

Notice Inviting Tender

For

Food Catering Services Contract-2026-2027

At

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE
(RCTRC)
Plot No. B/4, School Area (Pt.), Kalyani, Nadia

Under

WEST BENGAL STATE RURAL DEVELOPMENT AGENCY
(WBSRDA)

Under

PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT
(P&RD)
GOVT. OF WEST BENGAL

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
GOVT. OF WEST BENGAL
PLOT NO. B/4, SCHOOL AREA (PT.), KALYANI, NADIA
e-mail- wbrctrc,kalyani@gmail.com, retre.kalyani@gmail.com

No. 2637/RCTRC/2026

Date: 07/05/2026

(e)NIT No – 12/RCTRC/2026-27

Notice Inviting Tender for Food Catering Services

For and on behalf of the Director, RCTRC, Kalyani & the Superintending Engineer P&RD Department, Govt. of West Bengal; The Manager (Training), RCTRC, Kalyani & Executive Engineer, P&RD Department invites tender from the reputed caterers for providing food catering services on "per day per person" basis. The number of persons can increase or decrease as per official meeting & training schedule. The minimum number of participants shall not be less than 10 subjected to maximum of 55 (This number may be increased as situation demands).

TENDER DETAILS:

1. Name of the work: Providing food catering service at RCTRC, Kalyani, Nadia.
2. Location of work: RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. Eligibility Criteria & Document Submission: The following are the minimum eligibility criteria for participation in the tender process for providing "Food Catering service at RCTRC, Kalyani".
 - Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
 - Trade Registration Certificate.
 - Permanent Account Number (PAN).
 - Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
 - Professional Tax Clearance Certificate & Valid Trade License.
 - Income Tax return along with 26AS of last three years.
 - Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be upload in appropriate folder.
 - Partnership firm shall furnish registered partnership deed and the company shall furnish the Article of Association and Memorandum.
 - The registered Co-Operative societies should submit the registration certificate, current renewal certificate of their cooperative from competent authority with technical bid.
 - Power of attorney (in case of Partnership firm/Private limited company if any).
 - A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
 - Food preparation area should be within RCTRC, Kalyani premises. Food to be prepared/cooked preferably in the kitchen & dining room within the Hostel Block of RCTRC only.
 - The bid of any "Black Listed" agency will not be accepted.
 - Arbitration will not be allowed in any case.
 - Tender Inviting Authority may cancel or reject the tender without assigning any reason thereof.
4. General Information & Conditions for Submitting Tender:
 - Menu: Enclosed Annexure-A.
 - Food Serving Locations: Hostel Block & Dining Hall of RCTRC, Kalyani, Nadia.
 - Food Serving Timings:
 - i. Breakfast: From 7.30 A.M. to 9.30 A.M.
 - ii. Refreshment/Tea break*: 11.00 A.M.
 - iii. Lunch*: From 1.00 P.M. to 2.30 P.M.
 - iv. Refreshment/Tea break*: 4.00 P.M.
 - v. Tiffin: From 5.30 P.M. to 7.30 P.M.
 - vi. Dinner **: From 9.30 P.M. to 11.30 P.M.

*Timings may vary based on the Class / training schedule which will be informed in advance.

** Canteen Facility is open for 24 hours.

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- The food shall be ready to serve 15 minutes prior the scheduled dining time. No delay will be entertained under any circumstances. However, request for delay may be considered under unavoidable circumstances with prior information or approval from the competent authority of RCTRC, Kalyani.
 - The head count of trainees availing dining facility shall be provided by RCTRC representative on daily basis.
 - Items shall be prepared *LIVE*: The caterer shall have to make necessary arrangements required for preparing food items through a "LIVE COUNTER" facility. The caterer shall have to bear the responsibility for arranging utensils required for cooking and serving. No items shall be provided by the Tender Inviting Authority or RCTRC, Kalyani under any circumstances unless otherwise mentioned.
 - Payment shall be made on actual head count of trainees per day basis as per the accepted rate provided by the successful bidder as per Annexure – A
 - Crockery (like cup, plate, dish etc) and other similar items shall be supplied by the caterer.
 - LPG connection, cooking utensil shall be arranged by the caterer.
 - Electricity & running tap water shall be provided by RCTRC, Kalyani as per existing infrastructure.
 - Refrigerator shall be arranged by the caterer as & when required.
 - Cooking is strictly prohibited using Electric Heater/ Induction Oven or any other electrical appliances.
 - Food shall be prepared by expert cook having experience of in preparation of home style & low in spice but tasteful food.
 - Food quality can be tested in any government or semi government laboratory at any point of time by live sample collection.
 - Service personnel must be soberly and cleanly dressed maintaining standard etiquette and gentle gesture & experienced in food service.
 - All cooking and serving personnel must wear proper mask, hair caps and aprons while on providing service.
 - Proper cleaning of kitchen and dining hall shall be done every day and before every meal by the caterer. It shall be the responsibility of the caterer to provide cleaners for clearing off the dining tables after every meal and washing used plates and utensil.
 - Any negligence in maintaining proper hygiene in the kitchen, dining halls and while serving food shall be viewed seriously by the authority which may result in appropriate penal action including termination of contract.
 - The caterer shall serve as per the menu provided in the Annexure – A (attached).
 - In case of emergency if the number of trainees is increased, the caterer may have to supply food in a relatively short notice.
 - Any deviation from the listed menu will be result in appropriate penal action by the Tender Inviting Authority. Action may be initiated including termination of tender against any written complaints / written observation of any Officer or Staff of this Institute, after justification by the Authority.
 - Payment shall be cleared as per the availability of fund. Claim for delay in payment will not be entertained under any circumstances.
 - All the intending bidders are requested to visit the site of work prior to the submission of Tender at their own interest & cost.
 - This Notice Inviting Tender will be treated as a part of the Tender Document.
 - Any conditional tender will not be accepted. It will be assumed that the bidder accepts all terms & conditions stipulated in tender notice when digitally signed bid is submitted.
 - All the rates shall be quoted inclusive of all taxes, cess, levy, octroi, royalties, transportation, loading, unloading, stacking, etc. including all other incidental charges therein. No other charges will be allowed beyond the quoted rate under any circumstances.
 - The successful Bidder, shall have to execute a formal agreement on Non-Judicial Stamp Paper worth Rs. 100/- (rupees one hundred only) within 7 working days from the issue of letter of acceptance (LOA). Successful Bidders have to deposit Rs. 15000/- (Rupees Fifteen Thousand Only) as "Performance Security" in the form of Fixed Deposit / Bank Guarantee / unconditional FD in favor of "WBSRDA A/C RCTRC, KALYANI" AXIS BANK: -A/C NO 919010041875812, IFSC: - UTIB0000669, RAJARHAT BRANCH at the time of

