different for Boys' and Girls
1.	M/s Vivekananda Hall of Residence Sarada Girls' Hostel	1. Morning Tea, with biscuits. 2. Breakfast 3. Lunch 4. Evening Snacks 5. Dinner	As stated in the footnote.	Rs.127/00 for Boys Rs.121/00 for Girls

M. Bhattacharya



General Conditions for the Award of Contract:

1. The Caterers must be in possession of Valid Licences for commencement of Business as Food Business Operator issued by the Department of Health and Family Welfare, Government of West Bengal and conforming to FSSAI requirements.
2. Certificate of Enlistment from the Durgapur Municipal Corporation and/or Gram Panchayat for commencement of Trade.
3. Must adhere to The Food Safety and Standards Act, 2006, which inter-alia mandates
 - a) As a food business operator, it is the responsibility of the Operator to ensure that no food articles, preservatives, additives shall be used which is considered "unsafe", "sub-standard", "misbranded" or "adulterated".
 - b) The Operator shall furnish in writing a guarantee that no unsafe ingredients have been used in the preparation of food items; and ensure that the purchase of raw materials like spices, oil, milk, meat and other edibles are against Cash Memo/ Invoices.
 - c) The food operator shall not employ any person suffering from infectious or contagious diseases.
 - d) The Caterer shall be liable for negligence in the use of ingredients/preparation and service of food to the students that may result in sickness and eventual hospitalization of the student-consumer. Adequate penalty, including hospitalization charges, may be imposed by the College Authorities for such negligence.
 - e) Each Hostel has been provided with food preparation area/ washing bays, and preparation of food for the Hostel Boarders must be made at the specific location.
 - f) Food preparation area(s) must be kept clean and dirt - and - soot free. Prepared Meals must always be kept under cover to prevent Vector - borne diseases.
 - g) Mechanisation of food preparation must be ensured to the extent possible - Roti - making Machines, Vegetable peelers and Grinders must be utilized. Perishable Raw Materials must be stored in refrigerated condition.
 - h) LPG Burners must be utilised so that the area is smoke- free. No firewood is permitted.
 - i) Left - over food articles must not be served to the student - boarders under any circumstances.
 - j) Adequate man - power must be deployed for preparation of food at the allotted locations, and for serving of food to student - boarders. Lack of man - power deployment may result in delays to food services and consequent late reporting by students for academic activities.

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- k) The College Authorities may inspect the prepared food through designated officials and have the food analysed by responsible authorities.
- l) The Caterers must adhere to statutory obligations regarding admissibility of minimum wages as specified by the Labour Commissioner, Government of West Bengal and extend facilities of ESI and/or PF regulations as per the directives of the Government (State or Central) from time to time.
- m) Taxes, if any at the applicable rate in this connection, shall be borne by the College authorities.
- n) Food shall be only served in the dining area, and no room services shall be encouraged or allowed. Food shall not be served to any outsiders, unless otherwise advised by the College Authorities. The Security personnel deployed at the Hostels are at liberty to prevent unauthorised entry.
- o) Meal timings/ Breakfast timings shall be adhered to, and no sub- contracting any part of this Contract, shall be permitted.
- p) Room for Food preparation, washing bays, water and electricity shall be provided by the College. No additional space can be provided.
- q) If the College remains closed for one clear calendar month (1st day of the month to the 30th/31st day of the same calendar month), no payment shall accrue to the Caterer, but when the College Hostel remains open for requirements of the University/ Academic considerations for any number of days during one Calendar month, pro - rata payments at the rate of 60:40 percentage ratio (60 % payable to the food operator and 40% shall be absorbed by the College Authorities) shall be admissible to off - set labour wages and other incidental payments incurred by the Caterer.
- r) If the Caterer resorts to storage and dispensing of alcoholic/narcotic substances to student - boarders at any of the storage points, this Contract shall be summarily terminated and appropriate action, deemed fit will be taken against the errant Caterer, including reporting to law enforcing agencies.
- s) The Caterer must notify periodically (after every fifteen days) of student - boarders who are remaining absent and not consuming food at the Hostels, and their food shall not be prepared to minimise wastages. If the student - boarder subsequently returns to the Hostel, the Assistant Campus Administrator, Wardens shall notify the Caterers to resume their Meal Services.
- t) Minor repairs/maintenance shall be the responsibility of the Caterer. College Authorities shall only undertake major repairs/ re-modification jobs, as needed.

