



KRISHI VIGYAN KENDRA BURDWAN
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE AND ALLIED FIBRES
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INVITATION TO TENDER AND INSTRUCTONS CONTAINING TERMS AND CONDITIONS GOVERNING THE TENDER FOR ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING ‘ON CAMPUS’ & ‘OFF CAMPUS’ TRAINING PROGRAMMES AND OTHER FARMER RELATED PROGRAMMES OF KVK BURDWAN.

Dear Sirs,

Tenders are invited for award for annual rate contract of catering as per details below:

A.	EMD to be submitted	₹7,500/- (to be submitted along with Technical Bid)
B.	Security deposit to be submitted	₹14,000/-
C.	Tender publishing date	21-01-2019
D.	Bid submission start date and time	21-01-2019 from 11:00 hrs
E.	Bid submission end date and time	18-02-2019 upto 17:00 hrs
F.	Bid opening date and time	19-02-2019 at 14:30 hrs
G.	Bid validity	180 days

1. Sealed tenders are hereby invited by Sr. Scientist & Head, KVK Burdwan on behalf of the Director, Central Research Institute for Jute and Allied Fibre, Barrackpore, Kolkata-700120 for providing refreshment (tiffin/lunch/dinner) on purely ‘Rate Contract’ basis. The terms and conditions of the contract which will govern any contract made are those contained in the General Conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the prescribed form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his office or modify the terms and conditions thereof .If the tenderers fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him.

3. The Schedule of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting /erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

4. An earnest money of ₹ 7,500/- (Rupees Seven Thousand five hundred only) must be deposited in the form of demand draft to “**ICAR-UNIT-CRIJAF**” payable at **SBI railway station branch (Code: 3071), Barrackpore** . The particulars of the earnest money deposited must also be superscripted on the top of the envelope by indicating the draft number and date, failing which the tenders will not be opened. The tenders will not be considered if the earnest money is not deposited with the tender on or before last date & time of submission of bid.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with contract may specify whether he signs it in this capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer will automatically be treated as cancelled without any further notice and earnest money forfeited.
7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed **“ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING ‘ON CAMPUS’ & ‘OFF CAMPUS’ TRAINING PROGRAMMES AND OTHER FARMER RELATED PROGRAMMES OF KVK BURDWAN”** marked containing technical bid and financial bid separately (STRICTLY AS PER GIVEN FORMAT) in the main envelop. All Tenders should be sent by REGISTERED POST/SPEED POST/COURER addressed to KVK, Burdwan, the Institute will not be responsible for postal delay, if any. Tenders hand delivered should be put in the tender box, which will be kept in the KVK office building not later than 18-02-2019 up to 17.00 hrs
8. The rates quoted by each firm for rate contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderers are at liberty to be present or to authorise a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any, may also be indicated.
9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.
10. No interest on security deposit and earnest money deposit shall be paid by the institute to the tenderer.
11. Decision of Director, Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.
12. The catering agency / caterer or any of their staff / worker will not be allotted any accommodation in the campus.
13. The caterer should be readily accessible as the training programmes sometimes are finalized at a very short notice.
14. The person should have his own catering services and should not quote the rates on behalf of anybody else. The contractor shall not sublet the work without prior written permission of the ICAR-CRIJAF.
15. A committee will be constituted by the Sr. Scientist & Head KVK, Burdwan to surprise check the quality of food, service and sanitation etc. If the quality of food is not

found satisfactory: Competent Authority may cancel the contract without any prior notice to the contractor. Next caterer in the waiting list may be awarded for catering services.

16. Vegetables and non-veg items should be fresh and in good condition, which shall be inspected by the committee from time to time.

17. A proper dress code should be maintained by the catering staff.

18. If the proper no. of items mentioned in the menu are not provided by the contractor, then amount will be deducted accordingly.

19. The contractor will have to bring utensils, crockery etc to serve the Tea/Coffee/Breakfast/Lunch/Dinner etc.

20. The tender will be valid for 01 (one) year and could be extended for another year depending upon the performance of the tenders during the year.

21. Security Money: An amount of ₹14,000/- (Rupees Fourteen Thousand) only as a security deposit for the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.

22. Successful tenderer will have to enter into a detailed contract agreement with the Institute non-judicial stamp paper of ₹ 100/-.

23. The payment will be made on bill basis through PFMS for which the contractor has to submit bill after completion of the course / programme on the basis of work order / actual number of participants, whichever is lower.

