



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়
পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫
UTTAR BANGA KRISHI VISWAVIDYALAYA
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

শ্রী:শুভেন্দু বন্দ্যোপাধ্যায়

নিয়ামক(ভারপ্রাপ্ত)

Dr. Subhendu Bandyopadhyay

Registrar (Acting)

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Tender Ref. No. UBKV/Est. (T&P-02)/ 32 /2018-19

Date: 04/10/2018

Notice Inviting Tender

Sealed Tenders invited from the bonafide, reputed agency having sufficient experience of managerial and financial capacity for arrangement of refreshment (high tea, tiffin, lunch etc.) in connection with 6th Convocation-2018 of UBKV, Pundibari scheduled on 15/11/2018.

Scope of work

1. Arrangement of High tea for VIPs and other dignitaries comprising i.e. Tea / coffee, Biscuit, Cashew, Sandesh, Fruit juice, green coconut etc.
2. Providing of Tiffin in packet for VIPs and other dignitaries. Items to be in the packet i.e. Bhujia, boiled egg, veg. Chop, kalakand, motichur laddu, milk cake etc.
3. General tiffin packet with i.e. banana, cake, boiled egg, bhujia, motichur laddu, sandesh etc.
4. Arrangement of lunch for VIPs with i.e. Mineral water, veg. Clear soup, salad (fresh cucumber, tomato & carrot) tawa roti + pickle, fine rice, bitter gourd fry, cauliflower fry, bhindi fry, French fry, arhor dal, bottle gourd, dhokar dalna with capsicum, butter paneer masala, mango chutney, plain curd, sweet card, sugar free sandesh, gur kalakand, mouth freshner, green coconut, mineral water etc.
5. Arrangement of lunch for dignitaries (semi-VIPs) with i.e. Salad, fine rice, veg. Dal, mixed veg., dhokar dalna with capsicum, katal kalia, chicken curry, mango chutney, papad, sweet curd, sandesh / keshar bhog, mouth freshner, mineral water etc.
6. General lunch packet with i.e. salad, polao (sufficient), aloo chips, mixed veg., chicken kosha, motor paneer (vegetarian only), chutney, milk cake etc.
7. Arrangement of general tea at least 2 points with cup (plastic)

Procedure for submission of proposals

The proposals must be submitted in a single sealed envelope containing the followings

1. Financial Proposal as per format given in the Annexure-1
2. A copy of this Bid Document signed by the Bidder in each page
3. Self-attested copy of Trade license
4. Self-attested photocopy of PAN card
5. Self-attested copy of Registration certificate of GST/VAT/CST/P-Tax, along with latest Clearance certificate.

6. Self-attested copy of Service Tax registration number along with latest Clearance certificate
7. All previous Purchase order/Work Order successfully completed by agencies in last five years.
8. Documents for assurance
 - a. Quality food supply with reputed spices and fresh ingredients
 - b. Catering service to be neat and clean with proper dress coat
 - c. Experience of managerial capacity for arrangements of high profile dignitaries (national and international) programme like convocation, district / state level executive meeting etc.

Address for the bid submission and correspondence

A single sealed envelope with all requisite documents mentioning the subject as “QUOTATION FOR REFRESHMENT DURING 6TH CONVOCATION” should be dropped by hand in the Tender Box in the Receipt and Despatch section in the Office of The Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari-736165, Cooch Behar.

For any enquiry / correspondence may be made to

The Registrar

Uttar Banga Krishi Viswavidyalaya,

Pundibari, Cooch Behar, 736165

West Bengal

Tender schedule

Event	Date & Time
Date of Publication	04.10.2018
Last date & time for submission of BID	29.10.2018 up to 2.00 p.m.
Opening of Financial bids	29.10.2018 at 3.00 p.m. (Tentative)

Evaluation of bids

The evaluation process of the tender proposed to be adopted by the UBKV. The selection of agency shall be based on Quality-cum-Cost Based Selection (QCBS) criteria. This takes into account both the managerial capability of the bidder as well as the cost of services. The Purchase Committee of UBKV will review the managerial as well as financial bids to determine whether substantially responsive. Bids that are not substantially responsive are liable to be disqualified. However, UBKV reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating the Bidders of any such change.

