

Notice Inviting Tender

For

Food Catering Services Contract-2025

At

**RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE**  
**(RCTRC)**  
Plot No. B/4, School Area (Pt.), Kalyani, Nadia

Under

**WEST BENGAL STATE RURAL DEVELOPMENT AGENCY**  
**(WBSRDA)**

Under

**PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT**  
**(P&RD)**  
**GOVT. OF WEST BENGAL**

# RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT NO. B/4, SCHOOL AREA (PT.), KALYANI, NADIA

e-mail – [wbrctrc.kalyani@gmail.com](mailto:wbrctrc.kalyani@gmail.com), [rctrc.kalyani@gmail.com](mailto:rctrc.kalyani@gmail.com)

No. 2241/RCTRC/2025

Date: 29.04.2025

**e-NIT No - 01/RCTRC/2025-26**

## Notice Inviting Tender for Food Catering Services

For and on behalf of the Director, RCTRC, Kalyani & the Superintending Engineer P&RD Department, Govt. of West Bengal; The Manager (Training), RCTRC & Executive Engineer, P&RD Department invites the e-tender, from the reputed caterers for providing food catering services per day per person based on the trainee batch size. The number of persons can be increase or decrees as per official meetings and training schedule. The minimum number of participants shall not be less than 15 subjected to maximum of 45.

### TENDER DETAILS:

1. **Name of The Work:** Providing food catering service at RCTRC, Kalyani, Nadia.
2. **Location for Catering work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Eligibility Criteria & Document Submission:** The following are the minimum eligibility criteria for the caterer to participate in the tender “for providing Food Catering service at RCTRC, Kalyani”.
  - Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
  - Having firm registration certificate.
  - Having PAN.
  - Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
  - Professional Tax Clearance Certificate & Valid Trade License.
  - Income Tax return along with 26 AS of last three years.
  - Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be upload in appropriate folder.
  - Partnership firm shall furnish registered partnership deed and the company shall furnish the Article of Association and Memorandum.
  - The registered Co-Operative societies should submit the registration certificate, current renewal certificate of their cooperative from competent authority with technical bid.
  - Power of attorney (in case of Partnership firm/Private limited company if any).
  - A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
  - Food preparation area should be within RCTRC, Kalyani Campus. Food to be prepared/cooked in the kitchen situated within the premises of RCTRC only.
  - The bid of Any Black listed agency will not be accepted.
  - Arbitration will not be allowed in any case.
  - Tender Inviting authority may cancel or reject the tender without assigning any reason thereof.

### 4. General Information & Conditions of Submitting Tender:

- **Menu:** Enclosed Annexure-A.
- **Food Serving Locations:** Hostel Block & Dining Hall of RCTRC, Kalyani, Nadia.
- **Food Serving Timings:**
  - i. Breakfast: From 8.00 A.M. to 9.00 A.M.
  - ii. Refreshment/Tea break\*: 11.00 A.M.
  - iii. Lunch\*: From 1.00 P.M. to 2.00 P.M.
  - iv. Refreshment/Tea break\*: 4.00 P.M.
  - v. Tiffin: From 6.00 P.M. to 7.00 P.M.
  - vi. Dinner \*\*: From 9.30 P.M. to 11.00 P.M.

\*Timings may vary based on the Class / training schedule which will be informed in advance.

\*\* Canteen Facility is open for 24 hours.

