



# West Bengal State Electricity Distribution Company Limited

(A Govt. of W.B. Enterprise)

## Human Resource Development Department

Bidyut Bhavan: HRD & TRG / PMS Deptt., 5th Floor, D-Block, Bidhannagar, Kolkata-700 091

Phone: +91 33 2358-2192/23197488 (Sec.): FAX: +91-33-2359-0176

E-mail: <hrdd.wbsedcl@gmail.com>

Tender Notice No. GM/HRD/Catering/Tender/06

Date: 17.07.2023

Memo No. GM/HRDD/BDN/Catering/2023/2024/154

Date: 17.07.2023

### TENDER DOCUMENT

"TENDER FOR CATERING SERVICE OF ELECTRICITY EMPLOYEES TRAINING INSTITUTE (EETI)-Burdwan, UNDER HRDD, WBSEDCL".

Estimated cost : Rs. 20,000,00.00 ( Rupees Twenty Lakhs approx. per year)

EMD: Rs. 50,000.00 ( Rupees Fifty Thousand )

Annual Turnover : Rs. 50,000,00.00 ( Rupees Fifty Lakhs)

Sealed tenders with the firm's own seal are invited from the bonafide resourceful and adequately experienced Caterers having minimum annual Turnover of Rs. 50,000,00.00 ( Rupees Fifty Lakhs) **during any one financial year out of last six financial years (2017-18 to 2022-23)**, for supply of food and beverages ( to be cooked and served) as per enclosed menu list ( Annexure-I) to the Trainees, Faculties, Guests and others at **Electricity Employees Training Institute (EETI)- Burdwan, Address:- Burdwan - Kalna Road, Hatgobindapur Bazar, (Inside 33/11 KV Power House)Dist. – Burdwan, Pin: 713 407** under HRD & TRG Department, WBSEDCL ( **for cooking and serving Lunch , Tea ect. )** for a period of initially for one year and may be renewed up to two years in phases (on yearly basis) as per requirement of the company and upon extremely good performance of the agency under same terms, condition, rates etc. with effect from the date of issue of the contract order. Sealed Tender will have to be dropped physically only from **24.07.2023 ( 11.00 am) to 07.08.2023 ( 3.00 pm)** at the Office of the GM (HRD & TRG/PM) , 5<sup>th</sup> Floor, D-Block, Bidyut Bhavan, Bidhannagar, Kolkata-700091 the Tender Box of that office after entering the receipt record by the official of HRDD and to be signed by the representative of the agency came to drop Tender, in Tender Register of HRDD. Bids will be opened for evaluation in the Office of GM(HRD & TRG/PM on **07.08.2023 ( 3.30 pm)** in presence of the attending bidders . The sealed envelope ( Cover- 4) should be super scribed with "TENDER FOR CATERING SERVICE OF EETI- Burdwan under HRDD , WBSEDCL" with Tender Notice Number, Agency Name and address . **Tender documents will be available on and from 24.07.2023 (11.00 am) in company's website : www.wbsedcl.in and the same may be downloaded for the purpose of submission of Bids. Any addendum or corrigendum if required will be uploaded and available in this website only.**

#### SCOPE OF WORK:

- ❖ As per Company's specification and enclosed menu list, **Breakfast and Dinner for minimum 15 heads and Lunch for minimum 20 heads** are to be cooked and served at campus of the EETI- Burdwan during a particular Training period however if no. of participants in any training programme at EETI - is found to be **less than 10 nos** due to any reason or any unforeseen circumstances, the Principal will allow for **Breakfast & Dinner for 10 heads and Lunch for 15 heads** from second day onwards of that particular training program.
- ❖ In case of **cancellation** of any Training Programme on the **1<sup>st</sup> day of programme** , Breakfast of minimum 15 heads and Lunch for minimum 20 heads will have to be arranged for **1<sup>st</sup> day only**. No bill will be paid for subsequent days of that cancelled Training programme.
- ❖ In addition, **Snacks & Tea/Coffee as per actual** (to be served in standard porcelain cups only) with or without Biscuits are to be served as per schedule given below. The vendor is liable to serve **Dinner for minimum Five (5) heads** on previous night and last night **with prior intimation from the Principal** of each training session.
- ❖ At present, the training courses of weekly **one day/two days to five days** except during Puja Months and other emergency situations/ Public issues/ Govt. imposed restriction in between Monday to Friday are being conducted throughout the month. **Normally 15 days training programme in a month except the months and situations stated above with batch strength varying from 15 to 20 participants are being conducted at the Training Institutes. This number may vary under certain exceptional situation**
- ❖ The vendor has to maintain a stock of required food grain and raw materials **except Fish and Meat and other perishable products** for at least one day in advance to avoid natural calamity/ social disturbance and other circumstances beyond control.
- ❖ The successful vendor will be bound to supply and serve food as per menu list and time schedule mentioned in this Tender .

Registered Office: Vidyut Bhavan, Block – DJ, Sector-II, Bidhannagar, Kolkata – 700 091.

