

West Bengal tourism development corporation limited

(A Govt. of West Bengal Undertaking)

Saltlake Sector II , DG Block, Kolkata 700091

Email :visitwestbengal@yahoo.co.in

Website :www.wbtdcl.com / www.wbtourism.gov.in

No. 1625 / WBTDCL/ XIX-267(Pt-II)

Dated :25.9.2018

NOTICE INVITING Quotation

NIQ 12/WBTDCL/2018-19(Operations) 2nd call

The Managing Director, West Bengal Tourism Development Corporation Ltd. Udayachal Tourist Lodge, 1st Floor, DG Block, Sector - II), Kolkata, West Bengal, invites tenders from reputed caterers with proven track record, for “**Supply of Food Items during Sharadotsav 2018 for its Luxury Bus tours to Outskirts & Udbodhani**”.

The tender document may be down loaded from www.wbtdcl.com

Scope of work:

Supply of food items at Tourism Centre for various Packages during the Durga Puja, departing from Tourism Centre, B.B.D. Bag Kolkata. Packed food items should be in colourful decorative and firm boxes having detachable lid and branding of WBTDCL (Logo & name). Folding packets will not be allowed.

1. BIDDERS ELIGIBILITY CRITERIA:

- 1.1 Bidders having at least 3 (Three) years satisfactory experience in the catering business
- 1.2 Should have valid Food / Trade License & any other relevant certificates
- 1.3 The Bidders must have authenticated documentary evidence certifying an annual turnover of at least **Rs.20.00 lakhs (Rupees Twenty Lakhs)** for each of the last three financial years.
- 1.4 Should have valid PAN & GST Registration.
- 1.5 The caterer should have prior experience in handling catering in any Government programmes, preferably Package Tours, similar festival themes successfully in recent years and without complaint.

2. INSTRUCTIONS TO BIDDERS

2.1 Bid Submission

For the purpose of the present job, a two-stage bidding process will be followed by the WBTDCL. The response to the present tender shall be submitted in two parts by the vendor,

Part 1 (A) containing compliance to the Terms and Conditions as mentioned in Technical Bid (Part 1A of this document)

Part 1 (B) containing the practical presentation of cooking of the parties qualified in Technical bid and Part 2 containing the Financial Bid (Part 2).

The bidder shall submit the Part 1A and Part 2 Portion of the Bids separately, in sealed envelopes, duly super scribing ‘**Technical Bid**’ on one envelope and ‘**Financial Bid**’ on another envelope - Both the envelopes shall be submitted by the tenderer in another third sealed envelope super scribing ‘**Offer for Supply of Food Items during Sharadotsav 2018 for its Luxury Bus tours to Outskirts & Udbodhani**’.

Note:

Part 1 of the Bid shall NOT contain any pricing or commercial information at all. In the first stage of evaluation process, only Technical Bid (Part 1A) of the bids will be opened and evaluated by the WBTDCL. Those bidders satisfying the technical requirements as determined by the WBTDCL and accepting the terms and conditions of these documents shall be short-listed.

In Part 1(B), The short listed candidates will undergo a Physical Sample Verification Test at the Venue and date, decided by WBTDc, of the Menu as in Annexure, for atleast 2 pax. Fuel, Raw materials, Oven, utensils & crockery, required for preparation and servicing, to be brought by the bidder. Evaluation would be for the Food Production/Quality/Taste/Presentation/hygiene/Packaging (for packet food)

Under the second stage of evaluation process, the Financial Bid (Part 2) of only those bidders, which have been short listed/qualified earlier in first stage, will be opened.

Bids duly **sealed** should be hand delivered so as to be received on or before **03.10.2018** up to **13.00 hours** at the following address: Managing Director, West Bengal Tourism Development Corporation Ltd.; Udayachal T. Lodge Building 1st Floor, DG Block, Sector-II, Salt lake City, Kolkata -700 091.

Important dates :

Last date of submission **03.10.2018** up to **13.00 hours**

Technical Bid : 4.10.18 at 12:00 hrs

Cooking practical sample tasting : to be intimated on 4.10.18

Financial Bid : to be intimated on 4.10.18

2.2 Earnest Money Deposit(EMD) & Security Deposit (SD)

An amount of **Rs 7000/-** (Rupees seven Thousand only) by Payee's A/c Bank draft from a reputed Bank drawn in favour of 'West Bengal Tourism Development Corporation Ltd.', payable at Kolkata to be put in the Technical Tender document as **Earnest Money**. The tenderer's name etc. should not appear on the Bank Draft. This amount will be refunded in due course to the unsuccessful tenders. Tenders not accompanied by earnest money shall be summarily rejected. No interest shall be payable on the earnest money.

