

**RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE**

PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT NO. B/4, SCHOOL AREA (PT.), KALYANI, NADIA

Phone – 9433376174, 9830474309, e-mail – [rctrc.kalyani@gmail.com](mailto:rctrc.kalyani@gmail.com)

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Notice Inviting Quotation

For

Food Catering Services Contract - 2021

At

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE  
(RCTRC)

Plot No. B/4, School Area (Pt.), Kalyani, Nadia

Under

WEST BENGAL STATE RURAL DEVELOPMENT AGENCY  
(WBSRDA)

Under

PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT  
(P&RD)  
GOVT. OF WEST BENGAL

# RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

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Phone – 9433376174, 9830474309, e-mail – rctrc.kalyani@gmail.com

No. 1078 /RCTRC/2021

Date:24.09.2021

## Notice Inviting Quotation for Food Catering Services

The sealed quotations are invited by the Rural Connectivity Training And Research Centre (RCTRC) having its campus at Plot No. B/4, School Area (PT.), Kalyani, Nadia invites tenders from reputed Caterers for providing food catering services to about 30-35 or more trainee per day (based on the trainee batch size). The number of persons can be increased during contract period, Official meetings and training etc.

### TENDER DETAILS:

1. **Name of The Work:** Providing food catering service to at RCTRC, Kalyani, Nadia.
2. **Location for Catering work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Eligibility Criteria & Document submission:** The following are the minimum eligibility criteria for the caterer to participate in the tender "for providing Food Catering service at RCTRC at Kalyani".
  - Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
  - Having Firm registration certificate.
  - Having PAN.
  - P. Tax Clearance Certificate.
  - Valid Trade License.
  - Latest Return of Income Tax.
  - A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
  - Food preparation area should be within RCTRC, Kalyani Campus. Food can also be prepared/cooked in the kitchen situated within the premises of RCTRC.
  - Experience in similar type of service under Government or Semi-Government department at least for 2 (two) years.
4. **Other Requirements:**
  - a. **Menu:** Enclosed Annexure-I.
  - b. **Food Serving Locations:** Hostel Block & Dining Hall of RCTRC, Kalyani, Nadia.
  - c. **Food Serving Timings:**
    - i. Breakfast: From 8.00 A.M. to 9.00 A.M.
    - ii. Refreshment/Tea break\*: 11.00 A.M.
    - iii. Lunch\*: From 1.00 P.M. to 2.00 P.M.
    - iv. Refreshment/Tea break\*: 4.00 P.M.
    - v. Tiffin: From 6.00 P.M. to 7.00 P.M.
    - vi. Dinner: From 9.00 P.M. to 10.00 P.M.

*\*Timings may vary based on the Class / training schedule which will be informed in advance.*

- d. The food should prepare 15 minutes before the scheduled time. No Delay will be entertained under any circumstances. However, the request for delay may be considered in unavoidable circumstances with prior information or approval from the competent authority of RCTRC.
  - e. The count of trainee for serving the food will be provided by RCTRC representative on daily basis.
  - f. Items to be prepared LIVE: The Caterer is responsible for arranging required cooking equipment for preparing items "LIVE. Within the premises of training Centre, Maintenance of the cooking equipment is the responsibility of the Caterer only.
5. **Manpower Deployment:** The Caterer is required to deploy sufficient persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc.) at all timings when the food is served. The basic cleaning should be taken care by the Caterer only.
  6. **Sanitation Items:** The Caterer should provide the sanitation items like soap oil / hand wash liquids for washing the hands & tissue papers where the food is served. Replenishing of the items is the responsibility of the Caterer only.

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7. **Cutlery / Crockery for serving food:** The Caterer should provide proper and required number of Cutlery/Crockery items like Glasses, serving bowls, plates etc., for serving the food. Replenishing of the items due to breakage/damage is the responsibility of the Caterer only.
8. **Dustbins with Garbage covers:** The Caterer should provide required dustbins and garbage covers at all the locations at food serving area and the disposal of garbage on daily basis is the responsibility of the Caterer only.
9. **Inspection of Kitchen:** The Caterer should allow RCTRC representatives to inspect / check the kitchen at periodical intervals.
10. **Other Terms and Conditions:** RCTRC reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.
11. **Earnest Money: Rs: 28000.00/- (Rupees Twenty-Eight Thousand only)** the amount should be deposited in State Bank of India in the Account No. **11256016927**, IFSC Code. **SBIN0000122** in favour of WBSRDA A/C RCTRC, Kalyani.
12. **Contract Period:**
  - a. The contract will be for a period of One Month initially from the date of supply of food and may be extended with same terms and conditions for 1 years based upon the satisfactory feedback from all the stakeholders of both RCTRC authority and trainee. After initial 1 (one) contract may be extended for 1 or more years with additional Earnest Money as approved by competent authority.
  - b. During the contract period, RCTRC will not entertain any request for revision of rates.

SL.No.	Particulars	Date & Time
1.	Date and time for publish of Quotation (Online)	24.09.2021 after 14.00 hours
2.	Quotation submission start date (Offline)	24.09.2021 after 15.00 hours
3.	Quotation submission end date (Offline)	01.10.2021 up to 15.00 hours
4.	Date of Submission of Original Documents	04.10.2021 up to 12.00 hours
5.	Date of opening for Technical Bid (Offline)	04.10.2021 after 13.00 hours
6.	Date of opening for Financial Bid (Offline)	To be Notified letter.

Authority reserved the right they accept or reject any quotation without assigning any reason thereof.

Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer  
WBSRDA, Nadia Division

No. **1078** /1(8)/RCTRC/2021

Date: 24.09.2021

Copy forwarded for kind information and necessary action to:

- 1) The Additional Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata-700106.
- 2) Sri A.K. Mandal, Chief Engineer, P&RD Dept., WBSRDA Ko1-700106
- 3) The Director RCTRC, Kalyani, Nadia.
- 4) The Superintending Engineer & SQC, WBSRDA, Kolkata-700106
- 5) The Executive Officer, Nadia Zilla Parishad.
- 6) The Additional Executive Officer, Nadia Zilla Parishad.
- 7) The Financial Controller, WBSRDA, Kolkata-700106
- 8) The Finance Officer, WBSRDA, Nadia Division.

Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer  
WBSRDA, Nadia Division

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The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia on behalf of West Bengal State Rural Development Agency invites the consolidated rate quotation in offline tendering system for food catering work at Rural Connectivity Training Research Centre (RCTRC) building at Kalyani beside Binoy Bhaban, Nadia from the eligible catering agency.

**Availability of Quotation Documents and mode of submission:** The quotation document is available in the website of Nadia Zilla Parishad/Panchayat & Rural Development Department and should be submitted Offline in the office of RCTRC. The bidders are required to submit (a)(i) original documents such as Quotation Security, Cost of quotation document (exempted) and Affidavit regarding correctness of information furnished with quotation document to the The Manager (Training), RCTRC, Kalyani, Nadia, B/4 School Area (PT), PIN - 741235 on a date as specified in Section I, either by registered post or by hand, failing which the quotations shall be declared non-responsive.

**Last Date/Time for receipt of quotation through offline:** 01.10.2021 (dd/mm/yyyy) up to 15:00 Hours (time).


  
**Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer  
WBSRDA, Nadia Division**

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## **Standard Bidding Document**

1. The Manager (Training), Rural Connectivity Training and Research Centre (RCTRC), Kalyani, Nadia on behalf of West Bengal State Rural Development Agency (WBSRDA) invites the percentage rate quotations, in offline tendering system, for providing food catering services at Rural Connectivity Training Research Centre (RCTRC) building at Kalyani beside Binoy Bhaban, Nadia construction of roads under Bangalar Gram Sadak Yojana (BGSY) from the eligible and approved agency.
2. Date of release of Invitation for quotation through offline: 24.09.2021 (dd/mm/yyyy).
3. Cost of Quotation Form: Nil
4. Cost of Quotation Security should be deposited in State Bank of India A/C No. **11256016927** in favour of “WBSRDA A/C RCTRC, Kalyani”, **IFSC No. SBIN0000122** through RTGS/NEFT/CBS System only.
5. Last Date/ Time for receipt of quotations through Offline: 01.10.2021 (dd/mm/yyyy) up-to 15:00 Hours (time)
6. The site for the work is available.
7. Only offline submission of quotations is permitted, therefore; quotations must be submitted offline at this office of RCTRC. The technical qualification part of the quotations will be opened offline at 13:00 Hours (time) on 04.10.2021 (date) by the authorized officers. If the office happens to be closed on the date of opening of the quotations as specified, the quotations will be opened offline on the next working day at the same time.
8. The quotations for the work shall remain valid for acceptance for a period not less than ninety days after the Opening of Financial bids.
9. Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest quotation is not obligatory to the undersigned. If the lowest quotation in the opening of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh quotation and so on.
10. The agreement is valid only one (1) year from the date of award of the work. After satisfactory performance certified by the competent authority, periodical renewal may be made by approval from the competent authority.
11. The requirement of unskilled/ semi-skilled/ skilled personnel is provisional and subject to modification in future if required so.
12. The Successful bidder in no case will enjoy the right to subcontract during the period of contract for 1 yr.
13. The undersigned reserves the right to reject any or all the quotations without assigning any reason what so ever.
14. Other details can be seen in the quotation documents. The Employer shall not be held liable for any delays due to system failure beyond its control.

  
**Manager (Training)  
RCTRC Kalyani, Nadia &  
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## **ANNEXURE – I**

# RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

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## PROFORMA FOR RATE QUOTATION

Menu Break-Up Details	Rate per Head per day (In. Rs.)
<b>BREAKFAST:</b> {ALOO PARATHA 2 PCS / (DAAL PURI 4 PCS + CHANA MASALA) + PICKLE / SAUCE} / (BREAD TOAST + BANANA) + BOILED EGG (1NO) + SWEET 1 PC + TEA 1 CUP.	
<b>REFRESHMENT /TEA BREAK:</b> BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP.	
<b>LUNCH:</b> SALAD +RICE (DEHRADUN)/ FRIED RICE + VEG DAAL + (BHAJI / CHIPS) + SABJI + (CHICKEN 5 PCS / MUTTON 3 PCS / FISH 100 GM)/CHILLI CHIKEN + PAPAD + CHATNI + SWEET 1 PC +DAHI 100 GM / ICE CREAM + COLD DRINKS.	
<b>REFRESHMENT /TEA BREAK:</b> BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP.	
<b>TIFFIN:</b> {PUFFED RICE + (VEG PAKODA 4 PCS / CHICKEN PAKODA 4 PCS)} / Egg Roll + TEA 1 CUP.	
<b>DINNER:</b> SALAD +RICE (DEHRADUN)/ MUTTON BIRIYANI + VEG DAAL + (BHAJI / CHIPS) + SABJI + (CHICKEN 5 PCS / MUTTON 3 PCS / FISH 100 GM) + PAPAD + CHATNI + SWEET 1 PC + COLD DRINKS.	

Signature of Agency

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## **UNDERTAKING & ACCEPTANCE LETTER BY THE CATERING AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Quotation comprising (Technical & Financial Bid) for providing catering services at RCTRC -Centre Name. I/We agree to all these conditions and offer to provide food catering service at RCTRC. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

**Signature of Agency**