



Govt. of West Bengal
Irrigation and Waterways Directorate
Office of the Sub-Divisional Officer
Balurghat Irrigation Sub-Division
Balurghat, Dakshin Dinajpur.

Memo No. :- 447

Dated : - 05/09/2017

NOTICE INVITING QUOTATION NO.WBIW/SDO/BISD/NIQ-02/2017-18.

1.0 Sealed Quotations are hereby invited by undersigned on behalf of the Governor of West Bengal, for the work as in the table below from eligible bonafide, reliable and resourceful agency having sufficient experience in execution of similar type of works.
Intending quotationers who desires to participate in the Quotation are requested to log on to the departmental website www.wbiwd.gov.in and office of the Sub Divisional Officer, Balurghat Irrigation Sub-Division, Balurghat, Dakshin Dinajpur for information about the quotations.

2.0

NAME OF WORK: "Cooking and serving Breakfast, Lunch, Afternoon Tea & Snacks and Dinner to the guest/visitors at Atrayee Bhaban Inspection Bungalow at Balurghat Irrigation Colony in P.S. Balurghat, Dist-Dakshin Dinajpur"

TIME OF COMPLETION : 5 (Five) Month

3.0 SCOPE OF WORK

The successful bidder will have to undertake the following works:-

- a) Arrangement for cooking & serving Breakfast, Lunch, Afternoon Tea & Snacks and Dinner for the guests/visitors.
- b) Utensils for cooking, serving, preservation etc. have to be arranged in sufficient numbers by the contractor at his own cost.
- c) Agency has to supply fuel for cooking at his own cost.
- d) Washing the used utensils, as when required, with necessary soaps & detergent etc.
- e) Agency have to collect and transport all raw materials like rice, wheat flour, vegetables, fish, meat, spices etc. complete from local shop /market.
- f) All work should be done as per direction of Engineer-in-charge.
- g) The quoted rates by the bidders must be inclusive of all cost for labour, materials, full transportation, GST IN etc. complete but excluding the costs of raw materials like cooking medium, veg & non-veg item etc.
- h) Food to be prepared at the kitchen Hall of Atrayee Bhaban. Cooking is permitted with LPG gas only.
- i) It will be the responsibility of the Agency to clean kitchen, dining hall and any other used place and dump the refuse at nearby Garbage Vat.
- j) The Agency has to maintain a register for the work in terms of number of meal cooked.

ADDITIONAL TERMS AND CONDITIONS:-

- i) In case of any lose or damage to the installed fittings/accessories , all responsibilities will have to be borne by the agency and the agency will have to repair/replace the same at his own cost for smooth services throughout entire contractual periods.
- ii) Discipline to be maintained in all respect by the bidder and no out-sider other than his recognized worker will be allowed in the Bunglow. The Identity cards of the persons engaged for the work is to be issued by the agency and to be duly authenticated by the Engineer-in-charge and should always be kept with them.
- iii) No worker should be engaged whose age is below 14 years.
- iv) If the selected party fails to cooked and serve Breakfast, Lunch, Dinner, Afternoon Tea as per guests/visitors demand in-time , a penalty will be imposed which will be charged double the rate paid by the Government.
- v) The contractor's performance regarding quality, quantity of food as well as other aspects will be reviewed by the Engineer in Charge and subject to termination on being unable to cater to the standards and expectations of the authority
- vi) Engineer in Charge reserves the right to inspect kitchen, dining hall and also test prepared food items at any point of time without giving any notice. During course of inspection if any unhygienic condition is noticed in the kitchen or found any cooked food sub-standard a fine of Rs. 1,000/- on each occasion.
- vii) Serving of food should be clean and must wear uniform (includes: head dress, dress, apron, hand gloves, shoes) at the cost of the Contractor, otherwise a fine of Rs.1,000/- on each occasion.

