

UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari, Cooch Behar, West Bengal-736165

Inviting Quotation

Tender Ref. No. UBKV/DR-425 , Date: 17.01.2019

Refreshment of Participants

SKILL DEVELOPMENT TRAINING ON VERMICOMPOST PRODUCER

Date: 15.02.2019 to 15.03.2019

Tender Documents


Sealed quotations are invited from the bonafide, reputed agency having sufficient experience of managerial and financial capacity for arrangement of refreshment (high tea, tiffin, lunch, dinner, etc.) in connection with **Skill Development training on Vermicompost Producer** scheduled to be held at UBKV, Pundibari from 15.02.2019 to 15.03.2019 (excluding Sundays).

Scope of work

1. Arrangement of High tea for VIPs and other dignitaries comprising i.e. Tea / coffee, Biscuit, Cashew, Sandesh, *Singara*, Cake, etc on 15.02.2019 for inaugural programme and 15.03.2019 for valedictory ceremony.
2. General tiffin packet with i.e. banana, Paratha/Roti, boiled egg, bhujia, sandesh/Rasogolla, etc for the participants throughout the training programme.
3. Arrangement of lunch for dignitaries with i.e. Salad, fine rice, veg. Dal, mixed veg., chicken curry, mango chutney, papad, sweet curd, sandesh / keshar bhog, mouth freshner, mineral water etc on 15.02.2019 for inaugural programme .
4. General lunch and Dinner packet with i.e. salad, Fine rice, aloo chips, mixed veg. Fish/chicken/Mutton curry, motor paneer (vegetarian only), chutney, sweets etc for the participants throughout the training programme.
5. Arrangement of general tea 2 times for the participants throughout the training programme

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
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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.
 - c. Experience of managerial capacity for arrangements of food in training programme.

Address for the bid submission and correspondence

A single sealed envelope with all requisite documents mentioning the subject as “QUOTATION FOR REFRESHMENT OF THE SKILL DEVELOPMENT TRAINING ON VERMICOMPOST PRODUCER” should be dropped by hand in the Tender Box in the Receipt and Despatch section in the Office of The Director of Research, Uttar Banga Krishi Viswavidyalaya, Pundibari-736165, Cooch Behar.

For any enquiry / correspondence may be made to

The Director of Research

Uttar Banga Krishi Viswavidyalaya,

Pundibari, Cooch Behar, 736165, West Bengal

Tender schedule

Event	Date & Time
Date of Publication	17.01.2019
Last date & time for submission of BID	10.02.2019 at 17.30 hrs
Opening of Financial bids	11.02.2019 at 11.30 hrs (tentative)

Evaluation of bids

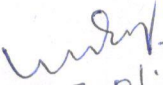
The evaluation process of the tender proposed to be adopted by the Director of Research, UBKV. The selection of agency shall be based on Quality-cum-Cost Based Selection (QCBS) criteria. This takes into account both the managerial capability of the bidder as well as the cost of services. The Purchase Committee under the Director of Research,



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 Director of Research, 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 Director of Research, UBKV, Pundibari, Cooch Behar.
- 3) Envelope must bear the Tender Number on the top of it with mentioning the subject as "QUOTATION SKILL DEVELOPMENT TRAINING ON VERMICOMPOST PRODUCER
- 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 modified (any category) based on the confirmation of the dignitaries invited for the programme. The order will be confirmed accordingly within 24-48 hrs before commencement.
- 6) Payment to be made after completion of job to the fullest satisfaction of concerned university authority. 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.


17.01.19
Director of Research
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar

Annexure A

Part-1: Managerial / Technical experience

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

Part-2: Format for financial / price bid

Sl No	Job requested	Category	Menu (s)	Date, Time & venue	Units (head count)	Financial offer	Extra charge per packet over head count
1	High tea	VIPs & other dignitaries	Tea / coffee, Biscuit, Cashew, Sandesh, <i>Singara</i> , Cake, etc	15.02.2019 at 12.00 noon and 15.03.2019 at 4.00 pm & Swami Vivekanada Hall	60		
2	Tiffin packet	Trainees and associated staffs	Banana, Paratha/Roti, boiled egg, bhujia, sandesh/Rasogolla,	15.02.2019 to 15.03.2019 (excluding Sundays) in the training venue.	30		
3	Lunch	Dignitaries	Salad, fine rice, veg. dal, mixed veg., fish kalia, chicken curry, chutney, papad, sandesh / keshar bhog, mouth freshner, mineral water	15.02.2019 at 2.00 pm & UBKV guest house	20		
4	Lunch	Trainees and associated staffs	Salad, Fine rice, aloo chips, mixed veg. Fish/chicken/Mutton curry, motor paneer (vegetarian only), chutney, sweets etc	15.02.2019 to 15.03.2019 (excluding Sundays) at 1.30 pm in the training venue.	30		
5	Dinner	Trainees	Salad, Fine rice/Roti, aloo chips, mixed veg. Fish/chicken/Mutton curry, motor paneer (vegetarian only), chutney, sweets etc.	15.02.2019 to 15.03.2019 (excluding Sundays) at 1.30 pm in Guest House.	5		
6	Tea/Coffee	Trainees and associated staffs	Tea and biscuits	15.02.2019 to 15.03.2019 (excluding Sundays) at 12.00 noon and 4.00 pm in the training venue.	30		