

## **Zonal Workshop of KVKs, UBKV, Cooch Behar**

NIT Ref. No. : 180/UBKV/Est. Date: 17.05.2019

### **NOTICE INVITING TENDER (NIT)**

Sealed Tenders invited from the bonafide, reputed agency having sufficient experience of managerial and financial capacity for arrangement of refreshment (breakfast, high tea, tiffin, lunch and dinner etc.) in connection with **Annual Zonal Workshop of KVKs** which will be held from 08.06.19 to 10.06.19 at *Uttar Banga Krishi Viswavidyalaya* (UBKV), Pundibari, Cooch Behar.

### **Scope of Work**

- 1. Breakfast for 200 persons each day on first two days on 08.06.2019 & 09.06.2019) at University Students Gymnasium & Guest House** for VIPs, scientists and other dignitaries comprising i.e. Cornflakes, Milk, Banana, Bread-Butter, Jam, Boiled Egg, Puri, Desialoodum, Tea(Milk/ Red) in buffet style.
- 2. Arrangement of High Tea for 300 Nos. on first day (08.05.2019) at ATIC Building**for VIPs, scientists and other dignitaries comprising i.e. Veg-Sandwich, Paneer-Pakoda, Potato chips, Sweets (1 No.), Tea and coffee -Red/ Milk, Biscuits.
- 3. Arrangement of Lunch for 300 persons on 08.06.19 & 250 persons on 09.06.2019 at University Gymnasium & Guest House and 150 persons on 10.06.19 at Jaldapara Resort** for VIPs, scientists and other dignitaries comprising i.e. Nan, Chana Masala, Plain Rice (Tulaipanji), Veg dal, Potato-Karela-Fry, Veg. Sukta, Katol Kalia, Chicken Kasa, (Paneeraloo butter Masala for Vegetarian) Chatni, Salad- papad, Curd-sour.
- 4. Providing Tea & Tiffin for a total Nos. of 450 persons on 08.06.19 & 09.06.2019 at 6 different Technical session venues at the Faculty of Agriculture of University** for VIPs, scientists and other dignitaries comprising i.e. Veg Chop, Biscuit, Tea – Milk/ Red.
- 5. Arrangement of Grand dinner for 300 persons on 08.06.2019 at University Gymnasium** for VIPs, scientists and other dignitaries comprising i.e. Kulcha, chhola dal, Jeera rice, Veg. Kufta, Navaratnakuruma, Chillimushroom, Mottonkasa, Chatni, salad-papad, Raita, Rasogolla, Icecream.

6. **Providing of Tiffin packet for 150 persons on 10.06.2019 at 09:00 am in the bus** for VIPs, scientists and other dignitaries comprising i.e. Cake, Bhujia, Banana, Boiled Egg, Fruit juice, Sweets.

### **Procedure for Submission of Proposals**

The proposals must be submitted with a forwarding letter on his/her own official letter pad in a single sealed envelope containing the followings:

1. Financial Proposal as per format given in the Annexure –I.
2. A copy of this Bid Document signed by the bidder in each page.
3. An amount of **Rs. 9,000/- (Rupees Nine thousand) only** should be submitted by means of Banker Cheque/ DD in favour of the Director of Extension Education of Uttar Banga Krishi Viswavidyalaya, Pundibari as an **Earnest money Deposit (EMD)**.
4. Self-attested photocopy of valid Trade Licence, PAN, GST Registration, P.Tax and the relevant certificates must be submitted along with the bid.
5. Relevant Credential certificates for previous works in Govt./Semi Govt. organization.
6. Undertaking should be given on his/her own official letter pad of the following matters :
  - a) Assurance for quality ingredients, spices, oils from reputed and branded companies.
  - b) Catering service to be hygienic, neat and clean with proper uniform and bon-chaina cutleries.
  - c) Experience of managerial capacity for arrangements of high profile dignitaries in (National and International)programmes like Convocation, Seminars, Workshop, State /district level Executive meetings etc.

### **Address for the Bid Submission and Correspondence**

Asingle sealed envelope with all requisite documents mentioning the subject as **“TENDER FOR REFRESHMENT DURING ZONAL WORKSHOP OF KVKs”** should be dropped by hand in the Tender Box in the Receipt and Despatch section to the Office of **The Director of Extension Education, Agricultural Technology Information Centre (ATIC), UBKV, Pundibari – 736165, Cooch Behar**. For any enquiry correspondence may be made to – Director of Extension Education (Contact No. 7584002617)/ Senior Scientist Head (Contact No. 863781252), Cooch Behar Krishi Vigyan Kendra, Pundibari – 736165, Cooch Behar, West Bengal

### **Tender Schedule**

| <b>Event</b>                             | <b>Date &amp; Time</b>   |
|--|--------------------------|
| Date of Publication of NIT               | 17.05.2019               |
| Last date and time for submission of NIT | 30.05.2019 up to 03.00pm |

|                           |                                       |
|---------------------------|---------------------------------------|
| Opening of Financial bids | 30. 05.2019 at 04.00pm                |
| Venue of Opening of Bids  | Office of Registrar, UBKV, Pundibari. |

