



HOOGHLY KRISHI VIGYAN KENDRA

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

P.O. CHINSURAH (R.S.), DIST. HOOGHLY, WEST BENGAL-712102

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From: Dr. N. Mudi
Sr. Scientist & Head

Ref. No. HGKVK/465/ 25-26

Date: 30.01.2026

NOTICE INVITING QUOTATION FOR FOOD.

Sealed rate quotations are invited by the Senior Scientist & Head, Hooghly Krishi Vigyan Kendra, Chinsurah, Hooghly from reputed and experienced suppliers/caterers for making catering arrangements for all conducted programme at the Hooghly Krishi Vigyan Kendra. Interested agency/caterers may visit the websites (www.bckv.edu.in/www.hooghlykvk.org.in) for details.

Important Dates

- Last date and time of submission of quotation paper: 15 (fifteen) days after publication in the afore-mentioned websites.

Section-1

A. Details of Catering Requirements:

1. Programme as and when organized in the Hooghly Krishi vigyan Kendra, Chinsurah, Hooghly and any other programme attended by participants from various Government departments, Universities, NGOs and farmers from various places.
2. The total number of boarders, requiring the daily range of catering services (from bed tea to dinner), as per need.
3. Meals to be supplied in packets or to be served in table as per supply order.
4. The details of required catering services for the following options per plate are spelt out below:

Sl. No.	Item	Rate to be quoted
1.	Tea -60ml, with biscuit-2pcs.	Per cup
2.	Coffee- 60ml, biscuit-2pcs.	Per cup
3.	Breakfast/Tiffin-1 : Roti-4pcs/Parata-3pcs/Luchi-6pcs, chholar dal/ alur dum/Ghugni, boiled egg-1pc, Sweet-1pc (Rs.10/-)	Per plate
4.	Breakfast/Tiffin-2: Slice bread (4 pcs) with butter/jelly/jam + one banana+ boiled egg-1pc, Sweet-1pc (Rs.10/-)	Per pkt.
5.	Tiffin-3: Bapuji cake (one pcs), One pcs laddu	Per pkt.
6.	Tiffin-4 : Slice cake (Rs. 10/-), Boiled egg, Banana, Sweet-1 pcs (Rs. 10/-),	Per pkt.
7.	Evening tiffin 5: Muri, Singara (2pcs)/Alur chop (2 pcs)	Per pkt.
8.	Special Tiffin 6: Cake-1pc (10/-), Kaju vaja-25g, bhujia-30g, biscuit-2, one sandesh	Per pkt.
9.	Chicken Meal- rice, dal, bhaji, mixed veg, chicken (150g. approx.), chatny, sweet-1pc.	Per pkt
10.	Fish Meal- rice, dal, bhaji, veg. curry, fish (75g. approx.) curry, chatny, sweet-1pc	Per plate
11.	Egg Meal : rice, dal, bhaji, veg. curry, egg curry, chatny, sweet-1pc.	Per plate
12.	Veg Meal: rice, dal, bhaji, Sukto, poneer (70g.approx.), chatny,	Per plate

Handwritten signature and date:
30/1/26
Senior Scientist & Head
Hooghly KVK, Chinsurah
BCKV



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	sweet-1pc.	
13.	Special Meal-1: Fine rice, dal, beguni-1pc, veg. curry, mutton-150g, chatny, sweet-1pc (Rs.10/-), papad, salad, tak dai/sweet dai-100g	Per plate
14.	Special Meal-2: Fine rice, dal, beguni-1pc, veg. curry, fish-75g., chatny, sweet- 1pc (Rs.10/-), papad, salad, tak dai/sweet dai-100g	Per plate
15.	Special Meal-3: Fine rice, dal, beguni-1pc, veg. curry, chicken-150g, chatny, sweet-1pc (Rs.10/-) ,papad, salad, tak dai/sweet dai-100g	Per plate
16.	Special Meal-4: Fine rice /Roti-4pcs, mug dal, bhaji, beguni-1pc, seasonal veg. curry, dhoka/poneer curry, chatny, sweet-1pc (Rs.10/-), papad, salad, tak dai/sweet dai-100g	Per plate
17.	VIP Lunch: Fine rice, dal, Fish fry (small size), sukto, doi katla (75g), mutton-200g, chatny, sweet-1pc (Rs.10/-), papad, salad, tak dai/sweet dai-100g	Per plate
18.	Special Meal-5: Fried Rice, Chicken curry/Chilly Chiken-150g/dai katla-75g, sweet-1pc (Rs.10/-), chatny, papad	Per plate
19.	Special Meal-6: Fried Rice, Chicken curry/Chilly Chiken-150g/, Salad	Per plate
20.	a) Purified Water bottle (500ml.): Company's name to be mentioned	Per bottle
	b) Purified water bottle (300ml): Company's name to be mentioned	Per bottle
	c) Purified Water Jar (20ltr.)	Per Jar

