



The West Bengal University of Teachers' Training,
Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

E-Tender No.: WBUTTEPA/TN/02/2022

Date: 31.08.2022

Tender ID: 2022_DHE_400022_1

Notice inviting E-Tender for providing food supply and distribution, specially lunch and tiffin at the premises of WBUTTEPA that will include all components as listed below. *Rate to be quoted on the total work on per day per person basis.*

Bid Sheet and Key Dates:-

Technical and financial bids are invited from the experienced vendors for supplying and distributing food, specially lunch and tiffin at the premises of WBUTTEPA from 20th September 2022 onwards as detailed below:

Sl. No.	Information	Remarks / Date
1.	About the Assignment	Providing food supply, specially lunch and tiffin at the premises of WBUTTEPA tentatively from 20 th . September 2022 onwards
2.	Name of the Tender Inviting Authority	Registrar, WBUTTEPA
3.	Earnest money Deposit(EMD)	Rs. 30,000/-
4.	Date of Release of Request for proposal	31.08.2022
5.	Contact person for queries	Registrar WBUTTEPA Tel. No.: (033) 4088-3403 Email-id: wbutteparegistrar@gmail.com
6.	Date of Closure of Request for proposal	09/09/2022 upto 17:00 Hrs
7.	Addressee and address of which bid is to be submitted	wbenders.gov.in
8.	Opening of Technical Proposal	12/09/2022
9.	Opening of Financial Proposal	To be communicated after opening of Technical bid.

Broad scope of the work:

1. Supply and distribution of foods, specially lunch, tiffin and tea to earmarked officials, staff and guests of WBUTTEPA engaged in evaluation of answer scripts, tentatively from 20th. September 2022 onwards (except Sunday and holidays declared for this University) for around **three weeks**, as will be finally decided by the authority.
2. Required space for cooking and distribution of food will be provided by WBUTTEPA free of cost.
3. Required water for cooking will be provided by WBUTTEPA free of cost.
4. Infrastructure for sitting arrangement will be provided by WBUTTEPA .
5. Utensils/ plate/glass to be provided by the vendor.
6. Drinking water bottles during distribution of food should be provided by the vendor.



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7. Mineral water jar along with paper glasses should be provided at evaluation hall.
8. Food items to be supplied :
- Morning and Evening : Tea(60 ml) and Biscuits (2 pc)
 - Afternoon : Proposed Menu Chart for Lunch :
 - Rice 120 gm., **ii)** Dal 75 ml.
 - iii)** Vegetables 80 gm
 - iv)** Egg Curry (2pc) / Fish Curry (75 gm) / Chicken Curry 80gm (2 pc Chicken)
 - v)** Chatni (20 gm) and Papad (1 pc), **vi)** Sweet (1pc)
 - Evening Tiffin : Vegetable Chop (2pc) / Samosa (2pc) / Chirey Bhaja (100 gm) with proper ingredients / Muri (50 gm) with Beguni (2 pc) / Kachuri (2pc) with Alur Dam (75 gm)

Tentative number of heads per day: 170 approx.

Eligibility Criteria:

The invitation for bids is open to all entities registered in India who fulfil the criteria as specified below:

Sl. No.	Mandatory Eligibility Criteria for the Bidder	Documentary Evidence to be Attached with the Bid
01.	The Bidder should submit the following documents: <ol style="list-style-type: none">Trade License (Latest)Food Licence (Latest)Health LicenceFire LicencePAN CardGST Registration CertificateProfessional Tax Registration CertificateBank A/c details	<i>Self-attested copy of the mentioned document to be attached</i>

Note:

- Relevant supporting documents should be furnished without fail otherwise the bid is liable to be treated as “non responsive”.
- The bidder should upload all the required documents with clear visibility
- WBUTTEPA, WB may disqualify the service provider for the bidding mistakes, missing documents and for the documents that are not clear.
- Any bidder who has legal litigation with the University need not apply.

General Terms and conditions:

- The firm should have the main office in Kolkata and must produce CMC certificate regarding his enlistment.
- The authorised person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for finalizing the work order and/or afterwards to ascertain the terms and conditions of the tender documents.
- The Price should be inclusive of all duties, charges and levies etc. as applicable. TDS as per rules



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will be deducted. GST has also to be quoted.

- 4) Any conditional bid or making counter offer would be rejected.
- 5) Amendment of Tender Document: At any time before deadline for submission of bids, WBUTTEPA, WB may amend modifying and/or supplementing the same any conditions to the tender document without assigning any reason for it. The prospective bidders are advised to periodically browse this website to find out any further corrigendum/addendum/notice published with respect to this tender. In event of any amendment, WBUTTEPA, WB reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.
- 6) A refundable Security Money of Rs. 8,000/- (Rupees Eight Thousand only) has to be submitted to the University by the L1 Party in the form of Demand Draft while receiving the order.
- 7) Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work or blacklisted earlier by any institutions in any earlier assignments.
- 8) Notwithstanding anything else contained to contrary in this document. Registrar, WBUTTEPA, WB reserves the rights to accept or reject any Bid or to nullify the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.
- 9) Any form of sub-tendering of the job in part or full is strictly prohibited.
- 10) All specified jobs must be done strictly on time-bound basis to be decided by the University. Bill may be raised per script basis. One person should be assigned to maintain liaison with the University on 24hours per day basis.
- 11) JURISDICTION:
Any dispute which may arise between the parties hereto in respect of this AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.
- 12) PAYMENT:
 - i) Payment will be subject to the Approval of the Appropriate Authority of the University based on the quality of service provided. Payment will be made after making necessary statutory deduction(s). For seeking any exemption in the above deduction(s), necessary documents should be duly produced to the University along with the bill / invoice. The vendor should produce GST-complied bill(s).
 - ii) Rates and GST have to be quoted. Taxes have to be charged as per existing Government Rules.



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UNDERTAKING

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all pages have been signed in token of acceptance of the same.

Signature of Tenderer

Agency Name.....

Address.....

.....

Telephone No. / Mobile No.

i) E-mail ID :



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INSTRUCTIONS TO BIDDERS

Instructions / Guidelines for Electronic Submission of Tenders have been annexed for assisting the contractors to participate in e-tendering:

- I.** Registration of Bidder:- Any bidder willing to take part in the process of e-tender will have to be enrolled and registered with the Government e-procurement system through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.
- II.** Digital Signature Certificate:- Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service order.
- III.** Collection of Tender Documents:- The bidder can search and download NIT and Tender Documents electronically from computer, once he logs into the website mentioned in Clause-I using the Digital Signature Certificate. This is the only mode for collection of tender documents.
- IV.** Submission of Tenders:-
 - a.** General process of submission:- Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in a sealed folder (Financial Bid) within the prescribed date and time using the Digital Signature Certificates.
 - b.** Online bid submission (Bidder / Contractor) process:-
Log into: <https://wbtenders.gov.in> portal and download the pdf file.
- V.** Financial Bid:- BOQ in INR (in excel sheet)
 - i)** The Financial Bid should contain the following documents in one cover (folder), i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ.
 - ii)** Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.
- VI.** Opening & Evaluation of Tender:
 - a.** Opening of Technical Bid:
Technical Bid will be opened by the Officials of WBUTTEPA, WB. Intending bidders may remain present if they desire so.
 - b.** Opening of Financial Bid:
Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

**** Item wise break up of the rate quoted (as mentioned in BOQ) should be attached in separate folder within financial bid folder as stated in cover details.**