24. Income Tax will be deducted from the payment due for the work done as per rule.

25. The contractor will discharge all his legal obligations in respect of the workers/ supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of laws in force that are applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act 1970, workmen's Compensation Act, 1943, EPF, ESI & MP Act 1947 etc. The Contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, CRIJAF shall be final and binding on the contractor.

26. The rate should be inclusive of all taxes. The Institute will not entertain any claim whatsoever in this respect.

27. The following documents /vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's documents :-

- a. Registration certificate of the firm from appropriate registering authority
- b. Copy of PAN Card
- c. Bank mandate form
- d. The agency must have certificate of GST issued by the Govt. of India

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Full Name and Address of the Tenderer in Addition to Post Box No. , if any , should Be quoted in all communications to this Office

**Telephone No.....
Telegraphic address /FAX/Cellular No.....**

E-mail address

From M/s

.....

To

**The Sr. Scientist & Head
Krishi Vigyan Kendra
ICAR-Central Research Instiute for jute and allied fibre,
Bud Bud, Burdwan.**

Sir,

1. I/ We have read all the particulars regarding the general information and other terms and conditions of the contract for ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING ‘ON CAMPUS’ & ‘OFF CAMPUS’ TRAINING PROGRAMME AND OTHER FARMER RELATED PROGRAMMES OF KVK BURDWAN and agree to provide the services as detailed in the schedule herein or to such thereof as you may specify in the acceptance of the Tender the rates given in the – FINANCIAL BID to this tender and I/We agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2 . I/ We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

**3. The following pages have been added to form a part of this tender
The Schedules – I and II to accompany this tender are at pages**

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay order /DD No.....datedfor Rs.....drawn in favour of (ICAR-UNIT-CRIJAF BARRACKPORE) payable at SBI railway station branch (Code:3071), Barrackpore is enclosed as earnest money .

Yours faithfully,

Signature and official seal of tenderer

FINANCIAL BID

(This financial bid may be enclosed in a separate envelope with seal. This bid will be opened only after qualification of technical bid)

Last date for receipt of tender : 18-02-2019 up to 17.00 hrs

Date of opening of Financial bid: As per intimation

To

The Sr. Scientist & Head
Krishi Vigyan Kendra
ICAR-Central Research Institute for jute and allied fibre,
Bud Bud, Burdwan.

Sir,

I/We wish to submit our tenders for ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING 'ON CAMPUS' & 'OFF CAMPUS' TRAINING PROGRAMME AND OTHER FARMER RELATED PROGRAMMES. OF KVK BURDWAN, and the rates are as below:

Sl No	Description	Rate
1.	Tea + Biscuit	
2.	Coffee + Biscuit	
3.	<u>Breakfast / Evening tiffin</u> <ul style="list-style-type: none">• Bread (03 pcs), Banana (03pcs), Sweet (01 pcs) <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Bread (03 pcs), Egg (01pcs), Sweet (01 pcs) <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Puri/ Luchi (04pcs) + sabji/curry + sweet (01 pcs) <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Chowmin (veg/egg)	
5.	<u>Lunch / Dinner (Working)</u> <ul style="list-style-type: none">• Potato chips + Rice/Roti + Dal + Sabji + Chicken (02 pcs)/fish (01pcs)/paneer curry+, Chatni, Papad	
6.	<u>Lunch / Dinner (Special)</u> <ul style="list-style-type: none">• Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon)• Roti (Tawa)/Puri (02 pcs)• Rice/Pulao/Jeera Rice (Fine quality)• Dry Vegetables curry – With seasonal vegetables / Any vegetables• Daal (Arhar /. Masoor / Moong)• Mutton – (04 pcs) or Matar Paneer or fish 01 pcs(bhetki/pabda/pomfret/prawn)• Curd – 100 gm• Papad• Sweets: 01 pc (Rasgolla/Gulab Jamun)• Ice Cream	

7.	Packed lunch <ul style="list-style-type: none"> • Fried rice + chilly chicken/paneer <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Pulav/ Biryani (veg or chicken) + Raita/salad 	

** The quoting firms are hereby informed to quote the exact rates only and no MRP or Market price will be considered. It is also compulsory to fill up all the columns.

Signature with date of Contractor
Name and Address of Contractor

Tele. No.....

Mobile No.....

E-Mail Address.....