

FARMERS' ACADEMY & CONVENTION CENTRE

Bidhan Chandra Krishi Vistwabidyalaya

KALYANI, NADIA, WEST BENGAL

Tender Notice No.: FACC/343/2024-25 Dated: 05.12.2024

Farmers' Academy & Convention Centre (FACC), BCKV, Kalyani, Nadia invites **sealed e-tender** from the interested, resourceful, eligible and experienced agencies/ contractors/ vendors for round-the-year arrangements of **Catering & Housekeeping Services** at the FACC (Lake Hall), Kalyani, Nadia. The agencies/ vendors are invited to submit the most competitive rate for **Catering & Housekeeping Services** on or before **December 20, 2024, up to 12 pm.**

Section - I

A. Details of Catering Requirements:

- i. Various Training Programmes are organized at the Farmers' Academy & Convention Centre, Kalyani, and attended by the participants from various Government departments, Universities, NGOs, and Farmers from West Bengal and other parts of the Country.
- ii. The boarders who will stay and attend the training programme at the FACC require daily catering services right from bed tea to dinner. The demand of food-items may vary from programme to programme.
- iii. **The details of the catering services (per plate basis) required for the purpose will be as follows:**

☞ **Breakfast:**

Option 1:

- Sliced bread with butter/jam/jelly (4 pcs.)
- Ripe Banana (one)
- Boiled egg/omelet
- Tea

Option 2:

- Puri (6 pcs.)
- Sabji/Cholar Dal/Alur Dam
- Sweet (not less than Rs 6/- each)
- Tea

☞ **Lunch/Dinner:**

Option 1:

- Fish Fry + Sauce/ Kasundi
- Fine Steamed Rice and Chapati
- Green Salad
- Vegetable Moong Dal
- Potato Fry/Beguni/Begun Bhaja/Vegetable Pakora
- Vegetable Curry
- Katla Kalia (75 g)/ Doi Katla (75 g)
- Mutton Curry (150 g)/ Chicken Curry (200 g)
- Chatni
- Papad
- Curd (100 g)/ Ice Cream (100 ml)
- Sweet (not less than Rs 10/-)

Option 2:

- Fine Steamed Rice
- Salad
- Dal
- Vegetable Fry
- Vegetable Curry
- Fish Curry (75 g)/Chicken Curry (150 g)
- Chatni
- Papad
- Curd (100 g)

☞ Evening Snacks:

- Samosa (one) + Puffed rice (Muri) + Tea
- Aloor Chop (one) + Puffed rice (Muri) + Tea
- Beguni (one) + Puffed rice (Muri) + Tea

☞ Tea and coffee:

Item	Rate per cup (100 ml)	Rate per cup (100 ml) with two biscuits
Tea		
Coffee		

N.B.: Vegetarian lunch/dinner will replace the non-vegetable item with one more vegetable curry and one seasonal fruit.

Meal serving timings:

- Bed tea: 06.00 am to 06.30 am
- Breakfast: 08.00 am to 09.00 am
- Session tea: 11.15 am and 03.15 pm
- Lunch: 1.00 pm to 2.00 pm
- Evening Snacks: 6.00 pm
- Dinner: 8.30 pm to 9.30 pm

Section – II (Housekeeping)

The agency shall provide lump-sum monthly rate against Part-I and per room per day rate against Part-II for the housekeeping services as per the room details given below:

PART-I

- Office Room — 02 nos.
- Vice Chancellor's Meeting Room — 01 no.
- In-Charge's Room — 01 no.
- Training Cell — 01 no.
- Reception Room — 01 no.
- AC Training Hall — 01 no.
- AC Conference Hall — 02 nos.
- AC Auditorium — 01 no.
- AC Computer Centre — 01 no.
- Food Processing Laboratory — 01 no.
- Common bath & toilets (Gents & Ladies) — 12 nos.
- Entire Verandah & Lobby (New Hostel building and old building)
- Entire Newly constructed Dining Hall & surrounding lobbies & premises

PART-II

- 4 bedded AC room with attached bath — 8 nos.
- 4 bedded Non-AC room with attached bath — 4 nos.

- 3 bedded AC room with attached bath — 02 nos.
- Double bedded Executive AC room with attached bath — 7 nos.
- Double bedded AC room with attached bath — 30 nos.
- 4 bedded Non-AC room with common bath — 10 nos.
- 3 bedded Non-AC room with common bath — 02 nos.
- Total — 63 nos.

Terms and Conditions: Minimum qualifying criteria:

- Should have at least **five years of continuous experience** as a successful Catering and Housekeeping Service provider at residential training institutes or educational institutions under State/Central Govt. or Krishi Vigyan Kendra/Agriculture Training Centre under State/Central Govt., to be supported by the documentary evidence.

Catering requirements:

- The agency must arrange the entire range of cooking appliances, especially a refrigerator, permanently at the Farmers' Academy & Convention Centre.
- Separate sets of gadgets should be available with the agency for arranging special buffet lunch/dinner/tea parties etc.
- Outdoor serving and supply of packed lunch/tiffin facilities should also be available with the agency.
- All catering activities and Housekeeping Services will be monitored and supervised by the designated representative(s) of FACC. The authority reserves the right to reject any preparation without compensation in the event of detecting any inferior quality food item.
- The agency should have experience in serving different types of cuisines like Chinese, Continental, and Indian.
- Payment of bills against the programmes organized by the FACC will generally be on a monthly basis.
- The **contract will be awarded for a period of three years** from the date of award, and the **rates shall be valid for this period only.**
- There should be a provision for revision of rates every year after proper review, particularly the price of food items should be reviewed and revised every year.
- There would be a separate provision for the organizers to negotiate and fix the rates of special dishes for arranging Inaugural/Valedictory Lunch/Dinner outside the scope of the budget allocation.
- The other terms and conditions governing the contract will be finalized and communicated in writing along with the issuance of the final order.
- **Up-to-date documentary evidence of PAN No., GST No./Service Tax No., P. Tax No., and current Trade License must be furnished.**
- The agency, upon being awarded the contract, must pay a refundable **security deposit of Rs. 25,000/-** (twenty-five thousand) for the whole period of the contract. The security deposit will be refunded to the agency, without interest, upon the expiry of the contract period after deduction, if any.
- The catering and housekeeping services must be started immediately within the next ten (10) days of the acceptance of the award. Failure to do so will result in the forfeiture of the security deposit, and the next eligible party will be awarded the contract.
- Initially, the agency will be provided with ten (10) empty LPG cylinders, and it will be their responsibility to subsequently refill and maintain the system. However, if for any reason the LPG connections of FACC are withdrawn by HP, the agency shall be responsible for making their arrangements.
- The agency's staff will be provided with dwelling rooms within the FACC premises. However, the furnishing, including beds, etc., will be the responsibility of the agency.
- The staff engaged by the agency should meet the required standards in terms of capacity, background, behavior, dealings, and overall disposition. Any staff member found deficient in these characteristics must be immediately replaced upon intimation. The cook and assistant cook employed by the agency should have sufficient experience to serve to

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the satisfaction of the management, trainees, and guests. The agency must ensure strict adherence to an appropriate dress code for its staff at its own cost.

