



2

Government of West Bengal
Department of Panchayats & Rural Development
B.R.Ambedkar Institute of Panchayats & Rural Development
Kalyani, Nadia, Pin No - 741235.
Web site- <http://www.braiprd.org.in>
Email : siprdkalyani@gmail.com

JS (Policy)
JS (IT)

NIT No.- e-NIT - 1 of 2024-25 (Catering)

The Director, BRAIPRD invites tender for full day Cooked Meal for breakfast, lunch, evening snacks and dinner etc. to be supplied for the trainees of BRAIPRD during one year as per attached menu chart in ANNEXURE A and ANNEXURE B from reputed and resourceful Caterers/ Self-Help Groups/ Agencies / Cooperative Societies etc. having experience of serving snacks. Food etc. for two campuses of BRAIPRD at Kalyani in the District of Nadia by “two cover E-TENDERING system”.

The prequalification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents along with scanned copy of Challan of cost of Performance Security Money. Financial Bids are to be uploaded in another folder. Technical documents and financial bid must not be uploaded in a common folder.

Sl. No.	Name of the Work	Performance Security (Rs.)	Bid Validity Date	Time of Contract from the date of work Order
1	Meals, Breakfast, Tiffin etc. to be supplied for the trainees of BRAIPRD during one year	20,000/-	120 Days	One year

GENERAL INFORMATION, CREDENTIALS, TERMS & CONDITIONS OF SUBMITTING TENDER :

- There are two campuses of BRAIPRD, One at Gandhi Bhavan at B18/204, Kalyani, Nadia, another at Benoy Bhavan, B4/352, Kalyani, Nadia.
- Gandhi Bhavan & Benoy Bhavan each can accommodate more than 100 trainees.
- The successful caterer is to provide food for both the campuses of BRAIPRD.
- The successful bidder must segregate the total rate splitting in the rate of 1) Breakfast, 2) Lunch, 3) Evening Tiffin, 4) Dinner and 5) Five times tea and biscuit before issuance of work order failing which work order will not be issued.
- Payment will be made on the basis of segregated rate provided by the successful bidder as per clause E.
- The crockeries like cup, plates, dishes and other similar items will be primarily supplied by the Authority. In case of damage of any of the Utensils that of same specification is to be provided by the caterer.
- Cooking instruments and utensils are to be arranged by the caterer.


- H) The LPG connection is in the name of BRAIPRD, the caterer can use the connection but payment of gas to be consumed will be borne by the caterer.
 - I) Electricity & Running water would be provided by BRAIPRD as per existing infrastructure.
 - J) Refrigerator is to be arranged by the caterer.
 - K) One room is to be provided to the caterer by BRAIPRD for supervision of the catering system.
 - L) Cooking is strictly prohibited by Electric Heater.
 - M) Cooking, in both campuses is to be done by expert cooks, having experience of homely low-spicy but tasteful cooking methods.
 - N) During each lunch and dinner session, fully covered container having cooked food inside must be kept on running burners to ensure hot food. Any complain regarding serving cold food will be viewed seriously and may lead to cancellation of the contract forthwith.
 - O) Service personnel must be soberly and cleanly dressed maintaining standard etiquette and gentle gesture.
 - P) All cooking and servicing personnel of both the campuses must have to wear proper mask, "Hair-Caps" and "Aprons" while on service.
 - Q) Proper cleaning of Kitchen and Dining Halls must be done every day and every time before serving breakfast, lunch and dinner.
 - R) Intermittent cleaning of dining tables during Lunch and dinner with Surface cleanser liquid and Microfiber absorbent cleaning sponge of good quality is compulsory.
 - S) Any negligence regarding the cleaning of kitchen, dining halls and serving of food will be viewed seriously by the authority which may result into termination of contract.
 - T) The caterer will have to supply the food as per menu given in the ANNEXURE A and ANNEXURE B attached.
 - U) In case of emergency if the numbers of trainees are increased, the caterer will have to supply food in a relatively short notice.
- Any deviation from the listed Menu will be deducted from their bills, against written complaints/ written observation of any Officer or Staff of this Institute, after justification by the Authority.
 - Payment of bill will be made as per availability of fund. Claim for delay in payment will not be entertained under any circumstances.
 - All the Intending Bidders are requested to visit the sites of works prior to the submission of Tender at their own effort and interest.
 - This Notice Inviting Tender will be treated as part of the Tender Document.
 - Pre-conditioned tender will not be accepted.
 - All the rates should be quoted inclusive of all taxes, cess, levy, octroi, royalties, transportation, loading, unloading, stacking, etc. including all other incidental charges therein. No other charges will be allowed beyond the quoted rate.
 - The Successful Bidder, will have to execute an agreement on Non Judicial Stamp Paper worth Rs. 100/- (rupees one hundred only) within 7 working days from and after receiving of work order, and, will purchase two additional copies of Tender Document @Rs. 1000/- (rupees one thousand only) per set from this office, duly signed and submit to this Institute which will be treated as part of the Agreement. All the Bidders have to deposit Rs. 20,000/- (rupees twenty thousand only) as "Performance Security" at the time of application through online banking service. All the Bidders except the successful one will get back the Performance Security Money within 10 working days after completion of the Agreement process with the successful Bidder. The Successful Bidder will get back the performance security money, as will be decided by the Authority, after completion of one year.
 - Necessary deduction towards GST, Income Tax and Welfare Cess etc. will be made as per Government norms.
 - Escalation of rate, if claimed by the Agency, will not be entertained by Authority.
- B.R.A.I.P.R.D. will not take any responsibility for the delay in submission of bid caused due to non-availability of internet connection, traffic jam, etc. for the online bids.
 - The pre-qualification documents (Technical bid) will be opened by the Tender Inviting Committee, BRAIPRD, Kalyani, Nadia in presence of the bidders present.