4.0 General Terms and Conditions:-

1. The intending bidders will have to submit self-attested photocopy of the following documents without which participation in the bid will be informal.
 - a) Valid PAN Card in the name of bidder/organization
 - b) Valid GST Identification number (GSTIN) document under the relevant GST Acts & Rules of State Govt.
 - c) Professional Tax Registration Certificate.
2. Participation in this bid deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting Quotation.
3. The undersigned reserves the right to annual the whole process of Quotation without assigning any reason whatsoever.
4. The bidders are bounded by the terms and conditions of W.B.F.No-2911 along with the specification, notice of Quotation along with all enclosures, special terms and conditions, if any and scheduled of works etc. which forms part and parcel of the contract.
5. **The period of contract for execution of the work is for 5(Five) month from the date as may be mentioned in the work order, but the contract may be terminated at any point of time in the event of mal-performance of the agency.**
6. **BIDDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.**
7. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
8. **The accepting authority reserve the right to reject any or all the bids/offers/proposals received without assigning any reason whatsoever to the intending participants including lowest bids/offer/proposal received.**
9. Willing bidder will have to quote their rates both in words and figures in the prescribed Quotation Format.

Eligibility of participate:-

Registered, bonafide, reliable and resourceful agencies/ contractors/service providers having sufficient experience in execution of similar type of works (like for Cooking, Supplying and serving Breakfast, Lunch, Afternoon Tea & Snacks and Dinner to guest at Office Premises, Inspection Bungalow Premises etc.)

5.0 Special Terms and Conditions:-

1. Any corrigendum regarding this N.I.Q will be uploaded in the website of Irrigation and Waterways Department i.e. www.wbiwd.gov.in along with publication through office notice board. The intending participants are requested to visit the website for any updates etc. in this regard.
2. Payment shall be made on availability of fund.
3. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible after wards.
4. All participants are requested to visit the site and satisfy themselves about local condition and also other matters that may be required in connection to the works.
5. For any other information the applicants are requested to visit the office of the undersigned on any working day from **1:00 P.M to 3:00 P.M from 6th September, 2017 to 18th September,2017.**

Schedule of dates for Quotation:-

i)	Last Date & Time for application for issue of Quotation paper.	19.09.2017	Up to 16.00 hrs.
ii)	Last Date & Time for issue of Quotation paper.	22.09.2017	Up to 15.00 hrs.
iii)	Last Date & Time for dropping Quotation paper	25.09.2017	Up to 15.00 hrs.
iv)	Date & Time of opening of Quotation in the office of the Sub-divisional Officer, Balurghat Irrigation Sub-Division, Balurghat, Dakshin Dinajpur	25.09.2017	After 15.30 hrs.

Sd/-
Sub-Divisional Officer
Balurghat Irrigation Sub-Division
Balurghat, Dakshin Dinajpur

Memo No. :- 447/(12)

Dated : - 05/09/2017

Copy Submitted for information and wide circulation:

- 1) Chief Engineer, North, Irrigation & Waterways Directorate, Govt. of West Bengal, Green Park, Malda.
- (2) Superintending Engineer, North Irrigation Circle - I, Greenpark, Malda.
- (3) Executive Engineer, DVC Study Cell, Jalasampad Bhawan (6th. Floor) with the request to publish the NIQ in our official website.

- 5) Executive Engineer, South Dinajpur Irrigation Division, Balurghat
- 6) Executive Engineer, Malda Irrigation Division/Mahananda Embankment Division/North Dinajpur Irrigation Division, Raiganj, Uttar Dinajpur/P.W.D. Dakshin Dinajpur/P.W.(Roads) Dakshin Dinajpur/ P.W.(Electrical) Division, Balurghat/Agri-Irrigation Division, Balurghat/Agri-Mechanical Division, Balurghat/P.H.E. Division, Balurghat, Dakshin Dinajpur.
- 7) District Information & Cultural Officer, Balurghat, Dakshin Dinajpur.
- 8) S.D.O., Gangarampur Irrigation Sub-Division, Buniadpur
- 9) Accounts Branch of South Dinajpur Irrigation Division.
- 10) Estimating Branch of South Dinajpur Irrigation Division.
- 11) Establishment Branch of South Dinajpur Irrigation Division.
- 12) Notice Board of this Sub -Division.

Sd/-

Sub-Divisional Officer
Balurghat Irrigation Sub-Division
Balurghat, Dakshin Dinajpur