CIN: U40109WB2007SGC113473, Website: www.wbsedcl.in

*[Handwritten signatures and initials]*



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- ❖ The successful vendor will be bound to supply proper food and snacks during holidays/weekly off days in case if any urgency arises.

### INSTRUCTION TO BIDDER

#### 1. Period of service :

The exact date and duration of Training Programme and number of heads for which the foodstuff to be prepared will be informed to the Vendor by the Principal of EETI- Burdwan . ideally **Seven (7)** days in advance. However the vendor is bound to serve the foodstuff exceeding the ordered quantity at a short period notice also.

#### 2. Time schedule for supply and serving of food/ beverages

Morning Tea with two (2) Biscuits	– 06.30 AM at Hostel Rooms
Breakfast	- 08.30 AM to 09.00 AM at Dining Hall of EETI
Tea / Coffee (after breakfast)	- 09.30 AM at specified place of EETI
Tea / Coffee	- 11.30 AM at specified place of EETI
Lunch	- 01.00 PM to 02.00 PM at Dining Hall of EETI
Tea/coffee	- 03.30 PM at specified place of EETI
Snacks	- 05.30 PM to 6.30 PM at Dining Hall of EETI
Evening Tea with two (2) Biscuits	- 06.30 PM at specified place of EETI
Dinner	- 09.00 PM to 09.30 PM at Dining Hall of EETI

#### 3. Logistic support:

The Company will provide the Kitchen, Store room and one room to accommodate the staffs of the Vendor. at the campus of EETI. No cooking gas and other allied items for preparation of food will be supplied by the Company except **one Refrigerator and one Micro Oven** . Such items should be returned to the representative of the Company in working and good condition after expiry of the contract with the Vendor. The Vendor shall be responsible to maintain the articles / materials / assets to be handed over to him at his own cost and risk. **The required utensils, crockery, cutlery, glassware etc. are to be arranged by the Vendor. Only Porcelain or Bone China dishes/plates will be allowed for serving food and beverages. Paper napkin must be provided in all occasion. Transportation charges will be borne by the vendor.**

#### 4. Quality of food:

- The food has to be prepared hygienically and only good quality food must be supplied & served. Only **branded spices/ oils/ milk ingredients** as per ISI recommendation are acceptable. **Prior approval of the brand has to be obtained from the In charge of EETI- Burdwan. Perishable products / raw materials such as fish, meat etc. are to be purchased by the agency on daily basis.** For supply of drinking water, the installed water purifier must be cleaned and maintained properly by the vendor on periodic basis. **Any malfunction of the water purifier and other equipments at dining hall must be brought to the notice of the office representative forthwith.**
- **A register is to be maintained by the Vendor for stock of food, spices, oils, milk ingredients etc, which requires to be updated regularly for inspection by WBSEDCL's representatives/authorized personnel as and when required.**
- **A feed back register will be maintained in the Dining Hall to record comments on serving quality, proper quantity and hygienic food and hospitality of the agency staffs on each day by the attending participants , faculties and to be verified by the Principal on daily basis. The Register must be handed over to office before closing of the office hour on each day.**
- **Principal or official of the Institute will check the raw material, cooking ingredients and daily prepared food to ascertain the quality, quantity and hygienic issue of the prepared food etc.**

- 5. **Dress code:** Cleaned formal catering Dress Code along with disposable Hair Nets must be maintained for providing cooking and catering services.

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6. Quotation from vendor having direct work experiences ( not as Sub-Vendor / on behalf of another Vendor/as out sourced franchising/3<sup>rd</sup> Party agency ) shall only be accepted.
7. No Sub letting/Outsourcing/Franchising shall be allowed in any circumstances.
8. No Consortium of any form will be allowed
9. Tender Validity: 180 Days from the next date of opening of the Tender documents .
10. Offer Validity of the Vendor: 180 Days from the next date of opening of the Tender documents

### 11. Validity of Contract:

The contract will be made *initially for one year and may be renewed up to two years in phases on yearly basis as per requirement of the company and upon extremely good performance of the agency under same terms, condition, rates etc.* However company will have the right to terminate the contract at any time if the performance is not satisfactory

*If more than 50% of the total participants/staff/guest rate the services provided by the caterer is either average or poor in three occasions during the period of contract, then the same will be treated as unsatisfactory performance.*

### 12. Termination of Contract:

The above contract may be terminated on either side by giving one month's notice. The company reserves the right to cancel / discontinue the contract at any point of time without assigning any reason thereof.

13. **Payment:** Payment will be made by the Accounts wing of HRD Department, WBSEDCL. **Monthly bill(s)** in triplicate along with **signed day wise food challan duly verified by the OE/SR. OE and counter signed by the Principal**, , photocopy of PO and other documents (photocopies of challans towards payments of PF/ESI( if applicable) **GST for the respective last month**) as stated above will have to be submitted to the Principal of respective EETI for payment in due course. The Principal of respective EETI will forward the bill(s), Training execution orders, attested copy of attendance sheet & other associated papers with due certification and authentication to the General Manager (HRD&TRG/PM), WBSEDCL for payment.

