

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

Quotation Notice No.: FACC/54/2019-20 Dated 25.02.2020

Sealed rate quotations are hereby invited by the Associate Director, Farmers' Academy & Convention Centre, BCKV from interested resourceful and experienced agencies for round the year arrangements Catering & House Keeping Services at the Farmers' Academy & Convention Centre, Lake Hall, Kalyani. The agencies are invited to submit the most competitive rate on or before **March 11, 2020** up to 2 pm.

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)

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

The agency shall have to quote lump-sum monthly rates against Part-I and per occupancy per day against Part-II for the house keeping services as per details given below:

PART-I

Office Room	— 02 nos.
Vice Chancellor's Meeting Room	— 01 no.
Associate Director'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	– 13 nos.
3 bedded AC room with attached bath	– 02 nos.
Double bedded Executive AC room with attached bath	– 17 nos.
Double bedded AC room with attached bath	– 48 nos.
4 bedded Non-AC room with common bath	– 12 nos.
3 bedded Non-AC room with common bath	– 02 nos.

Total – 94 nos.

Terms and Conditions:

1. Minimum qualifying criteria: Should have at least three years continuous experience as successful Catering and House Keeping Service Provider at residential training institute of Educational Institutions under State / Central Govt. or Krishi Vigyan Kendra/ATC Centre under State/Central Govt. as supported by documentary evidences.
2. Entire range of cooking appliances, especially Refrigerator 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 and House Keeping Services 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 seven 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 seven 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., GST No./Service Tax No., P. Tax No., and current Trade License 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 contract. 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 and house keeping 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 agency 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.

General Conditions:

- i. The house keeping services shall be maintained round the clock daily.
- ii. Proper maintenance of linen in FACC i.e. regularly used items like bed sheets, towels, pillow cover to be changed once in five days or frequently as required at times when the rooms will be under occupants.
- iii. Periodic removal of cob webs and dust.
- iv. Providing sanitary chemicals and waste bins to all the rooms.
- v. Providing room services to the occupants of the rooms in the form of drinking water, glass and jug. Provision of mugs and buckets in the all bathrooms and toilets.
- vi. Providing soap in the common wash basins.
- vii. Sweeping and cleaning of roof tops of the entire building once in a month as and when required.
- viii. Sweeping and cleaning of the entire roads within the complex are to be done in every

morning.

- ix. Toilet freshener is to be placed in all the general bath and toilets.
- x. All drains of the complex excluding kitchen and dining are to be cleaned on every Sunday.
- xi. Any other work assigned by the competent authority with respect to the sanitation of the complex.

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/-
Associate Director
FACC, BCKV

No.: FACC/54/1(8)/19-20

Date: 25.02.2020

Copy forwarded with a kind request to display at 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 insert the notice in the website.
7. Notice Board of FACC.
8. File Copy.


Associate Director
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.** :
6. **Details of rates for Catering Service (in figures and words)** :
- A. Breakfast** :
- B. Lunch / Dinner**
- Option 1 :
- Option 2 :
- C. Evening Tiffin** :
- D. Tea per cup (100 ml)** :
- F. Coffee per cup (100 ml)** :
- F. Tea with biscuits (2 pcs.)** :
- G. Coffee with biscuits (2 pcs.)** :
7. **Details of rates for House Keeping Services (in figures and words)** :
- (i.) Part – I (Lump Sum Rates)** :
- (ii)Part – II (Per Occupancy Per Days)** :

Documents attached:

Date: _____

Signature with seal