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- The food should prepare 15 minutes before the scheduled time. No Delay will be entertained under any circumstances. However, the request for delay may be considered in unavoidable circumstances with prior information or approval from the competent authority of RCTRC.
- The count of trainee for serving the food will be provided by RCTRC representative on daily basis.
- Items to be prepared LIVE: The Caterer is responsible for arranging required cooking equipment for preparing items “LIVE. Within the premises of training Centre, Maintenance of the cooking equipment is the responsibility of the Caterer only.
- Payment will be made on the basis of actual head count of training / per day as per accepted rate provided by the successful bidder as per Annexure – A
- The crockeries like cup, plates, dishes and other similar items will be primarily supplied by the caterer.
- The LPG connection, cooking instruments and utensils are to be arranged by the caterer.
- Electricity & Running water would be provided by RCTRC as per existing infrastructure.
- Refrigerator is to be arranged by the caterer.
- Cooking is strictly prohibited by Electric Heater/ Induction oven or using any other electrical appliances.
- Cooking is to be done by expert cooks, having experience of homely low-spicy but tasteful cooking methods.
- Food quality can be tested in any government or semi government laboratory at any point of time by live sample collection.
- Service personnel must be soberly and cleanly dressed maintaining standard etiquette and gentle gesture clean environment.
- All cooking and servicing personnel of both the campuses must have to wear proper mask, “Hair-Caps” and “Aprons” while on service.
- Proper cleaning of Kitchen and Dining Hall must be done very day and every time before servicing breakfast, lunch, evening snacks and dinner by caterer, it is the sole responsibility of caterer to be provide.
- Any negligence regarding the cleaning of kitchen, dining halls and servicing of food will be viewed seriously by the authority which may result appropriate penal action including termination of contract.
- The caterer will have to supply the food as per menu given in the Annexure – A attached.
- 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 & cost.
- This Notice Inviting Tender will be treated as part of the Tender Document.
- Any conditional tender will not be accepted, it will assume the bidder accepts all condition stipulated in tender documents when digitally sign bid submitted.
- 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 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 the issue of letter of acceptance (LOA). Successful Bidders have to deposit **Rs. 15000/- (Rupees Fifteen Thousand Only)** as “Performance Security” in the form of **Fixed Deposit / Bank Guarantee / unconditional FD** in favor of “WBSRDA A/C RCTRC, KALYANI” **AXIS BANK: -A/C NO 919010041875812, IFSC: - UTIB0000669, RAJARHAT BRANCH** at the time of Agreement. The Successful Bidder will get back the performance security money, as will be decided by the Authority, after completion of one year.
- Necessary deduction as applicable will be made as per Government norms.

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- Escalation of rate, if claimed by the Agency, will not be entertained by Authority under any circumstances.
  - RCTRC 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.
  - Agency shall be solely responsible for any damages of kitchen properties like table, chair, sink, etc including any other related property within the space provided to them for catering service.
  - Earnest Money of successful bidder will be released after issuance of Work Order.
- 5. Manpower Deployment:** The Caterer is required to deploy sufficient persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc.) at all times when the food is served. The basic cleaning should be taken care by the Caterer only.
- 6. Sanitation Items:** The Caterer should provide the sanitation items like soap oil / hand wash liquids for washing the hands & tissue papers where the food is served and strictly maintain COVID-19 safety protocol. Replenishing of the items is the responsibility of the Caterer only.
- 7. Dustbins with Garbage Covers:** The Caterer should provide required dustbins and garbage covers at all the locations at food serving area and the disposal of garbage on daily basis is the responsibility of the Caterer only.
- 8. Inspection of Kitchen:** RCTRC official can inspect at any moment of time to kitchen and Food quality for necessary verification.
- 9. Other Terms and Conditions:** RCTRC reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.
- 10. Earnest Money: Rs: 10000.00/- (Rupees Ten Thousand only) Earnest Money shall be deposited by the bidder in online mode only** following memorandum of the Finance Department Audit Branch Memo No-3975-F(Y) dated: 28<sup>th</sup> July, 2016. Payment to be made through ICICI payment gateway (online) in e-procurement portal for deposit and refund of EMD.
- 11.** Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be upload in appropriate folder.
- 12. Contract Period:**
- a. The contract will be for a period of One Month initially from the first date of **Catering Service** and may be extended with same terms and conditions for 1 year. The contract may be terminated at any moment of time if unsatisfactory feedback received from all the stake holders of both RCTRC authority and trainees during or after completion of training session.
  - b. During the contract period, RCTRC will not entertain any request for revision of rates on higher side.

