

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA
FARMERS' ACADEMY & CONVENTION CENTRE
KALYANI, NADIA

Quotation Notice No.: FACC/73/2016-17 Dated 15.03.2017

Sealed rate quotations are hereby invited by the In-Charge, Farmers' Academy & Convention Centre, BCKV from interested resourceful and experienced agencies for making catering arrangements for Training Programmes conducted at the Farmers' Academy & Convention Centre, Lake Hall, Kalyani. Interested agency may collect prescribed quotation papers and format from the website (www.bckv.edu.in) of this Viswavidyalaya.

Important Dates

- Last date and time of submission of quotation paper: 28.03.2017 up to 1400 hrs.
- Date and time of opening of quotation paper: 29.03.2017 at 1500 hrs.

Section - I

A. Details of Catering Requirements:

1. Training programme as and when organized in the Farmers' Academy & Convention Centre, Kalyani and are attended by participants from various government departments, universities, NGOs and farmers from West Bengal in particular and the country in general.
2. The total number of boarders, requiring the daily range of catering services (from bed tea to dinner), depends on training programme.
3. The details of required catering services for the following options per plate are spelt out below:

☞ **Breakfast:** Sliced bread with butter / jam / jelly (4 pcs.) + Banana (one) + boiled egg / omelet + Tea *or* Puri (6 pcs.) + Sabji / Cholar Dal / Alur Dam + Sweet one (not less than ₹ 6/each) + Tea

☞ **Lunch / Dinner:**

Option 1: Fish Fry + Sauce / Kasundi + Fine Rice and Chapatti + Salad + Vegetable Moong Dal + Alu Bhaja / 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 one (not less than ₹ 10/-)

Option 2: Fine Rice + Salad + Dal + Vegetable Fry + Vegetable Curry + Fish Curry (75 g) / Chicken Curry (150 g) + Chatni + Papad + Curd (100 g) + Sweet one (not less than ₹ 6/-)

Evening Tiffin (only to be served at the training programme for farmers/farm women/SHG members): Samosa (one) + Muri + Tea or Aloor Chop (one) + Muri + Tea or Beguni (one) + Muri + Tea

Tea and coffee: Rate per cup (100 ml) may be indicated separately (for bed tea / session tea / tea served independently) and/or with 2 pcs. good quality biscuits

N.B.:

- Vegetarian lunch/dinner will replace the non-vegetable item with one more vegetable curry and one seasonal fruit
- Bed tea to be served between 06.00 am to 06.30 am
- Breakfast to be served between 08.00 am to 09.00 am
- Session tea to be served at 11.15 am and 03.15 pm
- Lunch to be served in between 1.00 to 2.00 pm
- Evening tiffin to be served at 6.00 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 or House Keeping 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, especially Refrigerator, Aqua-guard & Water cooler will have to be arranged by the agency at the Farmers' Academy & Convention Centre permanently. Separate set of gadgets should be available with the agency for arranging special buffet lunch / dinner / tea party. 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 FACC 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 FACC will generally be on monthly basis.
6. Contract will be awarded for a period of three years from the date of award 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 the Viswavidyalaya, if required.
7. There would be a separate provision on the part of the organizers to negotiate and fix up 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., VAT 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 ₹25,000/- (twenty five thousand) 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 catering services shall have to be started immediately within next ten (10) days of the acceptance of the award, failing which the security deposit will be forfeited and next eligible party will be awarded the same.
12. To start with, the agency will be provided with ten (10) numbers of empty LPG Cylinders with the vested responsibility of subsequent filling and maintenance of the system by the awardee. However, if due to any reason the LPG connections of FACC are withdrawn by HP, the agency shall be responsible for making such arrangement on their own.
13. The staff of the agency will be provided with dwelling rooms within the FACC premises. However, the furnishing, including beds etc. will be the responsibility of the agency.
14. 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 FACC. 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.

15. 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 FACC at its own cost with full satisfaction of the authority.
16. The payment towards electricity charges for the kitchen unit and the dwelling rooms for the agency shall be borne by the agency. There shall be a separate sub-meter arrangement provided for the same.
17. 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 in stipulated format provided 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.

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, FACC
BCKV

No.: FACC/73/1(8)/16-17

Date: 15.03.2017

Copy forwarded for information and necessary action to:

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. BCKV Website (www.bckv.edu.in). The In-Charge, BCKV Website / the Deputy Librarian is requested to insert the notice in the website.
7. Notice Board of FACC.
8. File Copy.

W. Babuachari
In-Charge, FACC
BCKV

PRESCRIBED FORMAT OF QUOTATION

1. **Name of the organization** : _____

2. **Address for communication** : _____

3. **Trade License No.** : _____

4. **VAT Registration No.** : _____

5. **PAN No.** : _____

6. **Details of rates (in figures and words)** :

A. Breakfast : ₹ _____

B. Lunch / Dinner

Option 1 : ₹ _____

Option 2 : ₹ _____

D. Evening Tiffin : ₹ _____

E. Tea per cup (100 ml) : ₹ _____

F. Coffee per cup (100 ml) : ₹ _____

G. Tea with biscuits (2 pcs.) : ₹ _____

H. Coffee with biscuits (2 pcs.) : ₹ _____

Documents attached:

Date: _____

Signature