



**JAGADIS BOSE NATIONAL SCIENCE TALENT SEARCH**  
**1300, RAJDANGA MAIN ROAD**  
**KOLKATA – 700107**  
**Tel. : (033) 21128270**  
**(N.I.T no. JBNSTS/9-1/2023-24/64 Dated 01/02/2024)**

**PART - A**

**1. NOTICE INVITING TENDER**

Sealed tenders are invited by the Director on behalf of **JAGADIS BOSE NATIONAL SCIENCE TALENT SEARCH**, Kolkata from reliable & resourceful vendors for enlistment for catering service during various programs for students and / or teachers held at our office at 1300, Rajdanga Main Road. The details are as under:

- 1.1 **Collection of Tender Documents :-** The tender document is available at the official website of JBNSTS i.e [www.jbnsts.ac.in](http://www.jbnsts.ac.in) or may be obtained from its office at 1300, Rajdanga Main Road, Kasba, Kolkata-700 107 from **01.02.2024 (12.00 noon)** to **16.02.2024 (12.00 noon)** on all working days between the hours of 11.00 A.M. to 03.00 P.M. every day (except on 16.02.2024)
- 1.2 **Amendment of Tender Documents :-** JBNSTS, Kolkata -700 107 reserves the right to modify the Tender Document before the last day of submission of tenders by issuing Addenda which shall be a part of the Tender Documents. The amendment, if any, will be notified.
- 1.3 **Pre Bid Inspection: -** Intending agency / firm may visit the site to inspect or for any queries related to the work on **01.02.2024 and 15.02.2024** between the hours of 12.00 noon. to 03.00 P.M.
- 1.4 **Validity of enlistment:** Primarily, the enlistment shall remain valid for a period of 4 (four) months from the date of final enlistment. This may be extended to a maximum of 12 (twelve) months subject to satisfactory performance of vendors enlisted. Price offered must also remain valid for the extended period, otherwise the tender will not be considered at all for extension.

**1.5 Submission of tender :- Only Part – B** of the tender document along with documents stated in clause 1.7 is to be submitted in a sealed envelope addressed to “The Director, Jagadis Bose National Science Talent Search, 1300 Rajdanga Main Road, Kolkata – 700107. This is to be dropped in the tender box kept at the JBNSTS ground floor office latest by **12.00 hours IST of 16.02.2024** . The envelop should be subscribed with the N.I.T. No. **JBNSTS/9-1/2023-24/64 Dated: 01/02/2024** and “**OFFER FOR ENLISTMENT FOR CATERING SERVICE**” on it.

**It will be assumed that those who submitted the tender have already read, understood and agreed to terms and conditions given in Part – A of the tender document.**

**1.6 Opening of Tender :** Tenders will be opened on **19.02.2024 at 3.00 pm.(IST)** by authorized representative of JBNSTS. Contractor /Agencies / Firms will be informed (Notice /Phone / SMS) in case of any change of time & date of tender opening. One representative of each bidder may remain present at the time of opening the tender.

### **1.7 Documents to be submitted**

The following documents should be submitted with each tender

- a) Official PAN Card.
- b) Valid Trade Licence Certificate.
- c) GST registration certificate
- d) Valid FSSI certificate (not mandatory but preferable)
- e) A list of clients of similar type of work in last 2 (two) years

All these documents must be self attested and submitted with Part – B of the tender document in the same envelop

**1.8 Rejection of tender :-** Any tender shall be rejected on any of the following ground / s

- a) Tenders without any of the documents stated in clause 1.7, except FSSI certificate.
- b) Tenders submitted beyond the given date and / or time.
- c) Tenders not signed by the authority properly
- d) Tenders incomplete in any respect
- e) JBNSTS reserves the right to reject all or any tender/s without assigning any reason.

**1.9 Facility :-** Store, Electric Power (220V) & Water Supply .

## **2. WORK DETAILS**

**2.1 Work Description :-** The agency shall require to prepare and serve healthy and hygienic food with good taste for the participating students and / or teachers during their period of stay at JBNSTS .

