

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

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

e-mail – rctrc.kalyani@gmail.com

No. 1524/RCTRC/2023

Date: 04.01.2023

Notice Inviting Quotation for Food Catering Services

The sealed quotations are invited by Manager Training & Executive engineer, WBSRDA, Nadia Division for Rural Connectivity Training and Research Centre having its campus at Plot No. B/4, School Area (PT.), Kalyani, Nadia invites Quotation from reputed Caterers for providing food catering services to about 30-35 persons for upcoming training to be held at RCTRC, Kalyani, Nadia.

TENDER DETAILS:

Sl. No.	Particulars	Date with Time
1.	Start date and time for Submission of Quotation	04.01.2023 at 3.00 P.M.
2.	End date and time for submission of Quotation	11.01.2023 at 3.00 P.M.
3.	Opening date of Quotations	11.01.2023 at 3.30 P.M.

1. **Eligibility Criteria & Document submission:** The following are the minimum eligibility criteria for the caterer to participate in the Quotation **“for providing Food Catering service to 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
 - 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 should be prepared/cooked in the kitchen situated within the premises of RCTRC, Kalyani, Nadia.

1. Other Requirements:

- Menu:** Enclosed Annexure-I.
- Food Serving Locations:** Dining Hall of Hostel Block of RCTRC, Kalyani, Nadia.
- Food Serving Timings:**
 - 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 prepared 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 persons for serving the food will be provided by RCTRC representative.

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.

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2. **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.
3. **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 and strictly maintain COVID-19 safety protocol. Replenishing of the items is the responsibility of the Caterer only.
4. **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.
5. **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.
6. **Inspection of Kitchen:** RCTRC official can inspect at any moment of time to kitchen and Food quality for necessary verification.
7. **Other Terms and Conditions:** RCTRC reserves the right to accept or reject any or all the quotation or cancel this process at any time without assigning any reason whatsoever.
8. In case of emergency if the numbers of trainees are increased, the caterer will have to supply food in a relatively short notice

Shawty 04.01.23
Manager (Training),
RCTRC, Kalyani, Nadia &
Executive Engineer
WBSRDA, Nadia Division

No. 1524/1(9)/RCTRC/2023

Date: 04.01.2023

Copy forwarded for information & with a request to display on their office notice board for wide publicity to:

- 1) The Additional Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata-700106.
- 2) The OSD & Chief Engineer, P&RD Dept., WBSRDA, Kolkata-700106
- 3) The Superintending Engineer & SQC, WBSRDA, Kolkata-700106
- 4) The Director, RCTRC & Superintending Engineer, WBSRDA(HQ).
- 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
- 9) The District Information Analyst, Nadia Zilla Parishad.

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

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ANNEXURE - I

PROFORMA FOR RATE QUOTATION

Menu Break-Up Details	Rate per Head per day (In. Rs.)
BREAKFAST: {ALOO PARATHA 2 PC / (DAAL PURI 4 PC + CHANA MASALA) + PICKLE / SAUCE}/ (BREAD TOAST + BANANA) + SWEET 1 PC + TEA 1 CUP	
REFRESHMENT /TEA BREAK: BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP	
LUNCH: SALAD +RICE (DEHRADUN)/FRIED RICE + VEG DAAL + (BHAJI / CHIPS) + SABJI + (CHICKEN 5 PC / MUTTON 3 PCS / FISH 100 GM)/CHILLI CHIKEN + PAPAD + CHATNI + SWEET 1 PC +DAHI 100 GM / ICE CREAM	
REFRESHMENT /TEA BREAK: BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP	
TIFFIN: {PUFFED RICE + (VEG PAKODA 4 PCS / CHICKEN PAKODA 4 PCS)} / Egg Roll + TEA 1 CUP	
DINNER: SALAD +RICE (DEHRADUN) MUTTON BIRIYANI + VEG DAAL + (BHAJI / CHIPS) + SABJI + (CHICKEN 5 PC / MUTTON 3 PCS / FISH 100 GM) + PAPAD + CHATNI + SWEET 1 PC +COLD DRINKS	

Signature of Agency