- The agency engaged shall be responsible for maintaining complete cleanliness of the entire dining and kitchen unit, along with the adjoining surface drains (inside and outside) of FACC, at its own cost and to the satisfaction of the authority.
- The agency shall bear the payment towards electricity charges for the kitchen unit and the dwelling rooms. Separate sub-meter arrangements will be provided for the same.
- Mere quoting of the lowest rates will not be sufficient to be awarded with the contract. The award will be determined based on experience and fulfillment of other standards as determined by the appropriate authority.
- BCKV will have option to terminate the contract if the contractor commits the breach of any of the conditions confined in this contract and fails to render the services to the satisfaction of COMPETENT AUTHORITY OF BCKV after giving notice of one month expressing its intention to terminate the contract.
- EMD of the unsuccessful bidder will be returned after finalization of the tender. The EMD of successful bidder shall be retained and adjusted towards security deposit. The EMD shall not bear any interest.
- On payment of the security deposit, the contracting firm will be required to enter into an Agreement/Contract on stamp paper of appropriate value in the form to be approved by BCKV containing inter-alia all the terms and conditions of the contract.
- No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
- The contractor shall provide adequate number of competent and well-trained staff for cooking, cleaning, dining and room services.
- No advance shall be paid. Bills for catering services may be raised by the contractor on a monthly basis and the same shall be settled within one month from the date of submission of the bills, provided the same are in order.
- Applicable taxes will be deducted at source at the time of settlement of bills.
- The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.
- In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end only.
- The contractor should maintain the registers for his employee's viz., Muster Roll, Register of Wages, Register of Fines, Register of Deductions for Damage or Loss, Register of Overtime, Wage Slips etc. as required by the Labour Laws.
- It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. The contractor shall be responsible for taking adequate care of all equipments, utensils, etc. He should bring to the notice of BCKV/ Entrusted person, the repairs and maintenance work that are required to be undertaken from time to time. If any repairs of the equipment are to be made on account of mishandling/negligence of the workmen, except normal wear and tear, the said items will be repaired by the contractor at his/her cost.
- The contractor or his authorized representative has to attend review meeting every month or as and when required, for discussion, evaluation of performance of the contract, and compliance to statutory issues, etc.
- In the event, any damage is caused to the movable or immovable property of the BCKV or its client or to the property of the employees of BCKV, the BCKV reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the institute and the remaining amount, if any, by the way of civil damages.



- The contractor agrees not to use the Trademark and or trade name of BCKV or letterhead of BCKV nor will the contractor hold himself as an agent of BCKV, the relationship between the contractor and BCKV being a principal-to-principal basis.
- The contractor shall not use the BCKV's address on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on BCKV's premises.
- To ensure effective implementation of this contract, the Director or In-Charge or an authorized official of BCKV shall issue instructions, either orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement, the decision of the Competent Authority of BCKV shall be final and binding on the contractor.

⇒ **Contractor's Employees:**

- The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved, obedient and skilful in their tasks.
- The contractor shall furnish list of his/her employees to be deployed along with qualifications, experience, address, photos, etc.
- The Contractor shall ensure that they observe the cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and BCKV shall not be responsible in case of any eventuality.
- The Contractor shall furnish a detailed duty chart of the employees employed by him at the beginning of every month and keep informed BCKV of any changes made in them from time to time. The duty chart for the month should give the specific names of the employees and respective duties they are required to attend to. Also, Contractor should submit the list of employees with the changes effected if any on first day of every month.
- The Contractor shall remove any employee who in the opinion of BCKV is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify BCKV against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement.
- The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them.
- The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by BCKV staff, participant's, etc.
- BCKV shall arrange for medical check-up of the canteen personnel if considered necessary by BCKV and the Contractor shall withdraw any person who is found medically unfit for the job and arrange for an appropriate substitute. The cost if any incurred by BCKV in this regard would need to be borne by the Contractor.
- It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with BCKV.
- The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty in the BCKV premises.
- In case of theft of any material/cash takes place from the occupants room on account of the negligence on the part of the employees employed by the Contractor, the Contractor would be liable for such lapse and the amount, if any, would be recovered from the Contractor while settling the bill.



➤ **Failure to Exercise BCKV's rights**

Any omission on the part of BCKV at any time to exercise any of its rights under the terms of the catering arrangements shall in no way impair or affect the validity of the terms and the rights of BCKV to enforce its rights at any time subsequently.

➤ **Tenancy Rights**

- Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the Canteen block and premises and BCKV may of its mere motion effect the termination of this catering arrangement, re-enter and retake and absolutely retain possession of the canteen block.
- The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. It shall be the responsibility of the Contractor for furnishing necessary statutory information / documents in proof of the above whenever called for by BCKV.
- In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.

➤ **Disputes Resolution**

All questions, disputes and or difference arising under or in connection with this agreement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of BCKV or to the sole arbitration of the Officer who for the time being is entrusted whether or not in addition to other functions, with the functions of BCKV by whatever designation shall offer may be called hereinafter referred to as the said Officer and if BCKV or the said Officer is unable or unwilling to act, the sole arbitration of some other person appointed by BCKV or the said Officer and willing to act as such arbitrator. The Contractor has no objection to any such appointment to the effect that the arbitrator so appointed is BCKV's own Officer or that he was a part to the contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding.

➤ **EMD (Earnest Money Deposit):**

A sum of Rs. 5,000 (Rupees Five thousand only) in the form of a Bank Draft favouring 'Bidhan Chandra Krishi Viswavidyalaya' payable at Kalyani (IFSC: SBIN0001082). A scanned copy of the demand draft must be uploaded as a supporting document during the submission of the e-tender. Quotations/bids without EMD will not be considered for technical and financial comparison. EMD exemption certificates must be uploaded, if applicable.

General Conditions:

- i. The housekeeping services shall be maintained round the clock daily.
- ii. Proper maintenance of linen in FACC, such as regularly used items like bed sheets, towels and pillow covers should be changed once every five days or more frequently as required when rooms are occupied.
- iii. Periodic removal of cobwebs and dust.
- iv. Providing sanitary chemicals and waste bins to all the rooms.
- v. Providing room services to the occupants, including drinking water, glass, and jug. Provision of mugs and buckets in all bathrooms and toilets.
- vi. Providing soap in the common wash basins.
- vii. Sweeping and cleaning of the rooftops of the entire building once a month or as and when required.
- viii. Sweeping and cleaning of all roads within the complex every morning.
- ix. Toilet freshener to be placed in all the general bathrooms and toilets.



- x. Cleaning of all drains in the complex, excluding the kitchen and dining areas, every Sunday.
- xi. Any other work assigned by the competent authority with respect to the sanitation of the complex.

Quotations should be submitted in the specified format provided, and relevant papers and testimonials as per respective paragraphs should be enclosed. The rates of the items should include all applicable taxes and levies as per the government rules and regulations. Quotations found to be incomplete or incorrect in respect to any of the required information are liable to be rejected. **The authority reserves the right to accept or reject any quotation at any time without giving any reason at their discretion.**

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person:.....

Name of the authorized signatory (.....)
(in block capital letters) :

Status of the signatory i.e. Proprietor/Partner:

Date:

Sd/-

In-Charge FACC, BCKV

No.: FACC/343/1(8)/2024-25 Dated 05.12.2024

Copy forwarded with a kind request to display on the Notice Board of:

1. The Secretary to the Hon'ble Vice-Chancellor, BCKV, Mohanpur, Nadia
2. The Registrar, BCKV, Mohanpur, Nadia
3. The Comptroller, BCKV, Mohanpur, Nadia
4. The Director of Research, BCKV, Kalyani, Nadia
5. The Director of Extension Education, BCKV, Mohanpur, Nadia
6. The Convener, BCKV Website, is requested to place the notice on the website.
7. Notice Board of the FACC.
8. File Copy.


In-Charge FACC,
BCKV



PRESCRIBED FORMAT OF QUOTATION

1.	Name of the organization	:	
2.	Address for communication	:	
3.	Trade License No.	:	
4.	GST/Service Tax Registration No.	:	
5.	PAN No.	:	

Documents attached:

Date: _____

(Signature)

Handwritten signature