**2.2 Scope of Work :-** The vendor shall require to

- i) Prepare healthy and hygienic food with good taste as per menu provided by JBNSTS.
- ii) Serve the food as per schedule provided by JBNSTS
- iii) To ensure that food of inferior quality is not served.
- iv) Arrange for all man, material, and utensils etc. for the job.
- v) Ensure to maintain cleanliness at kitchen and dining hall and adjoining areas during the period of work
- vi) Ensure that materials of good quality are used for cooking.
- vii) All wastes to be removed and cleaned by the vendor
- viii) Ensure all safety measures during the period of work.

**2.3 Interval of work :-** The work shall be carried out as per work order issued by JBNSTS from time to time. There is no regular interval of work. However, the work order will be issued at least seven days before the program.

### **3. RATES AND CHARGES**

**3.1 Filling in Contract Price Schedule :-** Bidders must fill the contract rate , amount and the total amount in both figure & words .

**3.2 Inclusive rates :-** Rates offered by the vendor must be fully inclusive. Unless otherwise specified, the vendor shall be deemed to have included in this Tender / Offer all costs for providing and supplying all labour and material including loading / unloading of items, cleaning, taxes and duties to the appropriate authorities, all overhead cost and profit.

**3.3 Price escalation :** The rate quoted shall remain firm throughout the tenure of the enlistment w.e.f **March 31, 2025** and will not be subject to any fluctuation due to increase in cost of materials, labour etc. However, in case of variation/imposition of legal charges like tax , cess etc. price may be varied subject to approval of Director, JBNSTS.

**3.4 Cost of extra / special items :** In case of supply of any extra / special item/s, the cost of the same shall be decided mutually and shall be added additionally in the final bill.

### **4. TERMS OF PAYMENT :-**

**4.1** Payment shall be made within 10 (ten) working days of submission of final bill. All statutory deductions shall be made from the bill before final payment. The payment shall be made by either by a/c payee cheque or bank transfer only. No payment in cash shall be made

**4.2** The payment shall be calculated on the basis of the actual quantity of food supplied and at the rate mentioned in the tender. No extra charge shall be admissible.

**4.3** If the need is felt, an advance amounting to maximum of 25% of the estimated value subject to a maximum of Rs.25000.00 (twenty five thousand) only may be made during the work subject to the approval of Director, JBNSTS.

## **5. GENERAL OBLIGATIONS OF THE VENDOR:-**

- 5.1** The vendor shall employ no workmen below the age of 18 years on the work of any nature.
- 5.2** The vendor shall not directly or indirectly transfer, assign or sublet the contract or any part thereof without the written permission of the JBNSTS. Even if such permission be granted, the vendor shall remain responsible for quality of food served and service.
- 5.3** The vendor shall indemnify JBNSTS in any Court of Law in case of any breach or violation of any legal provision by the vendor.

## **6. TERMINATION OF ENLISTMENT: -**

- 6.1** The enlistment may be cancelled if
  - a) The service of the vendor is found to be unsatisfactory.
  - b) The vendor fails to remain firm on the rates mentioned in the tender for entire period.
  - c) Both parties agree to cancel the enlistment.
  - d) JBNSTS reserves the right to cancel the enlistment without assigning any reason whatsoever.
  - e) If the vendor expresses inability to serve any particular item at any particular time or place.

## **7. SETTLEMENT OF DISPUTES:-**

- 7.1** In case any dispute arises between JBNSTS and the vendor, all attempts shall be made to settle the dispute amicably through discussion.
- 7.2** However, if such attempts fail, Calcutta High court shall have exclusive jurisdiction in all legal disputes / matters arising out of the contract.

## **PART – B**

### **1. GENERAL INSTRUCTIONS:**

- a) Bidders are required to fill up the rate and amount of the following items.
- b) The total amount is to be written both in figure and words.
- c) The quotations shall be rated on the basis of the “Total Amount”
- d) The rates should be inclusive of all type of costs, tax and expenses. No extra payment shall be made for any reason whatsoever.
- e) The menu and number of plates are indicative in nature only.
- f) Fish / Chicken / Egg items not to be repeated. Other items to be repeated as many times as required
- g) Drinking water shall be provided by us. Vendors do not need to supply the same.