### 14. Earnest Money :

- a. Tender Notice No., Due date & time of submission of Tender and the words 'Cover-I Earnest Money' should be clearly written on the front side of the envelope super scribed in 'BOLD' with all the relevant Tender Name, Notice , Tender Date etc. The respective envelope shall contain the Earnest Money in DD/BG submitted in prescribed format . Bids for only those vendors who have submitted Earnest Money in desired format will be considered for opening Techno Commercial folder.
- b. **Earnest money:** An amount of Rs. 50,000 /- (Rupees fifty thousand only) in the form of Demand draft /Bank Guarantee (Annexure-III & IV) on any schedule bank approved by the Reserve Bank of India drawn in favour of West Bengal State Electricity Distribution Company Limited " payable at Kolkata will have to be submitted by the bidders as earnest money at the time of submission of their bid in Cover-1 ( Envelop). The validity of the Bank Guarantee should be at least 1 (one) year from the Bid submission date.
- c. Earnest money in any other form will not be accepted. *Vendor must keep the copy of the DD/BG required to be enclosed during application for refund.*
- d. Earnest money of the unsuccessful bidder will be refunded on written request of the bidder after finalization of the Tender.
- e. The Earnest money will be liable to be forfeited for the following reasons:

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- If successful bidder fails to execute the order within 15 (fifteen) working days from the date of issuance of the order.
- Failure to submit performance job guarantee (BG) within 30 days from the date of issuance of the order.
- If any cartel is formed by the bidders in tender process i.e. *any evidence of unfair trade practices, including overcharging ( abnormal high rate) , price fixing, cartelisation etc. as defined in various statutes*].

**15. Security Deposit :** a. Successful bidder who will be awarded with the order/contract, will have to deposit an amount Rs. 60,000.00/- ( Rs Sixty Thousand only) as Security Deposit in the form of Demand draft / Bank Guarantee (Annexure-V & VI) of any schedule bank approved by the Reserve Bank of India drawn in favour of "West Bengal State Electricity Distribution Company Limited" payable at Kolkata and the same will be refunded to the bidder on demand after successful completion of the work & expiry of the contract as stated in the order . Bank Guarantee validity shall be of three and half years from the date of receipt of the order.

b. Security Deposit as Contract/Job Performance Guarantee as stated above will be submitted within 30 (Thirty) days from the date of issuance of the Order and the same will be liable to be forfeited in the event of failure to execute the order.

c. On receipt of the Order, if the successful Bidder fails to take up the work within stipulated period or leave the work site after partial execution of the work, WBSEDCL shall have the discretion to get the work done through other agency (s) and the cost will be recovered from the selected bidder for the work.

d. On receipt of the above Security Deposit the earnest money of the successful bidder will be refunded on request along with copy of the DD/BG.

**No interest will be paid on Earnest Money/ Security Deposit.**

**16. Statutory Compliances:** The vendor should ensure Minimum Wages, Provident Fund and other Statutory Compliances for his staff ( if applicable) to be engaged for the above work as per existing Rules and Regulations of Government of West Bengal.

**17. Qualifying Criteria :** The Bidder must include the following documents ( in Cover -2) to substantiate the Qualifying Requirements (Criteria):

- a) Self attested photocopies of Certificates defining Legal Status, Registered Officers details.
- b) Job experience in similar field of activities i.e. Catering services . Total monetary value of similar work performed by the bidder must be mentioned in official letter head and is to submitted. Self attested photocopies copies of Orders, Execution orders and Copies of Invoices submitted to the ordering authority and Satisfactory Completion Certificate mentioning Contract order and execution orders detail are to be submitted ( enclosed).
- c) Self attested photocopy of valid Professional Tax Registration Certificate. Information regarding any litigation related to Tax is a must or any other matter which is pending in any Court in India or abroad from present up to last five years, in which the Bidder is involved, the parties concerned, the disputed amount and specifies areas of dispute. Audit Reports / Tax Audit Report/ Photo Copies of Income Tax Return acknowledgement of last three years ( 2019-20, 2020-21,2021-22). Self attested photocopy of valid GST Registration Certificate. Valid GST Return to be submitted for last two years in addition to valid GST Registration certificate
- d) Self attested photocopy of valid PAN Card
- e) Self attested photocopy of valid Employee Provident Fund Registration ( If applicable) ,



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- f) Self attested photocopy of Valid ESI Registration Certificate for works in ESI Coverage area) / Mediclaim (for works in Non-ESI coverage area) ( If applicable)
- g. PDF Copies of duly signed Balance Sheet / Trading Account / Profit & Loss Accounts along with supporting document & a duly completed certificate to be submitted as applicable.
- h. Self attested photo copies of valid FSSAI License in the Catering Service related Category and Trade License Certificate.

### 18. Price:

- a. Price offer shall be submitted in the prescribed format- ( Annexure-II ) only for the following item..

