



**WEST BENGAL STATE EXPORT PROMOTION SOCIETY**  
Government of West Bengal

2, Church Lane, 4<sup>th</sup> floor, Room No.401, Kolkata – 700 001.

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**Notice Inviting Tender( Offline) No. WBSEPS/Tender/18-19/Synergy 2018/Misc./1**

Director & Member Secretary, West Bengal State Export Promotion Society on Behalf of the Department of Micro, Small & Medium Enterprises and Textiles, Government of West Bengal invites price quotations from reliable and experienced caterers / food suppliers having experience in the work of Bulk food supply for preparing, supplying and serving Breakfast on 20.08.2018 & 21.08.2018 and lunch on 20.08.2018 with all necessary arrangements for dining table with chairs and serving equipments at "Naba Prajanma" (Youth Hostel at Swami Vivekananda Yuba Bharati Kiraangan premises),Salt Lake for the guests participating in MSME Synergy 2018 as detailed in the Financial Bid.

(Submission of Bid offline only)

1. Bidder may download the Tender Document from the website, <https://www.wbseps.com>
2. Bid should be submitted in sealed envelopes separately for Technical Bid and Financial Bid.
3. **Eligibility Criteria for participation in tender :**
  - (a) Only the caterers/ food suppliers having experience in supply of bulk food should submit tender.
  - (b) The caterers/ food suppliers should have experience of similar supply work during the last three years.
  - (c) Caterers/ food suppliers applying for the tender must have an office in Kolkata.
  - (d) Caterers/ food suppliers applying for the tender Should have current and appropriate Food Licence.
  - (e) Should have necessary permission for arrangements for dining table with chairs and serving equipments at "Naba Prajanma" (Youth Hostel at Swami Vivekananda Yuba Bharati Kiraangan premises),Salt Lake for the purpose from the appropriate authority.
  - (f) Should have valid Trade Licence of Catering Business issued by the competent authority.
  - (g) Should have PAN Card
  - (h) Should have current Professional Tax receipt challan.
  - (i) Should have Current Income Tax Acknowledgement Receipt.

- (j) Should have Annual Turnover of not less than Rs. 25 Lakhs (Rupees Twenty Five Lakhs) on average for the last three financial years.
- (k) Should have GSTIN.

**Terms and Conditions ;**

1. (a) Subletting of contract is strictly prohibited.  
(b) Self authenticated copies of all Documents related to Eligibility Criteria to be submitted.  
(c) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
2. **Adjustment of Price (increase or decrease) :-** No escalation of cost will be allowed.
3. No Mobilisation Advance and Secured Advance will be allowed.
4. All food items should be fresh and prepared with good quality of items and shall be procured and supplied by the caterer/ food supplier at their own cost.
5. **Inspection and tasting of food :**

**To become technically qualified the bidder shall also have to pass the quality tasting of food by the committee to be constituted by WBSEPS.**

6. **Important Information :- (Date & Time Schedule)**

**A. Last Date and time for submission of tender: 16 .08.2018 at 02 P.M.**

**Date and time of opening of Technical Bids of Tenders submitted in time :  
16 .08.2018 at 03:00 P.M.**

**Date and Time of Inspection and tasting of food of technically qualified bidder:  
16 .08.2018 at 05:30 P.M.**

**Date and time of opening Financial Bid : 17.08.2018 at 11:00 A.M.**

**B. Location of critical events: Bid Submission and Bid opening :-**

**Office of the Director & Member Secretary,  
West Bengal State Export Promotion Society,  
Oswal Chambers, 4<sup>th</sup> floor, Room No. 401,  
2, Church Lane, Kolkata - 700 001.**

7. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Director & Member Secretary, WBSEPS reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.
8. The intending tenderers are required to quote the rate offline only. No online tender will be entertained. Copy of the tender document signed and sealed in each page including the Financial Bid should be submitted by the bidder within due date and time.

9. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. Beside the WBSEPS may take appropriate Legal Action against such defaulting tender.
10. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
11. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
12. The intending tenderer is required to quote the amount in figures as well as in words.
13. No **CONDITIONAL/INCOMPLETE TENDER** will be accepted under any circumstances.
14. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
15. The Director & Member-Secretary, WBSEPS reserves the right to cancel the N.I.T. due to unavoidable circumstance and no claim in this respect will be entertained.
16. All bidders are requested to remain present either personally or through their authorized representatives at WBSEPS, during the opening of the Tender, to observe the tender opening procedure.
17. All liabilities arising out of engagement of workers will rest on the Successful tenderer.

**A. TENDER COMMITTEE :**

**(i) Opening of Tender :-**

Technical proposals will be opened by the authorized representative of the Additional Director, WBSEPS/ constituted Tender committee. Intending tenderers may remain present if they so desire.

(ii) While evaluation the committee may summon the tenderer for clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

(iii) The contractor is to quote the rate in the space marked for quoting rate in the BOQ mentioned under Financial Bid in this N.I.T.

**B. AWARD OF CONTRACT.**

(I) WBSEPS reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employers' action.

(II) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

**C. DATEWISE MENU LIST and Approximate Number of Guests :**

**Date : 20.08.2018**

<b>TIME</b>	<b>MENU</b>	<b><u>Approximate Number of Guests</u></b>
<b>Breakfast</b>	<b>Tea and biscuit and Sandwich, Banana, Boiled Egg, Sweet, Min. Water</b>	<b>700 (seven hundred)</b>
<b>Lunch</b>	<b>Rice (Basmati), Dal, Vaji, Aluposto, Fish (2 pc), Chutney, Papad, Min. Water</b>	<b>2000 (Two thousand)</b>

**Date : 21.08.2018**

<b>Breakfast</b>	<b>Tea and biscuit and Puri, Chana dal, Boiled Egg, Sweet, Min. Water</b>	<b>1000 (One thousand)</b>
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**D. PAYMENT TERMS:-**

Payment will be released at a time after successful completion of the work and as per number of Breakfast and Lunch supplied and on production of bill duly certified by the Officer-in-Charge.

**Director & Member Secretary  
West Bengal State Export Promotion Society**

**FINANCIAL BID**

(To be submitted in the Letterhead of the Caterer/ Food Supplier)

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**Date : 20.08.2018**

<b>TIME</b>	<b>MENU</b>	<b>Rate per Head</b>
<b>Breakfast</b>	<b>Tea and biscuit, Sandwich, Banana, Boiled Egg (1 Pc.), Sweet (1 Pc.), Min.Water (500 ml.)</b>	
<b>Lunch</b>	<b>Rice (Basmati), Dal, Vaji, Aluposto, Fish (2 pc), Chutney, Papad, Min.Water (500 ml.)</b>	

**Date : 21.08.2018**

<b>TIME</b>	<b>MENU</b>	<b>Rate per Head</b>
<b>Breakfast</b>	<b>Tea and biscuit, Puri, Chana Dal, Boiled Egg (1 Pc.), Sweet (1 Pc.), Min.Water (500 ml.)</b>	

Note:

- i)Rate quoted should be inclusive of all taxes, duties providing dining table with chair & all other costs.
- ii) Only GST will be paid extra as applicable and to be quoted separately.

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Signature with office seal of the Bidder