A **Security Deposit** of **Rs 12000/-** (Rupees twelve Thousand only), (EMD Rs 7000/- + balance amount Rs 5000/-) require to be submitted during receipt of Work Order by the successful bidder and maintained with the office, to be adjusted with Final Bill Amount.[EMD will be adjusted/converted to Security deposit]

2.3 Format and signing of bid

A forwarding letter listing all the documents enclosed with Technical Tender, signed by the tenderer or an authorized signatory of the tenderer is required. All pages of all the documents should be duly stamped with the seal of the organization and signed by the tenderer.

In one envelope marked 'Technical Bid' put the forwarding letter plus all the requisite documents duly signed and sealed in compliance with provisions of this tender document plus Part1A plus Bank Draft of Earnest Money. In the second envelope marked 'Financial Bid' put only Part 2 and Annexure I.

2.4 Evaluation and comparison of Bids

Only bids from Bidders, meeting the eligibility criteria and submitting the complete and responsive bids will be evaluated and compared.

The **selection will not solely based on the lowest quotation** but on the weightage on past experiences of supplying quality food, Company credentials, physical sample testing and on the sole discretion of the management of WBTDc

The evaluation procedure to be adopted for the bid will be the sole discretion of the WBTDc and the WBTDc is not liable to disclose either the criteria or the evaluation report / reasoning to the bidder(s).

2.5 Acceptance or rejection of Bid

The WBTDc reserves the right to accept any bid, or reject all or any bid at its sole discretion without assigning any reason whatsoever.

3.0 Penalty Clause:

The successful bidder is expected to deliver -

- I) As per the quality standard of Food, maintaining proper hygiene, using branded and quality raw materials. The standard of food and taste should not deviate from the qualified standard presented during the Physical Sample verification.
- II) Service Staff to be properly dressed in clean formal service uniforms including shoes, as per industry standard (Gloves, caps/apron/coat to be used wherever applicable).
- III) Clean, hygienic and good quality crockery, cutlery / Packets
- IV) Waste buckets in sufficient numbers at the venue/s
- V) Timely delivery of Food at scheduled venue

Failing any of the above and in case of any guest complaint found to be true, the management has the right to confiscate the Security Deposit and/or blacklist the Company for a minimum of 5(Five) years.

Managing Director

TECHNICAL BID DOCUMENT (PART -IA)
(All relevant documents should be submitted along with)

- 1 Name of the Firm :
- 2 Address (with telephone number & fax number) :
- 3 Name & address of the proprietor / partners / directors (with mobile number) :
- 4 Contract person(s) (with mobile number)
5. Average Annual Turnovers (last 3 years ended 31.3.2018)
Certified by Chartered Accountant :
- 6 Permanent Account Number (PAN) Xerox :
- 7 GST No. & registration certificate
- 9 Details of EMD
- 10 Copy of Trade / Food Licence
- 11 Details of VAT Registration
- 12 Proof of continuous business for last 3 years.

Signature of bidder/authorized person

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I understand that in case any deviation is found in the above statement at any stage, I /we will be blacklisted and will not have any dealing with the Department in future. I/We also will adhere to the guidelines strictly and accept all the Terms and Conditions of the Tender Notice No. _____ of WBTD

(Signature of Authorized signatory with date)

Name of the party:

Seal:

Compliance to all the points mentioned in technical bid shall stand for evaluation of Technical Bid

Signature of bidder/authorized person

Guidelines to Bidders

- A. Earnest Money Deposit (EMD) as stated in paragraph 2.3 must be put in the Technical Bid
- B. Bidder must sign every page of this bid and also sign all the documents furnished with this bid.
- C. The price is to be quoted as per the Menu proforma attached in Annexure I and the price along with applicable GST mentioned separately will be termed as final. No extra claim on these accounts shall be entertained
- D. In the financial bid the amounts should be legibly written.
- E. Food should be prepared with branded cooking medium and good quality ingredients maintaining the best hygiene standards. The quality of food should be of supreme grade.
- F. The packets/ foil wraps/ crockery and cutleries etc must be of the best quality, clean and fresh. The service staff should be properly and neatly dressed.
- G. The food packets should be delivered in the scheduled place and due time as mentioned in the Annexure I. Failure to comply shall attract penal action as may deemed fit by WBTDC Ltd

Following documents must be enclosed with the Technical Bid:-

- 1. Bank Draft of Rs 7,000/- (Rupees Seven Thousand only) from a reputed Bank in favour of West Bengal Tourism Development Corporation Ltd. at Kolkata.
- 2. Tender document, duly stamped by his official seal and signed by the tenderer on all the pages, in token of having accepted all the terms and conditions of the tender.
- 3. Authenticated copy of Trade License & Food License (Fssai)
- 4. Authenticated certificate of supply to organizations/ institutions where supply has been made.
- 5. Authenticated documentary evidence certifying annual turnover of Rs 20.00 lakh on an average in the last three financial years.
- 6. Authenticated copies of Balance Sheets for each of the last three financial years duly audited by a chartered accountant.
- 7. Photo copy of PAN Card and GST.