General terms and conditions

- 1) Bids to be submitted with a forwarding letter addressed to The Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar.
- 2) A single sealed envelope containing all supporting documents including financial bids is to be dropped by hand in Tender Box specifically kept of the purpose in the Receipt and Despatch section in the Office of The Registrar, UBKV, Pundibari, Cooch Behar.
- 3) Envelope must bear the Tender Number on the top of it with mentioning the subject as “QUOTATION FOR REFRESHMENT DURING 6TH CONVOCATION”
- 4) All rate shall be inclusive of transportation, consumable, fuel (HSD), carrying, installation, dismantling, salary and wages of Operators/Technicians and labours and any other incidental charges.
- 5) Job mentioned in the **Annexure A, part-2** may be added or cancelled (any category) based on the confirmation of the VIPs or dignitaries invited for the programme. The order will be confirmed accordingly within 24-48hrs before commencement.
- 6) Payment to be made after completion of job to the fullest satisfaction of university authority. Convocation is a very prestigious event of the University in presence of Highest Dignitaries. Any discrepancy in execution of the job may liable to charge of penalty or may even liable to blacklisting of agency as may be decided by the University.
- 7) Uttar Banga Krishi Viswavidyalaya (UBKV) reserves the right to accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability for the UBKV.

Enclosure: Specimen copy of **Annexure-A**.

Sd/-
Registrar (Actg.)

Annexure A

Name and Address of Bidder:

Part-1: Managerial / Technical experience

Sl.No.	Description of work/Job Performed	Institute/Organization to whom service provided	Work/Job Order value (Rs. In lacs)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of Bidder

Annexure A

Part-2: Format for financial / price bid

Name and Address of Bidder: -----

Sl No	Job requested	Category	Menu (s)	Date, Time & venue	Units (head count)	Financial offer (Unit Price)	Extra charge per packet over head count
1	Dinner	Dignitaries	Salad, fine rice, veg. Dal, mixed veg., paneer, veg. Kopta, chutney, papad, keshor bhog, mouth freshener, mineral water	14.11.2018, 8.30-9.30pm Venue will be informed in time	50		
2	High tea	VIPs & other dignitaries	Tea / coffee, Biscuit, Cashew, Sandesh, Fruit juice, green coconut etc.	15.11.2018, 2-3pm & meeting room adjacent to Hon'ble VC office	50		
3	Tiffin packet	VIPs & other dignitaries + press personnel	Bhujia, boiled egg, veg. Chop, kalakand, motichur laddu, milk cake etc.	15.11.2018, 5-6 pm & meeting room adjacent to Hon'ble VC office	80 + 50		
4	Tiffin packet	General	Banana, cake, boiled egg, bhujia, motichur laddu, sandesh etc.	15.11.2018, 2-3 pm & UBKV canteen	800		

Signature of Bidder

5	Lunch	VIPs (strictly vegetarian) (To be served by sitting arrangement)	Mineral water, veg. Clear soup, salad (fresh cucumber, tomato & carrot) tawa roti + pickle, fine rice, bitter gourd fry, cauliflower fry, bhindi fry, French fry, arhor dal, bottle gourd, dhokar dalna with capsicum, butter paneer masala, mango chutney, plain curd, sweet card, sugar free sandesh, gur kalakand, mouth freshner, green coconut, mineral water etc.	15.11.2018, 1.30-2.30 pm & UBKV guest house (old)	20		
6	Lunch	Dignitaries / Semi-VIPs (To be served by sitting arrangement)	Salad, fine rice, veg. Dal, mixed veg., dhokar dalna with capsicum, katal kalia, chicken curry, mango chutney, papad, sweet curd, sandesh / keshar bhog, mouth freshner, mineral water	15.11.2018, 1-2 pm & Dining at Farmers' hostel, UBKV	80-100		
7	Lunch	General (To be served by packet of quality materials)	Salad, polao (sufficient), aloo chips, mixed veg., chicken kosha, motor paneer (vegetarian only), chutney, milk cake etc.	15.11.2018, 12-1 pm & Exam. Hall adjacent to Deptt. of Agronomy	350		
8	Tea stall	General	1-2 points with plastic cup	Decision on spot	1000		

Signature of Bidder