Sl No.	Items Description
1.	Rate for Breakfast (per head/ per day)
2.	Rate for Lunch (per head/ per day)
3.	Rate for Dinner (per head/ per day)
4.	Rate for Snacks (per head/ per day)
5.	Rate for Tea (per cup)
6.	Rate for coffee (per cup)
7.	Rate for two (assorted) Biscuits
8.	Rate for Packaged drinking water (1 Ltr.)

No deviation in any form in the Price Bid Sheet is acceptable subsequently & the entire Tender process of the Vendor shall be cancelled.

- b. **Price Bid :** Price offer is to be submitted under **Cover-3** inside the bid as per format mentioned in **Annexure II**. Tender Notice No, Due date & time of submission of Tenders and the words "**Cover –3 and Price Bid**" should be clearly written on the front side of the envelope. This envelope shall contain complete price schedule. **Price Bid evaluation will be made on lowest rate in total of all the items ( Sl. No. 1 to Sl. No. 8 )** basis obtained from the Techno commercially qualified Bidders.

- c. **Taxes, Duties and other levies:**

Only GST as applicable shall be paid extra.

### 19. BID SUBMISSION:

(I) **Cover 1 - Earnest money in DD/BG ( original) and Annexure III & IV.**

(II) **Cover 2- Techno Commercial bid** consisting of all Credential & documents in support of qualifying requirements as mentioned in Clause 18 and other places in this Tender along with bid document duly signed and sealed. Duly filled and signed with office seal of **Annexure VII and Annexure-VIII must be mandatorily submitted in this cover-2.**

(III) **Cover – 3- Price Bid ( Annexure-II)**

All the above three covers ( Envelops) shall be placed in a 4th cover ( Envelop) in property sealed super scribing "Tender Notice No., Subject Matter, Due date & time of submission and No. of covers Inside" mentioning Tenderer's name and seal and shall be **dropped physically only up to 3.00 PM on 07.08.2023 at the Office of the GM (HRD & TRG/PM) , 5<sup>th</sup> Floor, D-Block, Bidyut Bhavan, Bidhannagar, Kolkata-700091, in the Tender Box of that office** after entering the receipt record by the official of HRDD and to be signed by the representative of the agency came to drop Tender, in Tender Register of HRDD. Bids will be opened for evaluation in the Office of GM(HRD & TRG/PM on **07.08.2023 ( 3.30 pm)** in presence of the attending bidders .

*[Handwritten signature]*



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### 20. BID EVALUATION:

- a. Bids for those vendors who have submitted Earnest Money in desired format in cover-1 will be considered for opening Techno Commercial folder.
- b. Price bids will be opened only for the bidder(s) who will be qualified in their Techno Commercial Bids. Price Bid(s) i.r.o. the non-qualified Techno – Commercial bidder(s) will not be opened. Conditional and incomplete tenders are liable to summary rejections
- c. Financial bid with the lowest price will be the highest evaluated bid for selection of agency but the vendor quoting abnormally low rate with respect present market price , menu list and other criteria of this tender will be asked to submit rate reasonability and workability . In case the rate reasonability and workability in the reply of the vendor are found to be non convincing by the company then this Tender process will be cancelled forthwith.

21. Bidder shall take all possible measures to submit the bid within the schedule date and time at specified location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.

### 22. Issue of Order:

The order will be issued after completion of the Tender process on the successful vendors.

### 23. Acceptance of Order:

The successful bidder shall submit written unconditional acceptance of Contract Order within 7 (seven) working days from date of issuance of the same. Submission of conditional acceptance of the Order shall be treated as non-compliance of this clause and subsequently the order may be awarded to the next successful bidder.

### 24. Right to reject Bids :

WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

### 25. Conflict of Interest:

The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

Any bidder found to have a conflict of interest if his near relative is posted as an employee/ officer in any capacity in WBSEDCL, who is associated with the Tender inviting Authority or vice versa.

Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of WBSEDCL associated with the Tender inviting Authority during the execution of the Contract or vice versa.

**Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.**

### 26. Settlement of Disputes:

In case of any dispute arising out the contract, the same should be settled through meeting between the WBSEDCL and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of High Court at Kolkata only.

*Handwritten signature*



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### 27. Communication:

The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.

Telephone – (033) 2359 9078, 2359 0175, 2319 7519 and E-mail Id: [gm.hrdd@wbsedcl.in](mailto:gm.hrdd@wbsedcl.in)

### 28. Penalty as decided by the company will be imposed on the caterer as below :

- If there is any dereliction /irregularity in service or delay in service.

➤

If the food supplied by the caterer is substandard, non hygienic, stale food or insufficient quantity.

- If more than 50% of the total participants/staff/guest rate the services provided by the caterer as either average or poor.

In above cases penalty will be recovered directly either fully (100%) or partially ( 50%) of the related bill of that particular Training programme from the Caterer and the company's decision in this respect shall be final.

- The caterer shall be solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, the company may initiate further stringent actions as it may deem fit including termination of contract as well as forfeiture of Security deposit.

