

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
(A Government of West Bengal Undertaking)
Eco Island/Eco Park, Kolkata-700156.

Notice Inviting Quotation

Memo No-38/HIDCO/AGM(T)/01/(Part-II)/2021-22/Dtd-03.12.2021

N.I.Q NO.18 of 2021-2022 of A.G. M (Tourism), WB HIDCO.

Sealed quotation of an Expression of Interest [EOI] is hereby invited by Café Ekante,(A UNIT OF WB HIDCO) from the Experienced Agencies registered with GST no. for **“Dry Catering Service”** including supply of CCGW,Manpower,Logistics to Café Ekante,Newtown,Kolkata on the day of the event.. The eligible Quotationer may collect the quotation form from the office of the A.G.M Tourism, WB HIDCO at ECO ISLAND ECO PARK KOLKATA- 700157 on the specified date. The Quotationer shall have to quote their rates item wise in the attached schedule and submit to the office on the stipulated date for dropping of quotation paper on schedule date in the tender box kept in his office chamber and will be opened by him or his authorized representative on the same day in presence of the quotationers or their authorized representative if so desired. No quotation will be entertained if it is send by Post / Courier / Email. The overall rates will be considered includes all taxes. The quotationers must satisfy himself with the site conditions before participation in the quotation.

Introduction – As a part of WB HIDCO, Café Ekante and cottages have been serving its guests for different occasions viz. commercial events, wedding events etc with venue and food catering services. This is a place to enjoy and create memories for a lifetime with beautifully designed rooms and lawn that overlooks lake in a clean environment. The guests will get opportunity to live and enjoy with privacy and comfort in their allotted space. Events like weddings, corporate events are organized and managed here.

1. Name of Work : **Supply of CCGW, Manpower, Logistics to Café Ekante at ECO Island/ Business Club/ Biswa Bangla Gate/Café Ajante in Newtown, Kolkata on the day of the event.**
2. Scope of Work :
 - The Food is to be served hygienically with desired standards as laid down by Café Ekante Management.
 - If necessary special food with line counters will be required to be served appropriately.
 - Any change of menu may be made within 24 hrs notice.
 - Have to be prepared to change menu very occasionally within 24 hrs notice.
 - Timing fixed by WB HIDCO needs to be appropriately maintained for food service.
 - Materials should be fresh and of good quality.
 - Back area will be provided to the service provider by the WB HIDCO Ltd.
 - Kitchen room will be provided.
 - Food has to be served on the dining area of lawn, BQT hall and other venue.
 - Adequate number of qualified and experienced staff shall have to be engaged for serving the food to the guests.
3. Conditional Quotation : Conditional quotation will not be accepted and shall be deemed as ‘in formal’.
4. Cost of Quotation Paper : Nil

5. Last date & time for receiving application : 07.12.2021 upto 2.00 P.M.
6. Last date of permission : 08.12.2021 upto 2.00 P.M.
7. Last date & time for issue of quotation paper : 09.12.2021 upto 5.00 P.M.
8. Last date & time for dropping quotation : 12.12.2021 upto 3.00 P.M.
9. Opening date and time of quotations. : 13.12.2021 after 3.00 P.M.
10. Supply period : 1 (One) year from the date of issue of work order.
11. Security deposit : Lowest Quotationer should submit Rs. 10,000/- in the form of Demand Draft addressed to “WB HIDCO”.

Terms & Conditions:

- ❖ Statutory Deduction towards Taxes will be deducted from the progressive bill as per rule.
- ❖ WB HIDCO reserves the right to refuse permission to any applicant without assigning a reason whatsoever. In case of cancellation, no liabilities will be incurred by WB HIDCO.
- ❖ The authority reserved the right to accept or reject the any quotation in part or full without assigning any reason.
- ❖ The lowest Quotationer should follow the instructions as per LOI / Work Order.
- ❖ The whole Tender Document shall be submitted by the agency with seal and signature on every pages in the attached schedule of rates expressing their acceptance.
- ❖ Catering Agency will have to equip the service area with all the necessary equipments for the guests.
- ❖ Catering Agency will to provide good quality of Crockery, Cutleries to serve the Guests.
- ❖ Catering Agency will have to serve food in the dining area of Café Ekante’s venue.
- ❖ WB HIDCO will provide electric point and water supply.
- ❖ Staff of the Catering Agency will be in their dress provided by the agency during their duty hours.
- ❖ Catering Agency should accommodate the opinions of the AGM about the quality of the food/service.
- ❖ WB HIDCO officials are entitled to supervise the whole process of catering services on regular basis.
- ❖ Disposal to be provided by catering service provided, if required by guests.

ELIGIBILITY CRITERIA:-

- (a) The bidder should have experience in providing similar types of catering services for a period not less than 05 years.
- (b) The credential submitted by the intending bidder should be signed on each page. Any forge documents will lead cancellation of the bid without making any reference.
- (c) The bidder should have valid PAN & GST No.
- (d) The bidder should have minimum annual turnover of Rs.05 Lakh during last three years as per audited balance sheet.

Information to the bidders:

- a) Information to the bidder- Before submission of any bid offer the intending bidders should make themselves acquainted thoroughly with the existing facilities available.
- b) The Intending bidders should quote the rate against each item of catering services viz. Breakfast, Lunch, Evening Tea & Snacks and dinner on daily basis.
- c) The Catering items will be served to the guests at lawn/venue of Café Ekante.
- d) The date of operation process will be mentioned in the work order.
- e) Any bid / offer containing overwriting will be liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be rejected.
- f) Conditional E.O.I will not be accepted under any circumstances and bid may be rejected.
- g) Rate is to be quoted including GST.
- h) Validity period of operation period will be for 1 (One) year from the date of agreement .
- i) WB HIDCO reserves the right to cancel the bid without assigning a reason whatsoever. In case of cancellation, no liabilities will be incurred by the WB HIDCO.
- j) No bid will be entertained if sent by Post / Courier.
- k) The selected bidder will have to follow the instructions mentioned in the LOI/Work order.

All other information and details may be had from the office of the Addl. General Manager (Tourism), ECO ISLAND/ECO PARK, Kolkata 700 157 in any working day.

Addl. General Manager (Tourism.)
WB HIDCO

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Copy forwarded to –

1. Joint Managing Director, WB HIDCO.
2. Chief Engineer, WB HIDCO.
3. Chief Finance Officer, WB HIDCO
4. Notice Board.
5. Office File.

Addl. General Manager (Tourism)
WB HIDCO

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Schedule for the work- Supply of CCGW,Manpower,Logistics to Café Ekante

Rate of per head meal service:

- 1) Breakfast:
- 2) Lunch:
- 3) Hi- Tea:
- 4) Dinner: