



केंद्रीय रेशम उत्पादन अनुसंधान एवं प्रशिक्षण संस्थान  
केंद्रीय रेशम बोर्ड, वस्त्र मंत्रालय, भारत सरकार  
बहरमपुर 742101, मुर्शिदाबाद जिला (पश्चिम बंगाल)  
Central Sericultural Research & Training Institute  
CENTRAL SILK BOARD, Ministry of Textiles, Govt. of India  
Berhampore-742101, Murshidabad, West Bengal, India



No CSB/CSR&TV/ Trg. /2024-25/

Date: 03.07.2024

To.....

Speed Post:

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### **Tender for Food Catering Services for a period of 2 years**

This institute having its campus at Shahid Nalini Bagchi Road, Berhampore, W. B. invites bids in a two-bid-system from reputed caterers for providing food catering services to regular students (based on the student batch size), farmers on training, and CSB/DOS officials/officers attending meetings/ workshops/ trainings etc. for 2 years. The bid document is also available at the website of this institute [www.esrtiber.res.in](http://www.esrtiber.res.in) that of the Central Silk Board [www.csb.gov.in](http://www.csb.gov.in) and the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

Bids are to be submitted in two bid parts in 2 separate covers. The first cover will contain the relevant documents information as mentioned on page 2 and to be marked as "Technical Bid" and the second one will contain the price quotation and be marked as "Financial Bid". The two separate sealed covers are to be put inside another sealed envelope superscribed "Tender for Food Catering Services for a period of 2 years" with Tender Reference No., Due date and Time of opening. The Purchase Committee of this Institute will open the sealed envelope containing the "Technical Bid" first and scrutinize the same with reference to the specifications mentioned in the Tender document. The Technical Bids which fulfill all the specifications mentioned in the Tender documents will be considered for opening of "Financial bids".

Sealed Quotation should be addressed to the Director, Central Sericultural Research & Training Institute. Berhampore-742101, Murshidabad. (West Bengal) and reach this Institute through Registered/Speed post/Courier Services/Drop in Tender Box at this Institute by not later than 14.00 hrs. on 24.07.2024, The Technical Bid will be opened on 25.07.2024 at 15.00 hrs. (3.00 PM) by the committee members in presence of bidders/ authorized representatives, if any. Financial bids of technically qualified bids will be opened at 15.00 hrs. (3.00 PM) on 28.07.2024.



E-mail: [csrtiber.csb@nic.in](mailto:csrtiber.csb@nic.in)/ [csrtiber@gmail.com](mailto:csrtiber@gmail.com)  
Director (Landline): 03482-297197; Website: [www.csrtiber.res.in](http://www.csrtiber.res.in)





## 1. TENDER DETAILS:

SL No.	Particulars	Date/ Annexure
1.	Bid submission end date	24.07.2024 14.00 hrs
2.	Opening of Technical Bid	25.07.2024 15.00 hrs
3.	Opening of Financial Bid	28.07.2024 15.00 hrs
4.	EMD amount	Rs. 1500.00
5.	Proforma for Technical Bid	Annexure-I
6.	Proforma for Financial Bid	Annexure-II

## 2. Eligibility Criteria & Document Submission:

The following are the minimum eligibility criteria for the caterer to participate in the tender for providing Food catering service to this institute.

- Should be based in proximity of 6 km from this institute, Berhampore (W.B.) with the registration of catering services under the relevant statutory/Act, either as a sole proprietor or a registered firm or a company to run food catering services.
- Should be free from all encumbrances, liabilities, disputes, and litigations concerning its ownership and shall have all required approvals/ permissions from the competent authorities to participate in the bidding process.
- Irrationally quoted rate will be considered as disqualification and rejected outright
- The total of the lowest rate offer for 3 categories will be considered

### Technical Bid:

The following documents are to be furnished in the technical bid.

1. Signed and sealed tender document (all pages)
2. Copy of Firm Registration certificate.
3. Copy of valid Food license
4. Copy of GST Registration certificate
5. Copy of PAN
6. Copy of FSSAI Certificate
7. EMD for Rs. 1500/- in the form of DD in favor of "Director, C.S.R.& T.I." payable on any Nationalized Bank at Berhampore (W.B.)



8. Declaration that the firm/tenderer is not blacklisted by any department of Central/State Govt. /PSU or any Public Institution owned by the Central Government.
9. Documents of serving any educational institute/ any Corporate / any PSU bodies for not less than 2 years (FY 2024-26 to date)- a copy of work orders/ experience certificate should be submitted.
10. Copy of having executed single/ multiple contracts totaling a minimum turnover of Rs. 5 lakhs in a financial year of the last 2 years (FY 2024-25 & 2025-26). Latest financial statements/ ITRs for 2 years to be submitted.

