

# BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

P.O.KRISHI VISWAVIDYALAYA, MOHANPUR, NADIA

WEST BENGAL, PIN-741252

**XXII Convocation-2023**

Tender No. BCKV/Convocation/Refreshment **01** dated 28/4/2023

## TENDER NOTICE

E-Tenders are invited from reputed/bonafied caterers to serve the Convocation Lunch and High Tea within the premises of the University, Mohanpur, Nadia on 19 May, 2023. Quotations should be submitted in two parts (Technical and Price Bid). The last date of submission of the tender within 7 days from the date of publication.

The technical Bid should be in the form of a compliance statement to the points mentioned below.

1. Food Safety License from Statutory Authority.
2. Trade/Catering License from Local Administrative Authority.
3. Copy of PAN Card, GST registration.
4. Copies of last three years Income Tax Return.
5. Copies of Certificates/Catering orders for convocation/Conferences of any University/ Government Institutions/IIT/NIT/IISER/IIM/Reputed Private Institutions, for serving Lunch/ Dinner for a minimum number of 1000 in a single occasion (in a single order) during last couple of years.

### **General Terms and Condition:**

1. No advance payment will be made; the payment will be made after satisfactory completion of the work. Bill to be raised in triplicate in favour of Chairman, Refreshment Sub-Committee, 22nd Convocation-2023, BCKV, Mohanpur, Nadia, W.B.
2. Earnest Money Deposit (EMD): An amount of **Rs. 10,000/-** (Rupees Ten thousand only) in the form demand Draft from any Nationalized Bank and in favour of Bidhan Chandra Krishi Viswavidyalaya. The EMD of the vendor awarded with contract will be treated as a part of the Security Deposit towards performance guarantee, no interest is payable on security deposit.
3. Agency shall provide adequate approved good quality crockery and clear table cloth of good quality.
4. Presentable utensils for working and serving warm food shall also be provided by the agency.
5. The agency shall also ensure that staff members deployed for food preparations and services must use disposable caps and gloves during cooking and food service respectively.
6. All dishes should be made from fresh and good quality raw materials.
7. All the rates are to be quoted as per plate/packet basis wherever applicable.
8. Items must be provided in good quality packing separately with good quality napkin, spoon etc.

9. Bidders must have adequate infrastructure and experience to serve foods to special delegates like Hon'ble chancellor (The Governor), Vice-Chancellors of different Universities and other esteemed dignitaries maintaining proper dress code.

10. Bidders has to quote (must be inclusive of all taxes) for menu as per Annexure – I.

11. Water and electricity will be provided by BCKV for cooking purpose only, while rest of other arrangement for smooth operations will be the responsibility of the caterer cooking should be done in the University premises.

12. The University reserves the right to accept or reject any tenders without assigning any reason, also reserve the right to add, delete and modify the terms and conditions at any point of time. The lowest quotation does not guarantee for selection of bidder for aforesaid work.

13. The bidder must capable to arrange any additional number with a very short notice also. However actual numbers shall be used for billing.

14. For any other necessary information, please contact the Chairman and joint Convener of Refreshment as follows, Sub-Committee of Convocation.

- i. Chairman (Contact No. 9051164708)
- ii. Joint Convener (Contact No. 9239402700/8777356573)

Chairman  
(Refreshment Sub-Committee)  
22nd Convocation of BCKV

**ANNEXURE-I**  
**Bidhan Chandra Krishi Viswavidyalaya**  
**Items Required for 22nd Convocation, BCKV**

<b>A.</b>	<b>LUNCH PACKET</b> <b>Non-Veg (Special Chicken Biryani)-</b> <b>No. 1800 packets (approx.)</b>	<b>B.</b>	<b>LUNCH PACKET</b> <b>Veg (Special Veg. Briyani)-</b> <b>No. 400 packets (approx.)</b>
i.	Fine quality rice: (125 g Premium quality Basmati) Chicken-1 pc (not less than 160 g) Potato (Chandramukhi) medium size-1 pc. Egg-1 pc.	i.	Fine quality rice: (125 g Premium quality Basmati) Mator Paneer Butter Mashala (125g) Potato (Chandramukhi) medium size-1 pc
ii.	Chicken masala: 4 pcs. (not less than 80 g each)	ii.	Chaner Daina (125 g)
iii.	Sandesh (good quality): 1 pc (Rs. 15.00)	iii.	Sandesh (good quality): 1 pc (Rs. 15.00)
iv.	Cold drink: 200 ml (Thumbs-up/Sprite)	iv.	Cold drink: 200 ml (Thumbs-up/Sprite)
v.	Drinking water: One bottle- (500 ml. Bisleri/Kinley)	v.	Drinking water: One bottle- (500 ml. Bisleri/Kinley)
<b>C</b>	<b>Drinking Water</b>	<b>D</b>	<b>Tea Stall</b>
i	Three drinking water stalls with good quality water (Bisleri/Kinley) and good quality paper cups of 200 ml capacity. 20 Nos. Jar of 20 lit. capacity (To be arranged at the place of convocation from 8.00 am onwards)	i	Three tea stalls of good quality tea and salted biscuits (100 cups) with good quality paper cups of 200 ml capacity (To be arranged at the place of convocation during 8.00-11.00 a.m.)
		ii	Two tea stalls (Milk+ Sugar)
		iii	One tea stall (Liquor-tea without sugar) Separate sugar cubes

**E. Special Lunch, Breakfast and Hi-Tea for VIPs :**

- I. Breakfast: (No. 50 approx.) : Veg. Sandwich (2 pcs.), boiled egg, banana (Singapuri).  
Sandesh and good quality tea (Darjeeling)
- ii. Special Lunch: : **Non-Vegetarian:** Fish fry (Bhetki) with sauce, Salad and  
(Non-Veg. No. 85 approx.) Lime, Chapati, Patal Chingri, Plain rice (Basmati), Veg. dal,  
(Veg: No. 15 approx.) Potato fry, Fish (Papda), Mutton/Chicken, Chatney (mango),  
Papad, Curd (sour), Sweet (Rasmadhuri), and Drinking water  
bottle (500ml)  
**Vegetarian:** Same as above instead of Fish fry, Mutton  
and Fish) : Paneer Pasinda, Motor Paneer Butter  
Masala and Dhokar Dalna
- iii. Hi-Tea (No. 25 approx.) : Good quality (Darjeeling) tea with good quality biscuits and  
salted cashew nut, Sweet.

Chairman  
(Refreshment Sub-Committee)  
22nd Convocation of BCKV