



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700 160

Memo no. WBSCTVESD/TED/2024-25/3075

Dated : 24.12.2024

Expression of Interest (Eoi) (Through Pre-qualification & offline Submission of Bid)

Subject : Expression of Interest for Empanelment of Agencies for Catering Services at WBSCT&VE&SD, Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160 for 2024-2025

The Competent authority of the Council [WBSCT&VE&SD] invites seal quotation for Expression of Interest for Empanelment of Agencies for Catering Services at WBSCT&VE&SD, Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160 for 2024-2025

In view of above, bonafide & reputed bidders are hereby requested to submit offline bids as per the details given below.

Sl No.	Name of Work	Earnest Money Deposit	Cost of Tender Document	Duration of Work	Eligibility of Bidders
1	Empanelment of Agency for Catering Services at WBSCT&VE&SD, Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160 .	Rs. 10,000/- in favour of WBSCT&VE&SD Payable at Kolkata	NIL	As per issuance of work order	Bonafide & reputed bidders having credentials in similar nature of work at least Rs 25 Lakhs per Year .
EMD relaxation as per Financial Rule subject to submission of proper documents, if applicable					

SPECIAL TERMS OF CONTRACT :-

Schedule :-

Sl No.	Activity	Scheduled Date
1	Date of uploading of EOI Documents (online)	24.12.2024
2	Documents download start date (online)	24.12.2024
3	Date of Prebid Meeting with the intending bidders in the office of the WBSCT&VE&SD	30.12.2024 at 12: 30 PM
4	Bid submission start date (Offline)	31.12.2024
5	Bid submission closing date (Offline)	07.01.2025 at 2:30 PM
6	Bid Opening date for Technical & Financial proposals: (Offline)	07.01.2025 at 4:00 PM

Scope of work

- On selection of being the empanelled catering service provider, Workorder will be given to the vendor for providing Food and Beverages to the Council's meetings, seminar, conference and exhibition etc.
- The catering agencies should have prior knowledge of Karigari Bhawan and its facilities.
- The catering agencies must use the facilities with full care and no damage of the property and infrastructure of WBSCT&VE&SD.
- The catering agencies must ensure that they follow all fire safety norms. They must use heating appliances as per the power access norms and cook using fire at destined place only. Storing of any fuel, gas cylinder, combustible items is not allowed.
- The catering agencies must look after the cleanliness, stainlessness, waste management. They must daily clean their cooking and food preparation area after area, pack all garbage and throw at destined area.
- No food waste can be thrown open. All wastes are to packed in garbage bags and disposed at the garbage area of Karigari Bhawan.

- vii) The catering service agencies will have created their own makeshift temporary cooking area in consultation with WBSCT&VE&SD.
- viii) The catering agencies have to comply with the drainage norms. No wastes can be dumped in drains. Failure of such will lead to an imposition of penalty and even cancellation of empanelment.
- ix) Supply of Tea/Coffee/High Tea/Snacks/Lunch/Dinner in the official meetings/ other occasions, conducted by WBSCT&VE&SD from time to time.

Eligibility Criteria :-

- i) The catering agencies must be registered and have valid Trade License.
- ii) The catering agencies should be registered under GST and PAN.
- iii) The catering agencies must have ESI CERTIFICATE, EPFO CERTIFICATE, FSSAI certificate, Food Safety Licences, ISO 9001, 2015,2018 CERTIFICATES and other related credentials for food and beverage operation.
- iv) The vendor Should have a local office in Kolkata.

Tenure: The selected agencies will be empanelled for 1 year.

General Terms of Contract :-

- a) The catering agencies must be in the similar business for 10 years.
- b) The catering agencies must have catered minimum 500 people in single event in any of 3 financial year.
- c) The catering agencies must have handled 10 large events in last 5 years. Work order or Invoice for such must be attached as documentary proof
- d) The catering agencies must have Average Annual Turnover for Rs. 25 lakhs per year for the last 3 years

Submission:- In one envelope marked 'Empanelment of Agencies for Catering Services at WBSCT&VESD for 2024-2025' to Chief Administrative Officer, WBSCT&VE&SD, Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160

Termination of Contract :-

At any point of time if any complaint is received from any side or the catering agency is found involved in malpractices, not adhering to the rules of the Council or involved in fights, quarrels and creating unpeaceful environment in Karigari Bhawan, the empanelment of the catering agency will be cancelled.

