



कृषि विज्ञान केन्द्र बर्दवान / KRISHI VIGYAN KENDRA BURDWAN  
भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान  
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE AND ALLIED FIBRES  
डाक घर: बुद बुद, जिला: पुरबा बर्धमान / P.O.: Bud Bud, Dist.:PurbaBardhaman  
फोन / Phone: 0343-2513651



ई मेल/E-mail: [kvkburdwan@gmail.com](mailto:kvkburdwan@gmail.com), वेबसाइट / Website: [www.kvkcrijaf.org.in](http://www.kvkcrijaf.org.in)

**TENDER NOTICE NO.: KVK/12/2021-22**

**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 Sir,

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

A.	<b>Bid Security Declaration to be submitted</b>	<b>Annexure C attached below</b>
B.	<b>Security deposit to be submitted</b>	<b>Rs 6,000/-</b>
C.	<b>Tender publishing date</b>	<b>21.08.2021</b>
D.	<b>Bid submission start date and time</b>	<b>21.08.2021 from 11:00 hrs</b>
E.	<b>Bid submission end date and time</b>	<b>10.09.2021 upto 16:00 hrs</b>
F.	<b>Technical Bid opening date and time</b>	<b>13.09.2021 at 11:00 hrs</b>
G.	<b>Bid validity</b>	<b>180 days</b>

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-700121 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 tenders' 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.
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. 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 on 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.

5. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer will automatically treated as cancelled without any further notice.
6. The technical bids and financial bids must be submitted separately in two sealed envelope and put in a main cover/envelope otherwise tender will not be considered. The main 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**” containing technical bid and financial bid separately. All Tenders should be sent by REGISTERED POST/SPEED POST/COURER addressed to KVK, Burdwan, and 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 **10.09.2021 up to 16.00 hrs.**
7. The Technical Bid will be opened first and if found eligible then only their Financial bids will be opened.
8. The rates quoted by each firm for rate contract in tenders are to 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. **Bid Securing Declaration (Annexure C):**
  - i) Bidder should prepare the Bid Securing declaration as per the instructions specified in the tender document.
  - ii) Singed copy of the Bid Securing Declaration should be submitted along with the technical bid while submitting bids.
  - iii) In case the Bid Securing Declaration is not submitted then the Director, ICAR-CRIJAF, reserves the right to forthwith and summarily reject the Proposal of the concerned Bidder without providing any opportunity for any further correspondence by the concerned Bidder.
  - iv) The Bid Securing Declaration will be executed:
    - If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
    - In case of a successful Bidder, if the Bidder fails to furnish the Performance Security in accordance with the terms and conditions (including timelines for furnishing Performance Security) of this tender, as mentioned in clause 21.
    - During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
11. No interest on security deposit shall be paid by the institute to the tenderer.
12. Decision of Director, ICAR CRIJAF 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.
13. The catering agency / caterer or any of their staff / worker will not be allotted any accommodation in the campus.

14. The caterer should be readily accessible as the training programmes sometimes are finalized at a very short notice.
15. 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.
16. 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.
17. Vegetables and non-veg items should be fresh and in good condition, which shall be inspected by the committee from time to time.
18. A proper dress code should be maintained by the catering staff.
19. If the proper no. of items mentioned in the menu are not provided by the contractor, then amount will be deducted accordingly.
20. The contractor will have to bring utensils, crockery etc to serve the Tea/Coffee/Breakfast/Lunch/Dinner etc.
21. The tender will be valid for 01 (one) year from the date of signing of MOU and can be extended subject to satisfactory performance of the firm and discretion of the Director, ICAR-CRIJAF.
22. Security Money: An amount of Rs.6,000/- (Rupees Six 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.
23. Successful tenderer will have to enter into a detailed contract agreement with the Institute non-judicial stamp paper of ` 100/-.
24. 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.
25. Income Tax will be deducted from the payment due for the work done as per rule.
26. 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.
27. The rate should be inclusive of all taxes. The Institute will not entertain any claim whatsoever in this respect.
28. In case, the successful bidder shows inability at any stage, after the contract is finalised and awarded, for whatsoever reason(s), to honour the contract, the performance security deposited would be forfeited.

29. Responsiveness of Bids: Prior to the detailed evaluation, the purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservation or omissions. A material deviation, reservation or omission is one that:

- a) Affects in any substantial way the scope, quality or performance of the Goods and Related Services specified in the Contract; or
- b) Limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
- c) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- d) The bid(s) thus identified (as non-responsive) on the ground will however, be ignored for reckoning the responsive bids.

Risk Clause: ICAR-CRIJAF, Barrackpore reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

30. 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
- e. Signed copy of Bid Securing Declaration as per the instruction specified in the tender document.