### 29. Representative of Vendor:

The catering agency should maintain high standards of services for which they will arrange sufficient staff viz Supervisor, Cook, Helper, Bearer and cleaner, as required.

- The bidder has to submit to the Principal the Name, Fathers name and copies of photo identity card preferably Aadhaar or Voter ID of all the staffs to be deployed at the EETI including supervisor. In case of replacement similar submission of information and documents must be submitted for the new person at least two days before. Any staff of the Caterer whose service is not satisfactory, should be replaced by the Caterer forthwith.

30. Controlling Officer: GM (HRD & TRG/PM), HRDD, WBSEDCL

31. Reporting Officer : Principal, EETI-Burdwan, HRDD, WBSEDCL

*[Signature]*  
17/7/23

**General Manager (HRD&TRG/PM)**  
**WBSEDCL**

*[Signature]*

*[Signature]*

### Annexure-I (MENU LIST)

#### DETAILS OF MENU FOR ONE/TWO/ THREE/FOUR/FIVE DAYS TRAINING PROGRAMME

##### BREAKFAST :

SL. NO.	DESCRIPTION OF THE ITEM				
	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY	4 <sup>th</sup> DAY	5 <sup>th</sup> DAY
1.	Puri (6 pcs) 150 gms)	Bread Toast ( 150 gms)	Aloo Paratha (4 pcs, 150 gms)	Bread Toast (150 gms)	Paratha (4 pcs, 150 gms)
2.	Aloo-Sabji	Butter/Jam (25 gms.)	Pickles	Butter/Jam (25 gms.)	Aloo-Dum
3.	Pickles	Boiled Egg /Omlette	Mashala Curd	Boiled Egg /Omlette	Pickles
4.	Sweet	Sweet	Sweet	Sweet	Sweet
5.	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice

##### LUNCH :

SL. NO.	DESCRIPTION OF THE ITEM				
	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY	4 <sup>th</sup> DAY	5 <sup>th</sup> DAY
1.	Basmati Rice	Basmati Rice	Basmati Rice	Basmati Rice	Basmati Rice
2.	Dal	Dal	Dal	Dal	Dal
3.	Vegetable Fry	Vegetable Fry	Vegetable Fry	Vegetable Fry	Vegetable Fry
4.	Salad	Salad	Salad	Salad	Salad
5.	Matar Paneer	Malai Kofta	Jhinge Aloo Posto	Sukto	Mixed Vegetables
6.	Bhetki Fish	Parshey Macher Jhal	Ruhi Kalia	Pabda Fish	Tangra Fish
7.	Chicken Butter Masala	Chicken Do Piaja/ Prawn Curry	Mutton Curry	Chicken Bengali Curry/ Prawn Curry	Mutton Kasha
8.	Chutney	Chutney	Chutney	Chutney	Chutney
9.	Papad	Raita	Papad	Papad	Raita
10.	Sweet	Fruit Salad	Sweet Curd	Sweet	Custard

##### EVENING SNACKS

SL. NO.	DESCRIPTION OF THE ITEM				
	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY	4 <sup>th</sup> DAY	5 <sup>th</sup> DAY
1.	Chicken Pakora/Fish finger/ Fish Fry / Paneer Pakora (100 gms.),	Chicken Pakora/Fish finger/ Fish Fry / Paneer Pakora (100 gms.)	Chicken Pakora/Fish finger/ Fish Fry / Paneer Pakora (100 gms.),	Chicken Pakora/Fish finger/ Fish Fry / Paneer Pakora (100 gms.)	Chicken Pakora/Fish finger/ Fish Fry / Paneer Pakora (100 gms.),

##### DINNER :

SL. NO.	DESCRIPTION OF THE ITEM				
	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY	4 <sup>th</sup> DAY	5 <sup>th</sup> DAY
1.	Basmati Rice	Basmati Rice	Fried Rice	Basmati Rice	Basmati Rice
2.	Roti	Roti	-	Roti	Roti
3.	Rajma Curry	Dal	-	Dal	Dal
4.	Salad	Salad	Salad	Salad	Salad
5.	Mixed Vegetables	Aloo Pyaz Posto	-	Aloo Pyaz Posto	Bhindi Aloo Mashala
6.	Mutton Keema	Patal Bhaji	Chicken Kasha/Chilli Chicken	Patal Bhaji	Chicken Curry
7.	Plain Curd	Ruhi Fish Mashala	-	Ruhi Fish Mashala	Plain Curd
8.	Sweet	Sweet	Sweet	Sweet	Sweet

[N. B. : Fish : 100 gms., Chicken : 150 gms. , Mutton : 100 gms.]

Drinking water - Mineral Water 1 Litre Bottle (Every day in Hostel Room) as per actual requirement.