### **General Terms and Conditions**

- 1) Bids to be submitted in the prescribed format in annexure – I with signature, seal and date. The bid should be addressed to the Director of Extension Education, 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 for the purpose in the Receipt and Despatch section in the Office of The Director of Extension Education, Agricultural Technology Information Centre, UBKV, Pundibari – 736165, Cooch Behar.
- 3) Sealed envelope must bear the NITRef. Number on the Top of it with mentioning the subject as **“TENDER FOR REFRESHMENT DURING ZONAL WORKSHOP OF KVKs”**.
- 4) All rates shall be inclusive of transportation, consumable, fuel (HSD), carrying, installation, dismantling, salary and wages of Operators/ Technicians and labourers and any other incidental charges.
- 5) Payment to be made after completion of job to the fullest satisfaction of University authority. Zonal Workshop for KVKs is a very prestigious event of the University in presence of Highest Dignitaries. Any discrepancy in execution of the job may liable to charge penalty or may even liable to blacklisting of agency as may be decided by the University.
- 6) 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 – I.

Sd/-  
**Registrar (Actg)**

## Annexure – I

### Part – A: Managerial/Technical Experience

Name and Address of Bidder: \_\_\_\_\_

| Sl. No. | Description of works/Job s performed | Institute/Organization to whom service provided | Work/Job order value (Rs. In Lacs) |
|---------|--------------------------------------|---|------------------------------------|
|         |                                      |   |                                    |
|         |                                      |   |                                    |
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|         |                                      |   |                                    |
|         |                                      |   |                                    |
|         |                                      |   |                                    |

Date :

\_\_\_\_\_  
Signature with Seal

**Part- 2: Format for financial /price bid**

Name and Address of Bidder: \_\_\_\_\_

| Sl. No. | Job Requested | Date and time         | Menu   | Units (head count) | Financial offer (Unit Price) | Extra Charge per packet over Head count |
|---------|---------------|-----------------------|--|--------------------|------------------------------|---|
| 1       | Breakfast     | 08.06.2019<br>8.00AM  | Cornflakes, Milk, Banana, Bread - Butter & Jam, Egg boil, Puri, ChanaMasala  | 200                |                              |   |
| 2       | High Tea      | 08.06.2019<br>11.30AM | Veg. Sandwich, Paneerpakoda, Potato chips, Sweets, Tea and coffee -Red/ Milk, Biscuits   | 300                |                              |   |
| 3       | Lunch         | 08.06.2019<br>1.30PM  | Plain Roti, Aloo-green matar, Plain Rice (Tulaipanji), Veg dal, Potato-Karela- Fry, Veg. Supta, KatalKalia, Chicken Kasa, (Paneeraloo butter Masala for Vegetarian)Chatni, Salad- papad, Curd-sour | 300                |                              |   |
| 4       | Tea           | 08.06.2019<br>5.30PM  | Tea- Red/Milk, Biscuit   | 250                |                              |   |
| 5       | Grand Dinner  | 08.06.2019<br>7.30PM  | Kulcha, chhola dal, Jeera rice, Navaratnakuruma, Chillimushroom, Paneerpasanda (for vegetarian)/Mottonkasa, Chatni, salad-papad, Raita, Hot GolapJamun, Icecream                                   | 300                |                              |   |
| 6       | Breakfast     | 09.06.2019<br>8.00AM  | Cornflakes, Milk, Banana, Bread-Butter and Jam, Egg boil   | 200                |                              |   |

| Sl. No. | Job Requested   | Date and time                 | Menu   | Units (head count) | Financial offer (Unit Price) | Extra Charge per packet over Head count |
|---------|---|-------------------------------|--|--------------------|------------------------------|---|
|         |   |                               | Alooparatha, TakDahi, Sweets   |                    |                              |   |
| 7       | Tea Break   | 09.06.2019<br>11.30AM         | Veg. cutlet, Tea-Red/Milk, Biscuit   | 200                |                              |   |
| 8       | Lunch   | 09.06.2019<br>1.30PM          | Motor-Puri, Plain Basmati Rice, Arhar Dal, BatasahiAloo chips, PotalDulma, KathalSabji, fish- Kata vapa, Chatni, KhirDahi, Sald- papad, Lengcha, | 250                |                              |   |
| 9       | Tea   | 09.06.2019<br>5.00PM          | Tea and coffee – Red/Milk, Biscuit   | 200                |                              |   |
| 10      | Break fast Packet   | 10.06.2019<br>7.00-<br>7.30am | Cake, Kela, Bhujia, Egg Boil, Fruiti Juice, Sweets   | 100-150            |                              |   |
| 11      | Lunch at Jaldapara  | 10.06.2019<br>2.00-<br>3.00pm | Plain Rice, Mixed Dal, Aloo chips, Potalpusto, Paneer-aloo butter masala,(for vegetarian) Chicken curry, Chatni, Salad – papad, Rasogola         | 100-150            |                              |   |
| 12      | Mineral water for all 3 days of programme - 200/500ml bottle and 20 litre water jar with connection |                               |  |                    |                              |   |

Date :

Signature with Seal

