



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE JALPAIGURI  
NEZARATH-SECTION

FAX : 03561-225105 Mail : [ndcjal2012@gmail.com](mailto:ndcjal2012@gmail.com)

Memo No. 999 /NZT

Dated : 29/06/2017

**Notice inviting tender**

Sealed tender is hereby invited by the undersigned from bonafide Caterer Agencies for supply of **Breakfast, Lunch, Dinner, Tea & Tiffin**. (Items mentioned in the Annexure-A during the Financial year 2017-18 at Circuit House & District Magistrate office, Jalpaiguri.

Rate should be quoted as consolidate i.e. total cost of food for Breakfast, Lunch, Dinner, Tea & Tiffin per day per head . But the rate for Breakfast, Lunch, Dinner, Tea & Tiffin also be mentioned separately per head. The lowest consolidated rate will be accepted.

The tender paper must reach this office within 03.00 P.M. on 20-07-2017 and will be opened on same date at 04.00 P.M. in presence of the tenderer.

The interested Caterer Agencies should enclose attested copy of Last Quarter Return of VAT., I.T., P.T.C.C., Trade License & Credential of similar work at least for 1 (one) year.

The accepted rates will be valid for the next 3 (three) years. During this time supply orders will be issued as per requirement from time to time. The supply of items should be completed within the time and the date that will be mentioned in the supply order.

The District authority does not bind itself to accept the lowest rate and reserves the right to accept any rate and to reject the entire rate quoted without assigning any reason what so ever.

**TERMS & CONDITIONS**

1. The interested Caterers should come into the office on any working day between 11.00 A.M. to 05-30 P.M. before the dropping of Tender paper for clarifying of and any doubts regarding rate & consolidated rate which they will quote in the enclosed format (ANNEXURE-A) . In this subject it may be noted that if any interested caterers will not be present on the above mentioned date and time, their offer rate will stand cancelled, even if the rated quoted by him happen to be the lowest.
2. Kitchen shed will be provided at Circuit House, Jalpaiguri
3. Supply order will be issued as and when required
4. Cleaning of the kitchen and dining hall will be maintained by the Caterers
5. No food waste will be allowed to be dumped in the dining hall.
6. Standard quality & quantity should maintained
7. Branded Mustard Oil, Spices should be used to Cook.
8. Hygiene should be maintained during cook & service of food
9. Credential of 1 (one) year should be submitted along with tenders
10. Earnest money of Rs 10,000/- (Rupees Ten thousand) only should be deposited with Tender.
11. Successful Tenderer have to pay Rs 1,000/- (Rupees One thousand) only per month as kitchen rent at Circuit House
12. Rates have to be quoted on each and every item put to Tender.
13. Quotations will be accepted on consideration of the sum total of the each of all the items in question.
14. The Agency will not be allowed to use the space so provided to him for catering to orders received from outsider.
15. Preference will be to Agencies having exposure in the field of catering/supplying such type of food to Govt. offices and undertaking.
16. Weekly inspection of kitchen & store room shall be conducted from this end, any discrepancy, if noticed in this regard, may lead to the cancellation of the engagement order.

17. The intending agencies will have to quote rate on all the items in question. If any item is found to have been left out, the quotation will automatically stand invalid.
18. If any boarder/official denies food outside the listed items has be serve would have to be provided as per available market/hotel rate.
19. The approved agency would also be given the work of supply of tiffin packets/food packets in all meetings held in D.M. office.

  
Additional District Magistrate (Gen.)  
Jalpaiguri

Dated : 29 /06/2017.

Memo No. 999/1(6) /N.Z.T.

Copy forwarded for information with request of wide circulation to :-

- ✓ 1. The D.I.O., NIC, Jalpaiguri for uploading in the District Website.
2. The District Cultural & Information Officer, Jalpaiguri for publicity.
3. C.A. to the District Magistrate, Jalpaiguri,
4. C.A. to the A.D.M. (G), Jalpaiguri.
5. C.A. to the A.D.M. (D), Jalpaiguri.
6. Office Notice Board.

  
Additional District Magistrate (Gen.)  
Jalpaiguri