Managing Director

FINANCIAL BID

(PART 2)

The Managing Director,
West Bengal Tourism Development Corporation Ltd.
Udayachal Tourist Lodge Building
DG Block, Sector -II, Salt Lake City,
Kolkata 700 091

Reg: Tender for “Supply of Food Items during Sharodutsav 2018 for its Luxury Bus tours to Outskirts & Udbodhani”.

Sir / Madam,

This has reference to your tender for supply of Food items for **“Supply of Food Items during Sharodutsav 2017 for its Luxury Bus tours to Outskirts & Udbodhani”** followed by my technical bid. I have read all the terms & conditions as stipulated in the technical & commercial bids. I confirm that I fulfill the eligibility criteria as stipulated by you.

I offer my rates (inclusive of all rates etc. , taxes mentioned separately), as per the schedule in Prescribed Proforma.

Signature of bidder/authorized person

ANNEXURE I : PRESCRIBED PROFORMA FOR BIDS FOR SHARADOTSAV 2018 : BUS TOURS –UDBODHANI & OUTSKIRTS

RATES TO BE QUOTED IN THE LAST COLUMN (COL. 7)

A. TOURS IN KOLKATA BY AC BUS							
Tour Name (1)	Dates (2)	Require ment (3)	Time of Service (4)	Place of Service (5)	Menu (6)	Rate per head excludin g tax (Rs) (7)	Remarks (8)
Udhbodh ani Dep : 10.00PM	13,14,15 ^t h Oct	Packed Dinner	9.00 PM	Tourism Centre, Kolkata	<u>Packed Dinner:</u> Khuska Pulao-100 gm, Vegetable Navratan-50gm, Chicken Butter Masala/ Paneer Butter Masala-(for veg) 125 gm, Baby Nan-2pcs-100 gm, Dal Makhani-50gm, Pickle in packets (1 portion), Jalbhara Sandesh (Large) -1pc, Kaju Barfi-1pc, (Rs. 10/- or more), Hajmola Candy -2pcs, Packaged drinking water(ISI)-1 ltr.		Salt & pepper in sealed Sachets. Tooth pick. Baby Nan in foil wrap. Food items in Aluminum Box. Small size plastic spoon & fork along with 3 napkins inside box. All items to be cost included
Hooghly Safar Dep : 7.00 AM	16,17,1 8 th Oct	Packed B/fast	6.30 AM	Tourism Centre, Kolkata	<u>Packed brakfast:</u> 3 triangles cheese sandwich cellophane wrapped, Chocolate/fruit cake/plain butter cake -sliced (Big size atleast Rs 15/-)-1 pc, Maaza/ Frooti 200ml in tetrapack-1pc, Paneer Shaslik- 1portion,Talsas Sandesh (large) (Rs. 12/-)-1pc, 1 small packet jhuribhaja,1 apple large size 150 gm, Packaged drinking water (ISI)-1 ltr. , Hajmola Candy -2pcs. Tomato sauce 1 sachet		Salt & pepper & Tomato sauce in sealed Sachets. Tooth pick. Food items in Aluminum Box. Small size plastic spoon & fork along with 3 napkins inside box. All items to be cost included
Rarbang r Puja (Borsul) Dep : 7.00 AM	16,17 th Oct	Packed B/fast	6.30 AM	Tourism Centre, Kolkata	SAME AS ABOVE		Same as above
Rarbang r Puja (Guskara) Dep : 7.00 AM	16,18 th Oct	Packed B/fast	6.30 AM	Tourism Centre, Kolkata	SAME AS ABOVE		Same as above

Surul Rajbari Dep : 7.00 AM	17,18 th Oct	Packed B/fast	6.30 AM	Tourism Centre, Kolkata	SAME AS ABOVE		Same as above
Kashimbar Razbari Dep : 7.00 AM	17 th Oct	Packed B/fast	6.30 AM	Tourism Centre, Kolkata	SAME AS ABOVE		Same as above
Bijaya Package, Bishnupur Dep : 7.00 AM	19 th Oct	Packed B/fast	6.30 AM	Tourism Centre, Kolkata	SAME AS ABOVE		Same as above

N.B.: Salt & pepper in sealed Sachets. Tooth pick. Sandwich in cellophane wrap. Small size plastic spoon & fork along with 3 napkins inside box. All items to be cost included

Rate of Tax per head in % :

I declare that I will strictly adhere to the quantity and the rate quoted herein and will **not compromise on quality of the food** supplied and am ready for any penal action on diversion of any sort on this.

Date:

Place:

Representative

bidder/authorized

.....

Signature and stamp of

Full Name: