

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. 1044 / WBTDCL/ XIX-267(Pt-II)

Dated : 20.8.19

NOTICE INVITING Quotation

NIQ 37/WBTDCL/2019-20 Operations

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 Programme 2019** for its luxury Vessel Tours. The tender document may be down loaded from www.wbtdcl.com

Scope of work:

Supply of food items for the **Vessel Tour Packages**, in buffet arrangements and Packets, as specified in the requirements of Annexure I. 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 Cruise programmes for 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 1 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 Catering Services in Vessel during Sharadotsav 2019**'.

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 1) 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 & serving, 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 Commercial Bid (Part 2) of only those bidders, which have been short listed earlier in first stage, will be opened.

Bids duly **sealed** should be hand delivered so as to be received on or before **3.9.19 2019** **up to 12:00 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 **3.9.19 up to 12:00 hours**

Technical Bid : 4.9.19

Cooking practical sample tasting :6.9.19

Financial Bid : 9.9.19

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

An amount of **Rs 10000/-** (Rupees Ten 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 20000/-** (Rupees Twenty Thousand only), (EMD Rs 10000/- + balance amount Rs 10000/-) 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.

The successful bidder requires to submit, within 2(Two) working days of receiving of the Work Order, a Letter of Work Acceptance, as per the Format annexed herewith this document, failing which it will be deemed that the bidder has failed to accept the job.

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, in case of any guest complaint found to be true and if the successful bidder backs out after issuance of Work Order for any reason whatsoever, the management has the right to confiscate the Security Deposit and/or blacklist the Company for a minimum of 5(Five) years.

4.0 Dispute:

I) In case of breach of any of the conditions stipulated herein WBTDC shall be at liberty to terminate the contract without prejudice to the right of WBTDC to claim damages on account of breaches thereof in the same manner as stated above.

II) In the event of a dispute arising between the supplier and WBTDC during the currency of the contract or after the conclusion thereof, the same shall be referred to the Sole Arbitration of the Chairman, WBTDC or MD WBTDC or the Officer appointed by him and his award shall be final and legally binding on both the parties and there will be no objection to this effect that the officer who has been appointed by the Chairman/MD is an employee of WBTDC or that in course of his dealing with official matter he has expressed any opinion on this subject.

III) Any dispute whatsoever shall be subject to within the jurisdiction of Kolkata Courts only.

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 31.3.2019)
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

(In Company Letterhead)

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 WBTDC

(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/typed.
- 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 (EMD) of Rs 10,000/- (Rupees Ten 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 registration.

Managing Director

(In Company Letterhead)

To
The Managing Director
WBTDCLtd
Kolkata

Sir

Letter of Work Acceptance

In reference to W.O. No. dt, I hereby accept the job assigned as per the Terms, conditions, clauses and guidelines including the Penalty issues mentioned in the Tender No.

In case of any dispute, the decision of MD, WBTDCLtd will be final and binding on us and I/we would accept any decision taken by the management of WBTDCLtd.

Thanking you

Yours faithfully

(Name, Company Name, Seal & Signature with date)

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 *Sharadotsav Programme 2019* for its Luxury Vessel tours.
- Commercial Bid**

Sir / Madam,

This has reference to your tender for **supply of food items** during ***Sharadotsav 2019*** for its **Luxury Vessel tours**, followed by my technical bid. I have read all the terms & conditions as stipulated in the technical & financial 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 2019 : VESSEL TOURS

