



NADIA KRISHI VIGYAN KENDRA
BIDHAN CHANDRA KRISHI VISWAVIDYALAYA
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

P.O. GAYESHPUR, DIST. NADIA, W.B., PIN - 741234

☎: 9836305630, E-mail: nadiakvk@gmail.com



Quotation Notice No.: KVK/N/351/2024-25 Dated 24.02.2025

Sealed rate quotations are hereby invited by the In-Charge, Nadia Krishi Vigyan Kendra, Gayeshpur, BCKV from interested, resourceful and experienced agencies for making catering arrangements for all conducted programme at the Nadia Krishi Vigyan Kendra. Interested agency may visit the websites (www.bckv.edu.in / www.nadiakvk.in) for details.

Important Dates

- Last date and time of submission of quotation paper: Ten (10) days after publication in the afore-mentioned websites.

Section - I

A. Details of Catering Requirements:

1. Programme as and when organized in the Nadia Krishi Vigyan Kendra, Gayeshpur and are attended by participants from various government departments, universities, NGOs and farmers from various places.
2. The total number of boarders, requiring the daily range of catering services (from bed tea to dinner), depends on programme.
3. The details of required catering services for the following options per plate are spelt out below:

Sl. No.	Menu	Items Details
1.	Tea & Biscuits	: One Cup Black Tea (60ml) and two pieces biscuits
2.	Tea & Biscuits	: One Cup Milk Tea (60ml) and two pieces biscuits
3.	Tea	: One Cup Black Tea (60ml)
4.	Tea	: One Cup Milk Tea (60ml)
5.	Coffee & Biscuits	: One Cup Black Coffee (60ml) and two pieces biscuits
6.	Coffee & Biscuits	: One Cup Milk Coffee (60ml) and two pieces biscuits
7.	Coffee	: One Cup Black Coffee (60ml)
8.	Coffee	: One Cup Milk Coffee (60ml)
9.	Breakfast/Tiffin - 1	: Sliced bread with butter / jam / jelly (4 pcs.) + Banana (one) + boiled egg / omelet, Sweet one (not less than Rs. 10/each), Tea
10.	Breakfast/Tiffin - 2	: Puri (6 pcs.)/Paratha (4 pcs.)/Roti (4 pcs.) + Sabji / Cholar Dal / Alur Dam, Tea
11.	Breakfast/Tiffin - 3	: Sliced Cake (6 pcs.), One Banana, One Boiled Egg, Tea
12.	Lunch / Dinner - 1	: Plain Rice, Dal, Vaja, Seasonal Vegetable Curry, Chatney, Sweet one (not less than Rs. 10/each)
13.	Lunch / Dinner - 2	: Plain Rice, Dal, Vaja, Seasonal Vegetable Curry, Egg Curry (one pc.), Chatney, Sweet one (not less than Rs. 10/each)
14.	Lunch / Dinner - 3	: Plain Rice, Dal, Vaja, Seasonal Vegetable Curry, Egg Curry (two pcs.), Chatney, Sweet one (not less than Rs. 10/each)
15.	Lunch / Dinner - 4	: Plain Rice, Dal, Vaja, Seasonal Vegetable Curry, Rohu Fish (75 g) Curry, Chatney, Sweet one (Rs. 10/-)
16.	Lunch / Dinner - 5	: Plain Rice, Dal, Vaja, Seasonal Vegetable Curry, Chicken (150 g) Curry, Chatney, Sweet one (Rs. 10/-)

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Chd. 22/02/25



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17. Special Lunch - 1 : Fine Rice, Shukta/Mixed Vegetable, Salad, Dal, Vaja, Katla (75 g)/Chicken (150 g) Curry, Chatney, Papad, Sweet one (Rs. 10/-), Dahi, Water Bottle (500 ml)
18. Special Lunch - 2 : Fine Rice, Shukta/Mixed Vegetable, Salad, Dal, Vaja, Mutton (200 g) Curry, Chatney, Papad, Sweet one (Rs. 10/-), Dahi, Water Bottle (500 ml)
19. VIP Lunch/Dinner : Fish Fry, Salad, Fine Rice, Shukta/Mixed Vegetable, Dal, Vaja, Katla (75 g) Curry, Mutton (200 g) Curry, Chatney, Papad, Sweet one (Rs. 15/-), Dahi, Water Bottle (500 ml)
20. Packet Lunch-1 : Fried Rice, Chili Chicken (4 pcs.), Salad
21. Packet Lunch-2 : Fried Rice, Chili Chicken (4 pcs.), Salad, Sweet one (Rs. 10/-)
22. Tiffin Packet-1 : Bapuji Cake (One pc.) & Laddoo (One pc.)
23. Tiffin Packet-2 : Bapuji Cake(One pc.), Bhujia Packet (10/-), Banana (One pc.) & Laddoo (One pc.)
24. Evening Tiffin : Muri, Singara (2 pcs.) / Alup Chop (2 pcs.) or Chowmien (150 g) & Tea

N.B.:

- Vegetarian lunch/dinner will replace the non-vegetable item with one more vegetable curry and one seasonal fruit
- Breakfast / Tiffin to be served between 09.00 am to 10.00 am
- Lunch to be served in between 1.00 to 2.00 pm
- Evening tiffin to be served in between 5.30 to 6.30 pm
- Dinner to be served in between 8.30 to 9.30 pm

Section - II

Terms and Conditions:

1. Minimum qualifying criteria: Should have at least three years continuous experience as successful Catering Service Provider at residential training institute of Educational Institutions under State / Central Govt. or Training Institute/Centre under State/Central Govt. as supported by documentary evidences.
2. Entire range of cooking appliances will have to be arranged by the agency at the Farmers' Hostel of this Kendra permanently. Outdoor serving and supply of packed lunch / tiffin facilities also need to be available with the agency.
3. All these catering activities will be monitored and supervised by the designated representative(s) of Nadia KVK up to their satisfaction and can reject any preparation without any compensation in the event of detection of any inferior quality food item.
4. The agency should be experienced enough in serving different types of Cuisines like Chinese, Continental and Indian.
5. Payment of bills against the programme organized by Nadia KVK will generally be on monthly basis.
6. Contract will be awarded for a period of three years from the date of award subject to review after each year and the rates also shall be valid for this period only. However, the admissibility of extending the contract for additional period, beyond three years, and/or revision of rates, may be considered by the appropriate authority of this Kendra, if required.
7. There would be a separate provision on the part of the organizers to negotiate and fix up

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- the rates of special dishes for arranging Inaugural / Valedictory Lunch / Dinner outside the ambit of aforesaid categories of budget allocation.
8. The other terms and conditions governing the contract will be finalized and be intimated in writing along with the issuance of final order.
 9. Up to date documentary evidence of PAN No., GST No./Service Tax No., P. Tax No., and current Trade License for Catering Services are to be furnished.
 10. The agency, on being awarded the contract, has to pay a refundable security deposit for an amount of Rs. 10,000/- (Rupees ten thousand) only for the whole period of catering services. The security deposit will be refunded to the agency after deduction, if any, without any interest on expiry of the contract period.
 11. The staff engaged by the agency should be of befitting standard in respect of their capacity, background, behaviour, dealings and overall dispositions and acceptable to the management of Nadia KVK. Any staff member found to be deficient in respect of above mentioned characteristics shall have to be replaced immediately on intimation. The cook and assistant cook employed by the agency should be experienced enough to serve to the satisfaction of the management as well as the trainees and the guests. The caterer must ensure strict observance of appropriate dress code of its engaged staff at its own cost.
 12. The agency so engaged shall have to remain liable for maintaining complete cleanliness of the entire dining and kitchen unit along with the adjoining surface drain (inside and outside) of the Farmers' Hostel of Nadia KVK at its own cost with full satisfaction of the authority.
 13. Mere quoting of lowest rates won't be sufficient for getting the award of contract. It would be determined in due consideration of the experience and fulfillment of other standards as determined by the appropriate authority.

Quotations should be submitted at par with the menus and relevant papers and testimonials as per respective paragraphs should be enclosed. The rates of the items are to be provided including all taxes and levies applicable as per Government rules and regulations. Awarding of contract will be considered on maximum lowest rates provided upon the items specified.

The quotations found to be incomplete / incorrect in respect of any of the required information are liable to be rejected. The right of accepting or rejecting any quotation at any time without assigning any reason with the discretion of the authority.

Sd/- In-Charge
Nadia KVK, BCKV-ICAR

No.: KVK/N/351/1(7)/2024-25

Date: 24.02.2025

Copy forwarded for information and necessary action to:

- ✓ 1. The BCKV Website through the Director of Extension Education, BCKV
2. The Director of Extension Education, BCKV, Mohanpur, Nadia
3. The Registrar, BCKV, Mohanpur, Nadia
4. The In-Charge, Comptroller's Department, BCKV, Mohanpur, Nadia
5. Website of Nadia KVK
6. Notice Board of Nadia KVK.
7. File Copy.

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