Penalty :- Penalty @ 10% of the bill value will be imposed if the supplied quality of material and service differs from the mentioned quality of the Service. In this Connection, Penalty will also be imposed @ 5% if the job is not executed within stipulated time period. if the company fails to execution of the job. Company may be backlisted and debarred from participation of Tender process of WBSCT&VE&SD.

Force Majeure:-

If the performance as specified auction may be prevented, restricted, delayed or interfered by reason of:

Fire, explosion, cyclone, floods;

War revolution, acts of public enemies, blockage or embargo

Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrictive trade practices or regulations;

Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or; Any other circumstances beyond the control of the party affected;

Settlement of Dispute :- Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.

Chief Administrative Officer,
WBSCT&VE&SD

Copy forwarded for information and necessary action to :-

- 1) Chairperson, WBSCT&VE&SD
- 2) Members of Purchase Committee, with a request to remain present at the time of opening quotation as stated above.
- 3) Office Notice Board.

Chief Administrative Officer,
WBSCT&VE&SD

EOI Form
Letter Comprising the Bid
(On the letterhead of the Company)

To,
Chief Administrative Officer,
West Bengal State Council of Technical and Vocational
Education and Skill Development,
Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III,
Newtown, Rajarhat, Kolkata-700 160

Sir,

1. With reference to your EOI No Vide Memo no. _____ Dt. _____ for empanelment of Catering agency, I/We, having examined the EOI document and understood its contents, hereby submit my/our application for the aforesaid collaboration with WBSCT&VE&SD via the mentioned fee model.
 2. I/ We acknowledge that WBSCT&VE&SD will be relying on the information provided and the documents accompanying such application by us for selection for the aforesaid collaboration, and we certify that all information provided and in Annexe are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such application are true copies of their respective originals.
 3. We shall make available to the WBSCT&VE&SD any additional information it may find necessary or require supplementing or authenticate this APPLICATION.
 4. We will abide by the guidelines of WBSCT&VE&SD from execution and catering of any event and shall look after WBSCT&VE&SD and prevent any damage and loss.
 5. We shall give complete and correct information on the no of heads we have catered per event.

 6. I/ We certify that in the preceding 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
 7. We/ satisfy(s) the selection criteria and meet(s) all the requirements as specified in the EOI document and am/ are qualified to apply.
 8. In the event of us being declared as the Empanelled Catering Agency, I/we agree to pay the EMD fees as per prescribed in the tender documents.
 9. I/We agree and undertake to abide by all the terms and conditions of the EOI document.
 10. I/ We hereby submit Annexure A, and all information mentioned are true and correct.
- In witness thereof, I/ we submit this application under and in accordance with the terms of this document.

Yours faithfully,

Date

(Signature, Name and Designation of the Authorized Signatory)

Place:

Seal

Annexure A

Name of the Firm	
Year of Incorporation/registration	
Registered office	
Postal address	
Tel./Fax/e-mail	
Type of Firm (Work area that the firm is involved in)	
Details of directors, etc.	
Details of registration of firm / company etc.	
Authorized Signatory Name: Designation: Qualification: With the company since: Line of experience/ expertise:	
Total Revenue Year wise	2021-22 2022-23 2023-24
Name of 10 events large events handled in last 5 years with not of people catered per event	
PAN No , GST No , FSSAI License No,	

Annexure- B (Price Bid)

Indicative Menu of Tea/Breakfast/Snacks/Lunch/Dinner etc. for Meetings / Workshops/ Seminars/ etc. (Vendors needs to quote rates. Final Menu will be decided by the WBSCT&VE&SD)

a) Tea/ Coffee

- i) Tea/Coffee/Green Tea/Fruit Juice,
- ii) Cookies/Biscuits

b) Breakfast Menu

- (i) Bread - omelette four piece of Bread and two eggs
- (ii) 2 Stuffed Paratha+ Pickles+Sauce+ Curd
- (iii) 5 Puri+bhaji + Pickle
- (iv) 2 Chola Bhatara + Pickle
- (v) Bread toast with butter/ Jam two piece
- (vi) Poha per plate
- (vii) 4 Idly + Sambar + Chutney
- (viii) 2 Dosa + Sambar + Chutney/ Rawa Uttapam + Sambar +Chutney
- (ix) Cornflakes (15 gm) with hot/cold Milk (200ml)