GM(HRD&TRG/PM)



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E-mail : hrdd.wbsedcl@gmail.com

### Annexure – II: ( PRICE BID)

#### Details of Rates for Tender for Catering for supply of food and beverages at EETI- Burdwan

Ref : Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_

Sl No.	Items Description	Rate without GST ( in Rs.)
1.	Rate for Breakfast (per head/ per day)	
2.	Rate for Lunch (per head/ per day)	
3.	Rate for Dinner (per head/ per day)	
4.	Rate for Snacks (per head/ per day)	
5.	Rate for Tea (per cup)	
6.	Rate for coffee (per cup)	
7.	Rate for two (assorted) Biscuits	
8.	Rate for Packaged drinking water (1 Ltr.)	
9.	Total Rate without GST for Sl No 1 to sl No 8	

GST as applicable.

Signature of Bidder with seal

#### ### Rate must be quoted in official Letter Head of the Agency

\*\*\* Price Bid evaluation will be done on total rate received in row number 9 of above and as mentioned in Sl. Number 19-b and 21-c of Bid documents.

Financial bid with the lowest price will be the highest evaluated bid for selection of agency but the vendor quoting abnormally low rate with respect present market price, menu list and other criteria of this tender will be asked to submit rate reasonability and workability. In case the rate reasonability and workability in the reply of the vendor are found to be non convincing by the company then this Tender process will be cancelled forthwith.



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

## Human Resource Development Department

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Phone: +91 33 2358-2192/23197488 (Sec.): FAX: +91-33-2359-0176

E-mail: [hrdd.wbsedcl@gmail.com](mailto:hrdd.wbsedcl@gmail.com)

### ANNEXURE – III

**(To be submitted in official Letter Head of the Company)**

To  
The GM(HRD&TRG/PM),  
HRD & TRG Department,  
Vidyut Bhaban, 5<sup>th</sup> Floor, 'D' Block,  
Salt Lake, Sector – II, DJ Block,  
Kolkata – 700 091.

**Sub: - Earnest Money Deposit (EMD) Details.**

**Ref: Tender Notice No.:**

**Dated:-**

**"TENDER FOR CATERING SERVICE OF ELECTRICITY EMPLOYEES TRAINING INSTITUTE (EETI- Burdwan),  
UNDER HRDD, WBSEDCL".**

Dear Sir,

Earnest Money of Amount Rs.                      /- ( Rupees                      only) has been deposited physically in form  
of BG/DD. The reference no. of DD/BG is ..... / has been paid through Bank  
Guarantee (BG) as per format (Annexure-IV ),

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal and date)

*Handwritten signatures and initials at the bottom left of the page.*



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

## Human Resource Development Department

Bidyut Bhavan: HRD & TRG / PMS Deptt., 5th Floor, D-Block, Bidhannagar, Kolkata-700 091

Phone: +91 33 2358-2192/23197488 (Sec.): FAX: +91-33-2359-0176

E-mail: [hrdd.wbsecl@gmail.com](mailto:hrdd.wbsecl@gmail.com)

### Annexure: IV

#### PROFORMA FOR BID GUARANTEE (Earnest Money)

(To be stamped in accordance with Stamp Act)

Ref:.....

Bank Guarantee No.....

Date.....

To

The General Manager (HRD & Trg.),  
Human Resource Development Department.  
West Bengal State Electricity Distribution Co. Ltd.  
5th floor, D-Block, Vidyut Bhawan,  
Bidhannagar, Kolkata - 700091.  
West Bengal.

Dear Sirs,

In accordance with Invitation to bid under your Notice Inviting Tender (NIT) No ..... M/s....., having its Registered/Head Office at..... (hereinafter called the 'Bidder') wish to participate in the said Bid of ..... and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of ..... valid up to..... on behalf of Bidder in lieu of the Bid deposit required to be made by the bidder, as a Condition precedent for participation in the said tender.

We, the..... Bank (Name) at..... (Address) having our Head Office at..... guarantee and undertake to pay immediately on demand by West Bengal State Electricity Distribution Co. Ltd. the Amount of ..... (in words & figures) without any reservation, protest, demur and recourse. Any such demand made by said 'WBSEDCL' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to and including .....\*

If any further extension of this guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instruction from M/s ..... on whose behalf this guarantee is issued.

In witness where of the Bank, through its authorized office, has set its hand and stamp on this ..... day of .....20.....at.....

WITNESS

.....  
(Signature)

.....  
(Signature)

.....  
(Name )

.....  
( Name )

.....  
(Official Address )

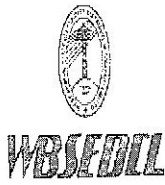
.....  
(Official Address )

Attorney as per Power of Attorney No. .... Date .....

\* This date should be initially for one hundred eighty (180) days and may be extended from time to time.

*Adah*

*Signature*



**West Bengal State Electricity Distribution Company Limited**  
( A Govt. of W.B. Enterprise )  
**Human Resource Development Department**

Bidyut Bhavan: HRD & TRG / PMS Deptt., 5th Floor: D-Block: Bidhannagar: Kolkata-700 091  
Phone: +91 33 2358-2192/23197488 (Sec.): FAX : +91-33-2359-0176  
E-mail : [hrdd.wbsedcl@gmail.com](mailto:hrdd.wbsedcl@gmail.com)

**ANNEXURE – V**

**(To be submitted in official Letter Head of the Company)**

To  
The GM(HRD&TRG/PM),  
HRD & TRG Department,  
Vidyut Bhaban, 5<sup>th</sup> Floor, 'D' Block,  
Salt Lake, Sector – II, DJ Block,  
Kolkata – 700 091.