Sl No.	Particulars		Date	Time
1	Publication Date	On	30.04.2025	10.00 AM
2	Documents Download / Sale Start Date	From	30.04.2025	11.00 AM
3	Documents Download / Sale End Date	To	14.05.2025	2.00 PM
4	Bid Submission Start Date	From	30.04.2025	11.00 AM
5	Bid Submission End Date	To	14.05.2025	2.30 PM
6	Bid Opening Date (Technical)	On	16.05.2025	3:00 PM
7	Bid Opening Date (Financial)		To be intimated later on	
8	Place of Opening Bid	Office of The Manager (Training), RCTRC Kalyani, Nadia. PIN-741235		
9	Officer Inviting Bid	The Manager (Training), RCTRC Kalyani, Nadia & Executive Engineer, WBSRDA Nadia Division.		
10	Last Date of Bid Validity	120 days from the date of opening of Financial Bid		

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The Qualification criteria for the works have been elaborated in details in the Standard Bidding Document (SBD).

The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to the tender.

Authority reserved the right they accept or reject any quotation without assigning any reason thereof.

**Manager (Training)**  
**RCTRC Kalyani, Nadia &**  
**Executive Engineer P&RD**

No. 2241/1(10)/RCTRC/2025

Date: 29.04.2025

Copy forwarded for kind information and necessary action to:

- 1) The Additional Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata-700106.
- 2) The Chief Engineer, WBSRDA, WBSRDA Kol-700106
- 3) The Director RCTRC, Kalyani, Nadia.
- 4) The Executive Officer, Nadia Zilla Parishad.
- 5) The Additional Executive Officer, Nadia Zilla Parishad.
- 6) The Secretary, Nadia Zilla parishad
- 7) The Financial Controller, WBSRDA, Kolkata-700106
- 8) Assistant Engineer, RCTRC, Kalyani, Nadia.
- 9) The District Information Analyst, Nadia Zilla Parishad.
- 10) Office Notice Board.

**Manager (Training)**  
**RCTRC Kalyani, Nadia &**  
**Executive Engineer P&RD**

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## Standard Bidding Document

1. For and on behalf of the Director, RCTRC, Kalyani & the Superintending Engineer P&RD Department, Govt. of West Bengal; The Manager (Training), RCTRC & Executive Engineer, P&RD Department invites the e-tender, from the reputed caterers for providing food catering services per day per person based on the trainee batch size. The number of persons can be increase or decrees as per official meetings and training schedule. The minimum number of participants shall not be less than 15 subjected to maximum of 45.
2. Date of release of Invitation for tender through online: 30.04.2025 (dd/mm/yyyy).
3. **Earnest Money: Rs: 10000.00/- (Rupees Ten Thousand only) Earnest Money shall be deposited by the bidder in online mode only** following memorandum of the Finance Department Audit Branch Memo No-3975-F(Y) dated: 28<sup>th</sup> July, 2016. Payment to be made through ICICI payment gateway (online) in e-procurement portal for deposit and refund of EMD.
4. Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be upload in appropriate folder.
5. EMD made otherwise will be rejected.
6. Last Date/ Time for receipt of tender through Online: 14.05.2025 (dd/mm/yyyy) up-to 14:30 Hours (time)
7. Only online submission of tender is permitted, therefore; tender must be submitted online at the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The technical qualification part of the tender will be opened online at 15:00 Hours (time) on 16.05.2025 (date) by the authorized officers. If the office happens to be closed on the date of opening of the tender as specified, the tender will be opened online on the next working day at the same time.
8. The tender for the work shall remain valid for acceptance for a period not less than ninety days after the Opening of Financial bids.
9. Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest quotation is not obligatory to the undersigned. If the lowest quotation, in the opening, of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh quotation and so on.
10. The agreement is valid for only one (1) year from the date of award of the work.
11. The Successful bidder in no case will enjoy the right to subcontract during the period of contract.
12. The undersigned reserves the right to reject any or all of the tender without assigning any reason what so ever.
13. Other details can be seen in the tender documents. The Employer shall not be held liable for any delays due to system failure beyond its control.
14. Participants should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
15. Having Firm registration certificate.
16. Having PAN.
17. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
18. Professional Tax Clearance Certificate Valid Trade License.
19. Income Tax return along with 26 AS of last three years.
20. Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be upload in appropriate folder.
21. Partnership firm shall furnish registered partnership deed and the company shall furnish the Article of Association and Memorandum.
22. The registered Co-Operative societies should submit the registration certificate, current renewal certificate of their cooperative from competent authority with Technical bid.
23. Power of attorney (in case of Partnership firm/Private limited company if any).
24. A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
25. Food preparation area should be within RCTRC, Kalyani Campus. Food to be prepared/cooked in the kitchen situated within the premises of RCTRC only.
26. The bid of Any Black listed agency will not be accepted.
27. Arbitration will not be allowed in any case.
28. Tender Inviting authority may cancel or reject the tender without assigning any reason thereof.

**Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer P&RD**

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## ANNEXURE – A

### PROFORMA FOR RATE QUOTATION

Menu Break-Up Details	Rate per Head per day including GST (In. Rs.)
<b>BREAKFAST:</b> {(ALOO PARATHA 2 PCS / GREEN PEAS KACHURI 4 PCS / DAAL PURI 4 PCS) + (CHANA MASALA / ALOO DUM) + (PICKLE / SAUCE / DAHI)} / {BREAD BUTTER TOAST + BANANA + BOILED EGG (2 NO)} / {(4 PCS IDLI / 2 PCS IDLI & 2 PCS BADA / 1 MEDIUM PLATE (8 INCH) UPMA / 1 MASALA DOSA / 1 MEDIUM PLATE POHA) + (SAMBAR / GHUGNI / CHATNI)} + SWEET 1 PC + TEA 1 CUP / COFEE 1 CUP.	
<b>REFRESHMENT /TEA BREAK:</b> BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP / COFEE 1 CUP.	
<b>LUNCH:</b> SALAD + (RICE (DEHRADUN) / FRIED RICE / JIRA RICE / PEA RICE) + VEG DAAL + (BHAJI / CHIPS) + SABJI / MIX VEG + (CHICKEN 5 PCS / MUTTON 3 PCS / FISH 100 GM / CHILLI CHIKEN 6 PCS / 100 GM PANEER) + PAPAD + CHATNI + SWEET 2 PCS + (DAHI 100 GM / ICE CREAM) + (COLD DRINKS / BURANI).	
<b>REFRESHMENT /TEA BREAK:</b> BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP / COFEE 1 CUP.	
<b>TIFFIN:</b> {PUFFED RICE + (VEG PAKODA 4 PCS / CHICKEN PAKODA 4 PCS)} / (EGG ROLL / MIXED NOODLES / CHICKEN SATAY 4 PCS / CHICKEN MOMO 6 PCS) + TEA 1 CUP / COFEE 1 CUP.	
<b>DINNER:</b> SALAD + {(RICE (DEHRADUN) / FRIED RICE / JIRA RICE / PEA RICE / ROTI) + VEG DAAL + SABJI + FISH CURRY} / {(CHICKEN / MUTTON BIRIYANI + CHICKEN CHAP)} / {(RICE (DEHRADUN) / ROTI) + VEG DAAL + (BHAJI / CHIPS) + SABJI + (CHICKEN 5 PCCS / MUTTON 3 PCS / FISH 100 GM)} + PAPAD + CHATNI + SWEET 2 PCS + (COLD DRINKS / BURANI) + (ICE CREAM / DAHI 100 GM)	
<b>Total =</b>	

Signature of Agency

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**UNDERTAKING & ACCEPTANCE LETTER BY THE CATERING AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Quotation comprising (Technical & Financial Bid) for providing catering services at RCTRC -Centre Name. I/We agree to all these conditions and offer to provide food catering service at RCTRC. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

**Signature of Agency**