c) Standard Lunch

- (i) Roti/ Puri
- (ii) Plain Rice (The Vendor / Service Providers may also serve different types of Pulaos. For pulao's the rice to be used should be of good Quality Basmati Rice)
- (iii) Dal/ Dal Makhani/ Chana Masala (any one dal for menu)
- (iv) Dry Vegetables/ Mix Vegetables / Seasonal Vegetables (Two, of which One dry vegetable)
- (v) Boondi Baita/ Mix Baita/ Plain Curd

- (vi) Sweet (Rasgulla/ Ice Cream)
- (vii) Accompaniments(such as Papad, Pickle, Salads)
- (viii) For Non Veg Chicken Curry/fish curry/Chicken Masala/Fish masala (any one -2 pcs)

Note: For actual serving, only one of the options in each category has to be served

d) Executive Lunch Veg/Non-Veg

- i) Welcome Drink
 - ii) Veg Clear Soup/ Tomato Cream Soup/ Sweet Corn Soup/ Veg Mix Soup/ Veg Manchow Soup
 - iii) Roti/ Puri/ Lachha Pratha/ Green Puri/ Bhatura
 - iv) Plain Rice/ Jeera Rice/ Veg Pulao/Peas Pulao/ Fried Rice/ Navratan Pulao/ Chicken or Mutton Briyani (The Vendor / Service Provider may also serve different types of Pulaos or Briyani . For pulaos/ Briyani the rice to be used should be of good Quality Basmati Rice)
 - v). Dal/ Dal Makhani/ Chana Masala/ Yellow Dal/ Mix Dal/ Rajma/ Dal Handi
 - vi) Gajar Matar Beans/ Mix Veg/ Aloo Gobi/ Keema Matar/ Matar Mushroom/Palak Chana/ Cheese Kofta/ Palak Corn
 - vii) Dry Vegetables/ Mix Vegetables/ Seasonal vegetables
 - viii) Shahi Paneer/ Matar Paneer/ Chilli Paneer/ Palak Paneer/ Paneer do pyaza
 - ix) Pineapple Raita/ Boondi Raita/ Mix Raita/ Plain Curd/ Pudina Curd
 - x) Accompaniments (such as Papad- Roasted/ Fried, Pickle, Salads – Green salad, Russian salad/ Macaroni salad/ Dry salad)
 - xi) Sweet (Rasgulla/ Gulab Jamun/ Ice Cream/ Kheer/ Seviyan/ Fruit cream/Gajrela)
- Indicative Non-veg items: (Chilly Chicken/ Masala Chicken / Butter Chicken / Methi Chicken / Karahai Chicken / Chicken Do Pyaza) + (Fish Curry / Fish Fry)

e) Snacks for High Tea :-

- i) Bread Pakoda/ Samosa/ wafers -[Any one item]
- ii) Pastries/ Patties/ Subway/ Cake's Sandwich [Any one item]
- iii) Roasted cashew nuts(10 pieces)/ Roasted almonds(10 pieces) - [Any one item]
- iv) Bakery biscuits plain/salted -[Two sweet & two salted]
- v) Biscuit- sweet/ salted -[Two sweet & two salted]
- vi) Real Juice – 01 Glass (Big)
- vii) Cold drinks -01
- viii) Cut Fruits – (03 seasonal fruit)
- ix) Mineral water – small (200 ml)/ big (500 ml)

Note :-

- (a) Adequate quantity of Tooth Pick and mouth fresheners shall be kept on the centre table daily and paper napkin will be supplied to each diner
- (b) Changes of Menu items can be made in consultation with the Estate Officer / department/ Assistant Estate Officer.
- (c) Oil used for the preparation of the food items will be branded groundnut oil / Mustard oil or as specified by the Bank from time to time
- (d) Ingredients/ Raw material Used in preparation of food to should be branded (ISI/Agmark only).