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

TOURS ON BOARD VESSELS

Tour Name (1)	Dates (2)	Requirement (3)	Time of Service (4)	Place of Service (5)	Menu (6)	Rate per head excluding tax (Rs) (7)
Mahalaya with Tarpan Dep : 8.00 AM	28 th September 2019	B/fast& Lunch - Buffet	9.30 AM B/Fast 1.00 PM Lunch	On board Vessel	Tea service on arrival of guest. B/FAST: Luchi, Chholar Dal, Aloodum, Apple, Rosogolla large size 1 pc. Tea/ Coffee. LUNCH: Plain Dehra Doon rice, Moong dal with vegetables, Beguni , Sukto , Alu posto, Chhana Dalna, Amsatta, Khejur&Kismis,- Chutney, Papad, Salad, Jalbhara Sandesh, (large), Gulab Jamun, Ice Cream, Misti Pan, Packaged drinking water from dispenser	
Durga Puja by Vessel Dep: Babughat at 10.00 AM	5, 6, 7 th Oct 2019	Lunch - Buffet	12 Noon	On board Vessel	Welcome Drink (Maaza/ Frooti) 200 ml in tetrapack , Tea service from tea urn, Assorted Veg Pakora , Plain Dehra Doon Rice, Radhaballavi, Chholar dal, Dhokar Dalna/Chhanar Dalna/Aloo posto, Vetki Paturi, Chicken Kosha, Tomato Amsatta Chutney, Papad, Salad, Rosomalai(minimum 4 standard sized balls in a cup), Gulab Jamun, Ice Cream, Misti Pan, Packaged drinking water from dispenser. For Veg: Mix veg with Paneer. Proper Waste disposal.	Non veg Rs Veg Rs....
Durga Puja by Vessel Dep: Babughat at 6.00 PM	5,6,7,8 th Oct	Dinner- Buffet	8.00 PM	On board Vessel	Welcome Drink (Maaza/ Frooti) 200 ml in tetra pack , Tea service from tea urn, Assorted Veg Pakora , Plain Dehra Doon Rice, Radha ballavi, Chholar dal with coconut, Dhokar Dalna/Chhanar Dalna, Pabda Sorshe, Mutton Kosha, Tomato Amsatta Chutney, Papad, Salad, Rosomalai (minimum 4 standard sized balls in a cup) , Gulab	Non veg Rs Veg Rs....

					Jaman, Ice Cream , Misti Pan, Packaged drinking water from dispenser. For Veg: Mix veg with Paneer Proper Waste disposal.	
Vessel Crew	5,6,7,8 Oct 2019(Lu nch & Dinner)	Lunch & Dinner		On board Vessel	Plain Rice, Dal, Veg Curry, Rohu Fish Curry-1pc / Chicken Curry- 2 pc alternatively in sessions, Papad, Chutney, Sweet-1 pc	
Immersio n Trips 2trips (6- 7.30 PM) & (8- 9.30PM)	9, 10 th Oct 2019	Pre- Plated snacks	5.30 PM & 7.30 PM	On board Vessel	Packed Snacks: 2 triangles Cheese Sandwich, Cocktail samosa 2 pieces, 1 egg free branded Chocolate cake with choco chips, 1 Jalbhara Sandesh, Package Drinking water from dispenser. Proper Waste disposal.	

N.B.: Quote should include

- 1 sachet each of Salt, pepper, Tomato sauce(for breakfast & snacks), Pickle(for Lunch/dinner), Mouth freshener to be served in each box
- Disposable Spoon, Fork, 2 tissue papers, 2 Nos. tooth picks to be supplied in each box
- Each item in box to be separately packed in cling films or as suitable to avoid mixing and maintain hygiene
- Proper waste disposal with enough nos. of Trash bags in Buses, Waste bins in departure venues and on board vessel to be supplied.
- The Food boxes for packed food should be of very good quality, hard boxes with branding of West Bengal Tourism Development Corporation Limited. Colours - White based for tourists, Blue for Staff, Green for Security/Sweeper/Driver.
- The boxes should be visibly marked with green dots(for Veg) and Red dots(for Non-veg) to demarcate between the two types.
- Packaged drinking Water dispenser to set up atleast at 4 points (2 Lower deck & 2 upper decks) on board vessel
- Tea to be served in paper cups of 150ml capacity, Water to be served in paper glasses of 200ml capacity.
- Except Packed food, Food to be served in proper crockery & cutlery set.

GST as applicable

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

Signature and stamp of bidder/authorized

Full Name: