

BIDHANNAGAR COLLEGE

Govt. of West Bengal
EB-2, Sector-I, Salt Lake
Kolkata- 700064
Phone: (033) 2337-4761, 2337-4782
E-mail: principal.bnckol@gmail.com



বিধাননগর কলেজ

পশ্চিমবঙ্গ সরকার
ইবি-২,সেক্টর-১, সল্ট লেক
কলকাতা- ৭০০০৬৪
দূরভাষ- (০৩৩) ২৩৩৭-৪৭৬১,
(০৩৩) ২৩৩৭-৪৭৮২

Memo No.:

Date:

TENDER NOTICE

No.: 323/24

Date: 26.09.2024

Sealed Quotations are invited from the reputed Registered Event Management Company/ Caterer for the following works regarding the NAAC Peer Team visit at Bidhannagar College by the Officer-in-Charge, Bidhannagar College, EB-2. Sector I, Salt Lake, Kolkata 700064.

Details of Works under Different Heads are as follow:

1) Supply and Catering of Food items for the NAAC Peer Team:

Sl.No.	Day	Slot	Item Detail	No. of Approx. Head
1	One	Morning	Fruit Juice/ Coconut Water etc.	12
2			Tea/ Coffee, Nuts, Cookies etc.	12
3		Lunch	Veg.	20
4			Non Veg.	180
5			Special Packet: Veg.	5
6			Special Packet: Non Veg.	20
7		Evening Snacks	Tea/ Coffee, Nuts, Cookies etc.	15
8			Alumni Meeting (Tea, Singara, Sweet etc.)	100
9			Guardian Meeting (Tea, Singara, Sweet etc.)	100
10			High Tea/Coffee, Cookies etc.	50
11	Two	Morning	Fruit Juice/ Coconut Water etc.	12
12			Tea/ Coffee, Nuts, Cookies etc.	12
13		Lunch	Veg. / Non-Veg.	15
14		Evening Snacks	Tea/ Coffee, Nuts, Cookies etc.	15
15			High Tea/Coffee, Cookies etc.	30

Detail Terms and Conditions etc. are as follow:

- Last date of dropping of sealed envelope at the Office of the Officer-in-Charge, Bidhannagar College is **05.10.2024** and date of opening of quotation is **21.10.2024**. The Drop Box will be available at the Office of the Officer-in-Charge, Bidhannagar College during Office hour in Week days and during Holidays it will be placed at the Security Counter of the College four 10:00 AM to 2:00 PM only.
- Typed quotations/ Tenders without seal will not be entertained.
- All quotations to be valid up to **31.03.2025**.
- Purchase of different items/ Services is subject to the availability of Government Fund.**
- Photocopy of PAN Card in the name of the organization or proprietor, Copy of Income Tax return for the current assessment year, GST Certificate with copy of current return and copy of company registration certificate, updated trade license from local authority should be enclosed, Food Security**

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Certificate from FSSAI for Food supply and Catering. In case, the PAN Card is in the name of the proprietor, copy of the certificate from the proper authority regarding proprietorship should also be enclosed.

6. Quotations/ Tenders should be given serially strictly according to our quotation number under separate head.
7. In case of inability of the Vendor selected as L1 for supply of the ordered item/ Services due to some unavoidable reasons, then they must inform the same in written in the Official Letter Head along with designated signature and seal in prior not less than sufficient time from the date of the event, in such case the order will be cancelled and it will be given to the next to L1.
8. Items and services to be supplied must maintain the standard of quality and safeness.
9. Tax invoices (3 copies) are to be produced for payment as per date mentioned in the order form.
- 10. Payment of bills will be made as per Govt. rules.**
- 11. Any ambiguity in the Quotation/ Tender will be automatically cancelled.**
12. Only Quotation/ Tender as per specification mentioned in the list will be entertained.
- 13. The College authority has all right to cancel the whole process of Tender at any stage.**

**Officer-in-Charge
Bidhannagar College**

Copy forwarded to:

- The Sub Divisional Officer, Bidhannagar.
- Bidhannagar Municipal Corporation, Salt Lake.
- Station Master, Bidhannagar Railway Station

**Officer-in-Charge
Bidhannagar College
EB-2, Salt Lake, Kol.-64**