**Sub: - Security Money Deposit (SD) Details.**

**Ref : Tender Notice No.:**

**Dated:-**

**"TENDER FOR CATERING SERVICE OF ELECTRICITY EMPLOYEES TRAINING INSTITUTE (EETI– Burdwan)  
UNDER HRDD, WBSEDCL".**

Dear Sir,

Security Money Deposit of Amount Rs.      /- ( Rupees      only) has been deposited physically in  
form of BG/DD . The reference no. of DD/BG is ..... / has been paid through  
Bank Guarantee (BG) as per format (Annexure-VI ),

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal and date)

*Adak*  
*Rajendra*



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

## Human Resource Development Department

Bidyut Bhavan: HRD & TRG / PMS Deptt., 5th Floor, D-Block, Bidhannagar, Kolkata-700 091

Phone: +91 33 2358-2192/23197488 (Sec.); FAX: +91-33-2359-0176

E-mail: [hrdd.wbsedcl@gmail.com](mailto:hrdd.wbsedcl@gmail.com)

### ANNEXURE - VI

#### BANK GUARANTEE PROFORMA FOR SECURITY DEPOSIT GUARANTEE BOND

In consideration of the West Bengal State Electricity Distribution Company Limited ( hereinafter called the WBSEDCL) having agreed to exempt..... (hereinafter Called of the said contractor(s) from the demand under the terms & conditions of an agreement dated ..... made between..... and.....for.....under Purchase Order No..... dated ..... ( hereinafter called) the said agreement of Security Deposit for the due fulfillment by the said contractor(s) of the terms and conditions contained in the said agreement on production of a Bank Guarantee for .....(Rupees .....only ).

(1) We .....( hereinafter referred to as 'The Bank' at the request of .....

(indicate the name of Bank)

..... Contractor(s) do hereby undertake to pay to the WBSEDCL an amount not exceeding Rs..... against any loss or damage caused to or suffered or would be caused to or suffered by the WBSEDCL by reason of any breach by the said contractor(s) or any of the terms and conditions contained in the said agreement.

(2) We ..... Do hereby undertake to pay the amounts due and payable under

(indicate the name of Bank)

this guarantee without any demur, merely one demand from the WBSEDCL stating that the amount claimed in due by way of loss or damaged caused to or would be caused to or suffered by the WBSEDCL by reason of breach by the said contractor(s) of any of the terms and conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....

(3) We undertake to pay to the WBSEDCL any money so demand notwithstanding any dispute or disputes Raised by the contractor(s) supplier(s) in any suit or proceeding pending before any Court or Tribunal Relating thereto or liability under this present being absolute any unequivocal . The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) / supplier(s) shall have no claim against us for making such payment.

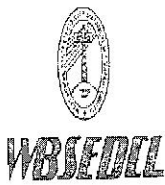
(4) We ..... further agree that the hereinafter Contained shall remain

(indicate the name of Bank)

in full force and effective during the period that would be taken for the Performance of the said Agreement

*M. Akbar*

*Signature*



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

## Human Resource Development Department

Bidyut Bhavan: HRD & TRG / PMS Deptt., 5th Floor: D-Block: Bidhannagar: Kolkata-700 091  
Phone: +91 33 2358-2192/2319/488 (Sec.): FAX : +91-33-2359-0176  
E-mail : [hrdd.wbsedcl@gmail.com](mailto:hrdd.wbsedcl@gmail.com)

( 2 )

and that it shall continue to be enforceable till all the dues of the WBSEDCL under or any virtue of the said agreement have been fully paid and its claim satisfied or Discharged or till WBSEDCL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly/discharges this guarantee. Unless a Demand of claim under this guarantee is made on us in writing on or before.....we shall be Discharged from all liabilities under this guarantee thereafter.

(5) We ..... further agree with the WBSEDCL that the WBSEDCL

(indicate the name of Bank)

shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said agreement or to extend time of Performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBSEDCL against the said contractor(s) and to for bear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such verification, or extension being granted to the said contractor(s) or for any for bearance, act or omission on the part of the WBSEDCL or any indulgence by the WBSEDCL to the said contractor(s) or any such matter or thing what-so-ever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

(6) Notwithstanding any this contained herein above our liability under this guarantee is limited to

Rs..... (Rupees.....) and the guarantee is in force upto ..... Unless a demand or claim is made under this guarantee on Bank within 6 (six) months from the date of expiry of the validity of this Bank Guarantee all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liabilities under this guarantee.

(7) This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).

(8) We ..... Lastly undertake not to revoke this guarantee

(indicate the name of Bank)

During its currency except with the previous consent of the WBSEDCL in writing.

Dated the .....day of.....

( Indicate the name of Bank )



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

## Human Resource Development Department

Bidyut Bhavan: HRD & TRG / PMS Deptt., 5th Floor: D-Block: Bidhannagar: Kolkata-700 091

Phone: +91 33 2358-2192/23197188 (Sec.): FAX : +91-33-2359-0176

E-mail : hrdd.wbsedcl@gmail.com

### Annexure-VII

( To be submitted in official Letter Head of the Company )

To  
The GM(HRD&TRG/PM),  
HRD & TRG Department,  
Vidyut Bhavan, 5<sup>th</sup> Floor, 'D' Block,  
Salt Lake, Sector – II, DJ Block,  
Kolkata – 700091

Sub: Self Declaration Certificate

Ref : Tender Notice No.:

Dated:-

Dear Sir,

I,.....Director /Authorized

Representative of M/S..... solemnly declared that :

1. We are submitting Tender for the work.....  
against Tender Notice No.....Date .....
2. None from our company is relative of employee of W.B.S.E.D.C.L.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents / credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If any information and documents submitted is found to be false /incorrect/invalid any time and **any evidence of unfair trade practices, including overcharging ( abnormal high rate) , price fixing, cartelization etc. as defined in various statutes**, WBSEDCL may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract ,**forfeiture of all dues including Earnest Money and banning /Blacklisting of our company.**
6. I hereby certify that the above firm **neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the Company or its owner anywhere in India during the period of last five years.**
7. I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated.

Date :

Place :

Authorized Signatory

Name & Designation:

**Bidder's  
Official Seal**

Email ID:

Valid mobile No.:



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

## Human Resource Development Department

Bidyut Bhavan: HRD & TRG / PMS Deptt., 5th Floor: D-Block: Bidhannagar: Kolkata-700 091  
Phone: +91 33 2358-2192/23197488 (Sec.): FAX : +91-33-2359-0176  
E-mail : [hrdd.wbsedcl@gmail.com](mailto:hrdd.wbsedcl@gmail.com)

### Annexure-VIII

**TENDER FOR CATERING SERVICE OF ELECTRICITY EMPLOYEES TRAINING INSTITUTE (EETI- Burdwan ) UNDER HRDD, WBSEDCL".**

Ref : Tender Notice No.:

Dated:-

**Mandatory documents (qualifying Criteria ) to be submitted in Techno commercial Cover ( in Cover -2)**

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	The bidder should be registered either under the Companies Act, 1956 (substituted by Companies Act 2013) in case of Limited/ Private Ltd. Company or Partnership company/Individual Enterprise.	Certificate of incorporation as a Company under Companies Act. with their valid trade license as the case may be. And in case of other Organization, they should submit their supporting documents against their status.	
2.	Annual Turnover details of Rs. 50 lakhs <b>during any one financial year out of last five financial years (2017-18 to 2021-22).</b>	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate.	
3.	Self declaration of the bidder that they have not been blacklisted from any Govt. organization across India in last three years and other matters as per format ( <b>Annexure-VII</b> )	A duly completed Self declaration certificate as per <b>Annexure VII</b>	
5.	The bidder should have at least one office in India/West Bengal.	Relevant Documents supporting the existence of an office in India /West Bengal. ( <b>Bidder's Address Proof</b> )	
6.	Must Comply with all statutory obligations.	<b>FSSAI Accreditation License Paper in the Catering Service related Category</b> <b>ESI Registration Certificate (if applicable)</b> <b>EPF Registration Paper(if applicable)</b> <b>Copy of PAN Card</b> <b>Copy of GSTIN Registration Certificate</b> <b>Copy of Registration Certificate</b> <b>P Tax if applicable</b> <b>Trade License details</b> <b>Tax Audit Report</b>	
7.	Income Tax Return	<b>Last three years w.e.f 2019-20, 2020-21,2021-22</b>	
8.	GST Return	<b>Last two years w.e.f. 2020-21,2021-22</b>	



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

## Human Resource Development Department

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Phone: +91 33 2358-2192/23197488 (Sec.): FAX: +91-33-2359-0176

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### Annexure-VIII ( Continued )

**TENDER FOR CATERING SERVICE OF ELECTRICITY EMPLOYEES TRAINING INSTITUTE (EETI- Burdwan ) UNDER HRDD, WBSEDCL".**

Ref : Tender Notice No.:

Dated:-

***Mandatory documents (qualifying Criteria ) to be submitted in Techno commercial Cover ( in Cover -2)***

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
9.	(i) Job experience in similar field of activities i.e. Catering services . (ii) Documents of Work Order and Execution orders (iii) Copies of Invoices submitted to ordering authority, ( iv) Performance certificates	<p>Self attested photocopies copies of Orders, Execution orders and copies of Invoices submitted to the ordering authority and Satisfactory Completion Certificate mentioning Contract order and execution orders detail <u>submitted</u>.</p> <p>Total monetary value of similar work performed by the bidder must be mentioned in the official letter head and the same is <u>submitted</u> .</p>	

**Bidder's Official Seal**

**Authorized Signatory**

Adah

Signature

Shree