### 3. Other Requirements:

- Menu: Day wise sample menu is required to be changed once a month in consultation with the officers of this institute and the student representatives to bring in a variety of food.
- Food serving Locations:

#### Hostel Block & Dining Hall of the Hostel of this institute.

- Items to be prepared LIVE: Items like puri, dosa, chapatti, omelet, or any other food item should be prepared LIVE on the Institute's Campus based on the menu. The caterer is responsible for arranging the required cooking equipment for preparing items "LIVE". Maintenance of the cooking equipment is the responsibility of the caterer only. The food preparation area should be within the campus of this institute.

**4. Manpower Deployment:** The caterer is required to deploy persons to serve the food and for cleaning (removing the plates, using tumblers, cleaning the tables, using crockery, etc.) at all times when the food is served. The basic cleaning should be taken care of by the caterer only.

**5. Sanitation Items:** The caterer should provide sanitation items like liquid soap/ hand wash for washing the hands & tissue papers where the food is served. Replenishing of the item is the responsibility of the caterer only.

**6. Cutlery/Crockery for serving food:** The caterer should provide the proper and required number of cutlery/crockery items like glasses. Serving bowls, plates, etc. for serving the



food. Replenishing of the items due to breakage/ damage is the responsibility of the caterer only.

- 7. Grooming:** The caterer should ensure that the team follows the uniform with shoes polished, and wears the head caps and hand gloves. The male should present themselves with a neatly shaved face.
- 8. Dustbin with Garbage covers:** The caterer should provide the required dustbins and garbage covers at all the locations in the food serving area and the disposal of garbage daily is the responsibility of the caterer only.
- 9. Medical test & Insurance:** Persons who prepare/ serve food should maintain a high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve. They should be comprehensively insured by the caterer for any accidents and injuries. **No reimbursement will be made.**
- 10. Food Test Reports:** The caterer should, at his own cost, get the food tested at the laboratory specified by us and furnish a report of suitability at least once in SIX months or as and when demanded by us.
- 11. Other Terms and Conditions:** The Director, CSR&TI, Berhampore reserves the right to accept or reject any or all tenders. However, the bidder is at liberty to seek clarification in respect of bidding conditions, bidding process, and/or reasons for rejection of bid.
- 12.** The bidders, who do not meet the eligibility criteria, or do not submit all the necessary documents in support of the eligibility criteria, or do not submit documents that are complete and valid - shall be disqualified and they will not be invited to participate in technical bidding.
- 13.** Incomplete bids, bids received late, and bids not conforming to the specifications and instructions contained therein will be rejected summarily.
- 14.** Financial bids of only technically/substantially responsive bids will be opened.
- 15. Statutory Requirements:**
  - i) The caterer shall be solely responsible for complying with Acts, Laws, Rules, and Regulations, as may be applicable from time to time in respect of providing catering





services and shall pay all taxes, debts, and levies as may be levied by the appropriate government/ Local bodies and other authorities in this regard and the caterer shall indemnify this Institute. Against all claims, loss damage, and costs thereof in a case of any breach of these Acts, Laws, Rules, and Regulations.

16. The vendor shall not sublet, transfer, or assign the contract or any part thereof without the prior written approval of this institute. The contract/agreement is NON-TRANSFERABLE

17. The vendor shall comply with all the terms and conditions failing which this institute shall be at liberty to levy a penalty of Rs. 5000/- per instance or the total food cost of that meal, as deemed appropriate.

**18. Security Money Deposit (SMD):**

a) The successful bidder will have to furnish a performance / **Security Money Deposit** of **Rs.20000/- (Rupees twenty thousand) only** in the form of a demand draft. This amount will be refunded after completion of the contract period. **No interest will be paid on the SMD amount.**

19. **Bill Payments:** Payments shall be made through online mode within 30 working days of receiving the bills/invoices with all supporting documents from the caterer. Income tax chargeable or any service shall be deducted at source while settling the bill. A certificate to this effect shall be issued in Form-16A.

**20. Contract Period:**

- a) The contract period will be for a period of TWO YEARS initially from the date of supply of food and may be extended with the same terms and conditions for one year based upon satisfactory feedback from all the stakeholders of this institute.
- b) During the contract period, the institute will not entertain any request for revision of rates.



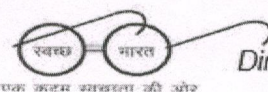
केंद्रीय रेशम उत्पादन अनुसंधान एवं प्रशिक्षण संस्थान  
केंद्रीय रेशम बोर्ड, वस्त्र मंत्रालय, भारत सरकार  
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- 21. Terms for Termination of Contract:** The food catering contract can be terminated by either side by giving a notice of not less than 60 days in advance without showing any reason for the termination of the contract.
- 22. Arbitration:** In case of any dispute arising out of the terms and conditions of the contract or assignment, the matter shall be referred to the Sole Arbitrator appointed by the Director, CSR&TI, Berhampore as per relevant Act and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both parties equally. Further, any legal dispute arising shall be settled in the court of competent jurisdiction located within the local limits of Berhampore, West Bengal.

  
Dr. Julia S. Nair  
Director

CSR&TI, Berhampore (W.B.)



E-mail: [csrtiber.csb@nic.in](mailto:csrtiber.csb@nic.in) / [csrtiber@gmail.com](mailto:csrtiber@gmail.com)  
Director (Landline): 03482-297197; Website: [www.csrtiber.res.in](http://www.csrtiber.res.in)



**PROFORMA OF TECHNICAL BID**

(To be submitted on letter head of the firm in a separate sealed cover along with DD for EMD in favor of “**Director, C.S.R.&T.I.**” payable at Berhampore, West Bengal)

1.	Name of the Tendering company/Firm/Agency	
2.	Name of the owner/Partner/Directors	
3.	Full particulars of office	
a)	Address	
b)	Telephone.no	
4.	Registration details	
a)	License No. for doing the business	
b)	PAN/GIR NO.	
c)	GST Registration No.	
5.	Details of EMD	
a)	Amount (Rs.)	
b)	DD No. & Date	
c)	Drawn on Bank	
6.	Annual Turnover of the Firm for the last 2 years	
a)	2022-23	
b)	2023-24	
7.	Work experience certificate along with list of clientage where catering services have been/ are provided.	

Please note that bids without the information and documents mentioned above will be rejected without further consideration.

Date:

Signature of Owner/ managing partner/ Director of the Firm

Place:

Name: \_\_\_\_\_

Firm's Seal:

Address & Ph.no:



**Performa for Financial Bid**

(To be submitted on the letterhead of the firm in a separate sealed cover)

**A. FOR OFFICER OF CBS/DoS/ TRAINEE/ OFFICIAL**

<b>Morning Tea: 7.00 AM to 7.30 AM</b> <b>Breakfast (between 8 am to 9 am):</b> 4 no's slices Bread Toast with Butter/Jam or Roti/ Puri Sabji or Bread sandwich Banana/ seasonal fruit (Ino), Boiled Egg (1)/ Veg Cutlet (1) Tea (Compulsory), 2 [two] ITERS. Water Bottle per day.	Rates per head
<b>Lunch (at 1 pm):</b> Salad, Rice (super fine Basmati) /Roti, Dal [Thick Consistency), Mix veg seasonal/Green veg fry Rosogolla/Sandesh/Gulab jamun (50 g.) 2 pcs, Chatni, Curd. Non-veg: Chicken-(150 g)/ Mutton-(100 g)/ Fish Local [100 g) curry Veg: Paneer Butter Masala/ Palak Paneer	
<b>Snacks in the Evening:</b> Namkeen/Poha/Cornflakes with milk 200 ml/Chowmin. 2. Tea/Coffee	
<b>Dinner (between 8.30 pm to 9.30 pm):</b> Salad, Rice (super fine Basmati)/Roti, Mix veg, Dal Tadka Non veg: Egg curry/ Fish local [curry] Veg: Paneer curry	

**B. FOR FARMERS/ TRAINEES**

<b>Morning Tea: 7.00 AM to 7.30 AM</b> <b>Breakfast: 8.00 AM to 9.00AM</b> 4 no's slices Bread Toast with Butter/Jam or Roti Puri sabji or Bread sandwich with Banana/ seasonal fruit(1no), Boiled egg (1)/ veg cutlet (1) Tea (compulsory) 2 [two] ITERS. Water Bottle per day.	Rates per head
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<b>Lunch (at 1 pm):</b> Salad, Rice (Minikilt) /Roti, Dal, Veg fry, Veg curry, Rosogolla /Sandesh/ Gulab jamun (50 g.) 2 pcs, Chatni Non veg: Chicken- (150 g) Mutton-(100 g)/ Fish Local 100 g curry Veg: Paneer Butter Masala/ palak paneer, Rice/Roti, mix veg. Dal, seasonal veg curry.	
<b>Dinner (between 8.30 pm to 9.30 pm):</b> Non veg: Egg curry Veg: Paneer curry	

## C. FOR PGDS STUDENTS

<b>Morning Tea: 7.00 AM to 7.30 AM</b> <b>Breakfast:</b> 4 no's slices Bread Toast with butter/jam or Roti/ Puri Sabji or Bread Sandwich, Banana/ Seasonal Fruit (Ino), Boiled egg (1)/ Veg Cutlet (1) Tea (Compulsory) 2 [two] hers. Water Bottle per day.	Rates per head
<b>Lunch:</b> Rice (superfine)/Roti, Channa Dal, Veg curry, Gulab jamun (50 g.) Chatni Non-veg: Chicken-(150 g)/ Mutton-(100 g)/ Fish 100 g curry Veg: Paneer Butter Masala/ palak paneer	
<b>Dinner</b> Rice/Roti, Mix veg, Dal Tadka, Kesar Milk (200 ml.) Non veg: Egg curry Veg: Paneer curry	

**NOTE:**

1. Rice, Roti, Dal, and Veg Curry shall be served in unlimited quantities /officials. Patient's diet shall be provided to sick students on demand to the students/ farmers
2. Items prepared for students should be less oily and less spicy.
3. For guests, payment will have to be made as per the Category of meal they will be provided.