Financial bids will be opened only after the formalities of opening of Technical bids are completed.

• **Date and Time for Tender Flow :**

SL No	Particulars	Date and Time
1	Date for Publish of Tender [Online]	10.06.2024 at 18:00 Hrs
2	Document Download Start Date[Online]	11.06.2024 at 10:00 Hrs
3	Bid Submission Start Date[Online]	11.06.2024 at 12:00 Hrs
4	Bid Submission End Date[Online]	26.06.2024 at 12:00 Hrs
5	Date of Opening for Technical Bid[Online]	28.06.2024 at 12:00 Hrs
6	Date of Opening of Financial Bid[Online]	To be notified later.

Director, BRAIPRD, Kalyani, Nadia reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason what so ever.

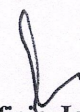

OSD & Ex-officio Joint Secretary,
BRAIPRD, Kalyani, Nadia.

Memo No : 1004 /(16)/VII-13/23(Part-III)

Dated : 07.06.2024

Copy forwarded for information and necessary action to: -

- ✓ The Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, 9th floor, Block- HC7, Sector-III, Kolkata-700106
- The Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Mittika Bhaban, 3rd Floor DD-18/9, Sector-1, Bidhannagar, Kolkata-700064.
- The Additional Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106 with the request to upload the notice in the Department Website.
- The District Magistrate, Nadia.
- The Additional Executive Officer, Nadia Zilla Parishad.
- The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
- The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
- The Sub-Divisional Officer, Kalyani, Nadia.
- The Chairman, Kalyani Municipality, Kalyani, Nadia.
- The Sub-Divisional Information & Cultural Affairs Officer, Kalyani, Nadia.
- The Assistant Director (Finance), B.R.A.I.P.R.D., Kalyani, Nadia.
- Shri Ashis Chowdhury, Librarian, B.R.A.I.P.R.D., Kalyani, Nadia. with the request to upload the notice in the Office Website
- The Office Superintendent, Director, B.R.A.I.P.R.D., Kalyani, Nadia.
- P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
- The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia.
- Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.


OSD & Ex-officio Joint Secretary
BRAIPRD, Kalyani, Nadia.

A) Application for getting Tender Document:

1. Intending Bidders are requested to download the Tender Document from <https://wbtenders.gov.in> and www.wbprdnic.in and www.braiprd.org.in within the stipulated time.
2. The Documents IN ORIGINAL are to be produced to this office as and when asked for.

B) Documents to be enclosed along with the Tender:

1. Pan Card.
2. Income Tax Clearance Certificate. / IT Return.
4. Valid Goods and Service Tax Identification Number (GSTIN) under GST Act, 2017.
5. Bank transaction details for last 6 months.
6. Copy of Payment Certificate of the supply work which the tenderer intended to furnish as support of proof of Experience/ Work Order of the works/ work done certificate, and/or certificate with detail of work order against which the payment certificate is submitted.
7. In case of Partnership Firm/ Registered Company, the intending Bidders are requested to submit the copy of the DEED of Partnership/ relevant document in support of proof of so.
8. Trade License
9. Affidavit as per the format given in the NIT.

**FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF
CREDIT FACILITIES BANK CERTIFICATE**

This is to certify that M/s. _____ is a reputed company with a good financial standing. If the contract for the work, namely, _____ is awarded to the above firm, we shall be able to provide overdraft / credit facilities to the extent of Rs. _____ to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager _____

Name of the Senior Bank Manager _____

Address of the Bank _____

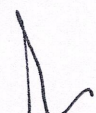
Stamp of the Bank _____

Note: Certificate should be on the letter head of the bank.

FORMAT FOR DECLARATION

I, Sri _____, S/o Sri _____, aged _____ Years, Residing at _____, Proprietor/Partner/ Director of _____, do hereby solemnly affirm and declare in connection with _____ as follows:-

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of Employees of BRAIPRD nor any retired gazetted officers are in our Employment
3. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the authority to verify this statement.
4. The undersigned understands and agrees that the bid shall remain open for Acceptance 120 days from the date of opening of financial bid.
5. The undersigned agrees to authorize the authority to seek references from the Bankers of the Undersigned.
6. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
7. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department


**OSD & Ex-officio Joint Secretary
BRAIPRD, Kalyani, Nadia.**