## Details of Food Service

Serving	No. of Plates (Approx.)	Time	Item	Rate (Rs.)	Amount (Rs.)
<b>DAY 1</b>					
Breakfast	80	8:00am	Luchi , Sabji, Sandesh (1 Pc / Boiled Egg (1 pc) and Tea		
Lunch	100	1:00pm	Rice , Dal, Bhaja , Veg curry, Fish (100gm)/ Paneer Curry , Chatni, papad		
Tiffin	70	5:00pm	Egg chow / veg Chow		
Dinner	70	8:30pm	Rice , Dal, Bhaja , Mochar ganto, Vetki Fish or Pompret (120gm)/ Panner Curry , Chatni, papad		
<b>DAY 2</b>					
Breakfast	80	8:00am	Karai Sutir Kachuri , Aloor Dum , Sandesh (1 Pc / Boiled Egg (1 pc) and Tea		
Lunch	100	1:00pm	Rice , Dal, Bhaja , Veg curry, Chicken(200gm) curry with aloo/ Paneer kofta Curry , Chatni, papad		
FTiffin	70	5:00pm	Veg pakora/ Panner Pakora & Tea		
Dinner	70	8:30pm	Rice , Dal, Bhaja , Aloo Posto, Mutton curry with aloo (200gm ) / Paneer Dalna , Chatni, papad		
<b>DAY 3</b>					
Breakfast	80	8:00am	Ruti, Sabji, Egg 1 Pc/ Sandesh 1 Pc , Tea		
Lunch	100	1:00pm	Rice , Dal, Bhaja , Veg curry, Egg curry (2pcs)/ Dhokar Dalna , Rosogolla		
Tiffin	70	5:00pm	Chicken Pakora and Tea		
Dinner	70	8:30pm	Rice , Dal, Bhaja , Veg curry, Paneer Butter Masala , Chatni, papad		
<b>DAY 4</b>					
Breakfast	80	8:00am	Toast Bread, Butter , Jam, 1 Egg omelet, tea		
Lunch	100	1:00pm	Fried Rice, Veg cutlet/veg chop Chicken Kasha (200gm)/ Paneer Manchurian, Chatni, papad		
Tiffin	70	5:00pm	Fish Fry (01), salad, sause, Tea		
Dinner	70	8:30pm	Rice , Dal, Bhaja , Lau ganto, Parse Fish (100gm)/ Panner Curry , Chatni, papad		
<b>DAY 5</b>					
Breakfast	80	8:00am	Grilled Chicken Sandwich /Grilled Cheese Corn Sandwich ,Assorted fruit bowl of Apple, Papaya, Banana and Oranges for all Boiled Egg for all		

			(Avg. 2 Pcs. Per person) Tea/ Coffee for all Black / With Milk (Serve with Sugar cube )			
<b>Lunch</b>	<b>100</b>	<b>1:00pm</b>	Veg. Indian Style fried Rice with Cauliflower, carrot and beans. For all White Kashmiri Aloo Dum For all, Fish chop with normal stuffing / Paneer chop with salad and mustard sauce ,Kadai chicken / Kadai paneer, Rasomalai			
<b>Tiffin</b>	<b>70</b>	<b>5:00pm</b>	Pau Bhaji with lemon and onion,Tea			
<b>Dinner</b>	<b>70</b>	<b>8:30pm</b>	Rice, Mug Dal, Alu Bhaja/ Aloo Bharta, Alu Potal curry/ veg curry , Doi Katla , Chutney & Papad / Mistidoi			
<b>DAY 6</b>						
<b>Breakfast</b>	<b>80</b>	<b>8:00am</b>	Luchi ,Aloo Fulcopi Torkari Mihidana Tea/ Coffee for all Black / With Milk (Serve with Sugar cube )			
<b>Lunch</b>	<b>100</b>	<b>1:00pm</b>	Veg. Indian Style Basanti Pulao for all Potal Dorma with veg stuffing for all Egg Devil / Veg. chop with salad and mustard sauce Chicken Rezala / Shahi paneer, Sandesh			
<b>Tiffin</b>	<b>70</b>	<b>5:00pm</b>	Singara/ Veg chop/ Fish chop 2pcs,and Tea/ coffee			
<b>Dinner</b>	<b>70</b>	<b>8:30pm</b>	Rice, Mug/ Biulir Dal, Begun Bhaja, Alu Posto, Fish Curry, Chutney, Papad, sweet			
<b>TOTAL</b>						

(Rs.

) only

(Signature with seal)

Date

Name and address of the Company:

Contact no. :