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- u) This Contract shall be valid for one year from 1st July, 2023 until 30th June, 2024 and may be renewed on grounds of satisfactory performance thereafter.
- v) The Contractor must provide ESI and PF Number to the Accounts Section for settlement of bills.

Menu Calendar :

The Food Operators may prepare a day- wise Menu Calendar in consultation with the Assistant Campus Administrator, Hostel Superintendents and Student- Boarder representatives at the Hostels before commencement of Semester. The Menu Calendar so drawn shall be in vogue for at least one calendar month.

Quantity of basic items of food per student boarder for major meals like Lunch and Dinner shall be as follows:

1. Cooked Rice – 100 gms. Second helping, if needed by any student, shall be 40 grams.
2. Biscuits – 2 per student for the Morning Tea. Biscuits provided must be FSSAI approved quality.
3. Bhaji – 50 – 60 grams.
4. One Sabji with seasonal vegetables – 100 gms per student – boarder.
5. Fish - 80 grams, two days of the week.
6. Dal (Moong/Musur/Arhar variety) -50 grams
7. Mutton/ Chicken – 100 grams per student – boarder – four days/week.
8. Egg curry – at least two eggs/per boarder, one day of the week for Lunch/dinner.
9. For vegetarian boarders – Paneer at least 40 grams per student; Cauliflower/ Cabbage /Rajmah / Dhoka / Peas Curry- 75 grams per student.
10. Papad/ Chutney/ Pickles – Common for all.
11. Breakfast – to consist of four slices of Bread with butter/jam and omelette (or boiled/fried eggs) or Puri/ Sabji and sweets, Chapati/Sabji and sweets/seasonal fruits.
12. Evening Snacks – Idli/ Dosa/ Samosa / Bread (Butter or Jam)/Sweets and tea.

Please note that after the end Semester break, the Boarders be returning to the Hostels latest by the evening of 1st July, 2023, and depending on the number of returnees, meals should be prepared to prevent wastage.

The Polytechnic Institute shall re-open from 12/6/2023 and until 30th June, 2023, the paid Canteen shall be catered to by the present Caterer. Thereafter, you may take – over the paid Canteen at Polytechnic Institute. The operation of the Paid Canteen shall be on the same terms and conditions as is presently applicable to the Paid Canteen at Dr. B. C. Roy College of Pharmacy, vide Contract Number BCRCP/Catering/36/Canteen- BCRCP&AHS/10349 dated 21-

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10-2022. A Ground Rent of Rupees Three thousand (Rs. 3,000/00) shall be payable for the Paid Canteen at Dr. B. C. Roy Polytechnic, apart from electricity consumption charges at actuals. The Validity of the Contract for the Paid Canteen at Dr. B. C. Roy Polytechnic shall also be from 1st July, 2023 until 30th June, 2024. Further renewal of the Contract shall be dependent on satisfactory performance.

If the terms are acceptable to you, please sign the duplicate of this letter as a token of acceptance.

Thanking you,

Yours faithfully,

(Tarun Bhattacharya),
General Secretary,
Dr. B. C. Roy Engineering College, Durgapur.

Boarding Strength : As stated in the footnote

Dates	01-07-2023 & 02-07-2023 (up to Lunch)	02-07-2023 (evening snacks onwards) to 15-07-2023
BCRCP Boys	16	107
BCRP Boys	53	53
Total Boys	69	160
BCRCP Girls	03	61
BCRP Girls	15	15
Total Girls	18	76
Total Residents	87	236

Copy to:

Principal, Dr. B. C. Roy College of Pharmacy and AHS.
Principal, Dr. B. C. Roy Polytechnic, Durgapur.
Registrar, BCRCP & AHS/ Assistant Registrar, BCRP.
Dy. Campus Administrator, BCREC/ Assistant Campus Administrator, BCRCP
Hostel Superintendents, Vivekananda Hall of Residence and Sarada Girls' Hostel, Bidhan Nagar Campus.
✓ Sr. Manager, Finance, BCREC/ Sr. Manager (Admin), Management House), BCREC/Accounts Officer, BCRCP/ Manager Finance, BCREC.