Signature with date of Contractor/Tenderer

**TENDER NOTICE NO.: KVK/12/2021-22****Tender Acceptance Letter**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE TENDER FOR ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING 'ON CAMPUS' & 'OFF CAMPUS' TRAINING PROGRAMME AND OTHER FARMER RELATED PROGRAMMES OF KVK BURDWAN**

**Full Name and Address of the Tenderer in full  
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 Institute 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.**

**Yours faithfully,**

**Signature and Official seal of tenderer**

**TENDER NOTICE NO.: KVK/12/2021-22****FINANCIAL BID**

(This financial bid will 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 : 10-09-2021 up to 16.00 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.	<b><u>Breakfast / Evening tiffin</u></b>	
	a) Bread (03 pcs), Banana (03pcs), Sweet (01 pcs)	
	b) Bread (03 pcs), Egg (01pcs), Sweet (01 pcs)	
	c) Puri/ Luchi (04pcs) + sabji/curry(200gm) + sweet (01 pcs)	
	d) Chowmin (veg/egg) (200gm)	

4.	<p><b><u>Lunch / Dinner (Working)</u></b></p> <ul style="list-style-type: none"> <li>• Veg- Potato chips (100gm) + Rice(200gm) / Roti (05 pcs)+ Dal(200gm) + Paneer curry (200gm) +, Chatni, Papad</li> </ul>	
	<ul style="list-style-type: none"> <li>• Non Veg- Potato chips (100gm) + Rice(200gm) / Roti (05 pcs)+ Dal(200gm) + Sabji (200gm) + Chicken (150gm)/ fish (100gm)+, Chatni, Papad</li> </ul>	
5.	<p><b><u>Lunch / Dinner (Special) Veg</u></b></p> <ul style="list-style-type: none"> <li>• Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon)</li> <li>• Roti (Tawa)(04 pcs)/Puri (06 pcs)</li> <li>• Rice/Pulao/Jeera Rice (Fine quality) (200gm)</li> <li>• Dry Vegetables curry - (With seasonal vegetables )(125gm + 125gm)</li> <li>• Daal (Arhar / . Masoor / Moong)(200gm)</li> <li>• Curd - 100 gm</li> <li>• Papad</li> <li>• Sweets: 01 pc (Rasgolla/GulabJamun)</li> <li>• Ice Cream(80gm)</li> </ul>	
6.	<p><b><u>Lunch / Dinner (Special) Non Veg</u></b></p> <ul style="list-style-type: none"> <li>• Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon)</li> <li>• Roti (Tawa)(04 pcs)/Puri (06 pcs)</li> <li>• Rice/Pulao/Jeera Rice (Fine quality) (200gm)</li> <li>• Dry Vegetables curry - (With seasonal vegetables )(01 no) (125gm)</li> <li>• Daal (Arhar / . Masoor / Moong)(200gm)</li> <li>• Mutton-(200gm)</li> <li>• Curd - 100 gm</li> <li>• Papad</li> <li>• Sweets: 01 pc (Rasgolla/GulabJamun)</li> <li>• Ice Cream(80gm)</li> </ul>	
7.	<p><b><u>Lunch/Dinner (Chicken/Fish)</u></b></p> <ul style="list-style-type: none"> <li>• Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon)</li> <li>• Roti (Tawa)(04 pcs)/Puri (06 pcs)</li> <li>• Rice/Pulao/Jeera Rice (Fine quality) (200gm)</li> <li>• Dry Vegetables curry - (With seasonal vegetables )(01 no) (125gm)</li> <li>• Daal (Arhar / . Masoor / Moong)(200gm)</li> <li>• Chicken-(150gm)/Fish (Behtki/Pabda/Pomfret/Prawn) (150 gm)</li> <li>• Curd - 100 gm</li> <li>• Papad</li> <li>• Sweets: 01 pc (Rasgolla/GulabJamun)</li> <li>• Ice Cream(80gm)</li> </ul>	

8.	<b>Packed lunch</b>	
	a) Fried rice (650gm foil packet) + chilly chicken (200gm)	
	b) Fried rice (650 gm foil packet) + Chilly paneer (150 gm)	
	c) Biryani (veg) (750 gm foil packet) + Raita (100gm) + salad (100gm)	
	d) Briyani (chicken) (750 gm foil packet) + Raita (100 gm) + salad (100gm)	
	e) Polao (650gm foil packet) + Chicken (200gm)	
	f) Polao (650gm)+ paneer (200gm)	

\*\* 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/Tenderer

Name and Address of Contractor/Tenderer

Tele. No.....

Mobile No.....

E-Mail Address.....



**(To be submitted in the company letter head)**

Date:  
Tender No.:

**To  
The Director,  
ICAR-CRIJAF,  
Barrackpore, Kolkata – 700 121.**

We, the undersigned, declare that:

We, M/s.....(herein referred as bidder) understand that, according to bid clause No. 2, bids is to be supported with a Bid Securing Declaration, therefore being a bidder we render the declaration that:-

We will automatically be suspended from being eligible for bidding in any contract with the ICAR-CRIJAF, Barrackpore, Kolkata – 700 121 (herein referred as Purchaser) for the period of *3 years*, starting on bid submission closing date, if we will breach any of the following obligation(s) under the bid conditions:-

(a) If the Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.

(b) In case of a successful Bidder, if the Bidder fails to furnish the Performance Security in accordance with the terms and conditions (including timelines for furnishing Performance Security) of this bid.

(c) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Bidders understand that this declaration shall expire if Bidder is not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)

**Authorized Signatory**

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Office Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_