Section-II

Terms & Conditions:

- Minimum qualifying criteria: Should have at least three years continuous experience as successful Catering Service Provider at residential training institute of Educational Institutions under State / Central Govt. or Training Institute / Centre under State / Central Govt. as supported by documentary evidences.
- Entire range of cooking appliances will have to be arranged by the agency in time as desired by the office.
- All these catering activities will be monitored and supervised by the designated representative(s) of Hooghly KVK up to their satisfaction and can reject any preparation without any compensation in the event of detection of any inferior quality food item.
- The agency should be experienced enough in serving different types of Cuisines like Chinese, Continental and Indian.
- Payment of bills against the programme organized by Hooghly KVK will generally be on monthly basis.
- Contract will be awarded for a **period of three years** from the date of award subject to review after each year and the rates also shall be valid for this period only. However, the admissibility of extending the contract for additional period, beyond three years, and / or revision of rates, may be considered by the appropriate authority of this Kendra, if required.

Signature
30/1/26
Senior Scientist
Hooghly KVK
BCKV



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- vii) There would be a separate provision on the part of the organizers to negotiate and fix up the rates of special dishes for arranging Inaugural / Valedictory Lunch / Dinner outside the ambit of aforesaid categories of budget allocation.
- viii) The other terms and conditions governing the contract will be finalized and be intimated in writing along with the issuance of final order.
- ix) Up to date documentary evidence of PAN No, GST No. /Service Tax No., P.Tax No., and current Trade License for Catering Services are to be furnished.
- x) The agency/ caterer, on being awarded the contract, has to pay a refundable security deposit for an amount of Rs. 10,000/- (Rupees ten thousand) only for the whole period of catering services. The security deposit will be refunded to the agency after deduction, if any, without any interest on expiry of the contract period.
- xi) The staff engaged by the agency should be of befitting standard in respect of their capacity, background, behavior, dealings and overall dispositions and acceptable to the mentioned characteristics shall have to be replaced immediately on intimation. The cook and assistant cook employed by the agency should be experienced enough to serve to the satisfaction of the management as well as the trainees and the guests. The caterer must ensure strict observance of appropriate dress code of its engaged staff at its own cost.
- xii) Mere quoting of lowest rates won't be sufficient for getting the award of contract. It would be determined in due consideration of the experience and fulfillment of other standards as determined by the appropriate authority.

Quotations should be submitted at par with the menus and relevant papers and testimonials as per respective paragraphs should be enclosed. The rates of the items are to be provided including all taxes and Levies applicable as per Government rules and regulations. Awarding of contract will be considered on maximum lowest rates provided upon the items specified.

The quotations found to be incomplete / incorrect in respect of any of the required information are liable to be rejected. The authority has right of accepting or rejecting any quotation at any time without assigning any reason.

Sd/-

Senior Scientist & Head
Hooghly KVK

Ref. No: HGKVK/ 465 /1(6)/2025-26

Date: 30.01.2026

Copy for information with kind request to display at the notice board of:

The BCKV Website through the Director of Extension Education, BCKV

- (i) The Director of Extension Education, BCKV, Mohanpur, Nadia
- (ii) The Registrar, BCKV, Mohanpur, Nadia
- (iii) The In-charge, Comptroller's Department, BCKV
- (iv) Hooghly KVK website (www.hooghlykvk.org)
- (v) Hooghly KVK's notice board
- (vi) File copy

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