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Agreement. The performance security money shall be refunded to the successful bidder, as shall be decided by the Authority, after completion of one year.

- Necessary deductions as applicable as per Government norms shall be made from the final bill.
 - Escalation of rate shall not be entertained by Tender Inviting Authority under any circumstances.
 - RCTRC, Kalyani will not take any responsibility for the delay in submission of online bid caused due to non-availability of internet connection etc.
 - Caterer shall solely be responsible for any damages caused to kitchen properties like table, chair, sink, etc including any other related property within the space provided to them for catering service.
 - Earnest Money of successful bidder will be released after issuance of Work Order.
5. **Manpower Deployment:** The caterer shall deploy sufficient manpower for serving food and for cleaning (removing used plates, used tumblers, cleaning the tables, used crockery etc.) at all times. The basic cleaning should be taken care of by the caterer only.
6. **Sanitation Items:** The caterer shall provide the sanitation items like soap oil / hand wash liquids for washing hands & tissue papers when the food is served on every table and strictly maintain safety protocol. Replenishing of the items is the responsibility of the Caterer only.
7. **Dustbin with Garbage Covers:** The caterer shall provide required number of dustbins and garbage covers at proper spots within dining hall area and the disposal of garbage on daily basis is the responsibility of the caterer only.
8. **Inspection of Kitchen:** RCTRC, Kalyani official can inspect at any moment of time to kitchen and Food quality for necessary verification.
9. **Other Terms and Conditions:** RCTRC, Kalyani reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.
10. **Earnest Money: Rs: 10,000.00/- (Rupees Ten Thousand only) Earnest Money shall be deposited by the bidder in online mode only following memorandum of the Finance Department Audit Branch Memo No-3975-F(Y) dated: 28th July, 2016. Payment to be made through ICICI payment gateway (online) in e-procurement portal for deposit and refund of EMD.**
11. Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be uploaded in appropriate folder.
12. **Contract Period:**
- a. The contract will be for a period of Twelve (12) months initially from the date of issue of work order and may be extended with the same terms and conditions for 1 (one) year based upon the satisfactory feedback from all the stakeholders of both RCTRC, Kalyani and trainees.
 - b. During the contract period, RCTRC will not entertain any request for revision of rates.

Sl No.	Particulars		Date	Time
1	Publication Date	On	09.05.2026	11.00 AM
2	Documents Download / Sale Start Date	From	09.05.2026	11.00 AM
3	Documents Download / Sale End Date	To	21.05.2026	2.00 PM
4	Bid Submission Start Date	From	09.05.2026	11.00 AM
5	Bid Submission End Date	To	21.05.2026	4.00 PM
6	Bid Opening Date (Technical)	On	25.05.2026	3:00 PM
7	Bid Opening Date (Financial)		To be intimated later on	
8	Place of Opening Bid	Office of The Manager (Training), RCTRC Kalyani, Nadia. PIN-741235		

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9	Officer Inviting Bid	The Manager (Training), RCTRC Kalyani, Nadia
10	Bid Validity	120 days from the date of opening of Financial Bid

The Qualification criteria for the works have been elaborated in detail in the Standard Bidding Document (SBD).

The T.I.A. shall not be held liable for any delay due to system failure beyond his control. Even though the system will attempt to notify the bidders of any bid updates, the T.I.A shall not be liable for any information not received by the bidder. It shall be the bidders' responsibility to verify the website for the latest information related to the tender.

Tender Inviting Authority reserves the right for accepting or rejecting any bid without assigning any reason thereof.


Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer P&RD

No.: 2637/1(8)/RCTRC/2026

Date: 07/05/2026

Copy forwarded for kind information and necessary action to:

- 1) The Special Secretary to the Govt. of West Bengal & ACEO, WBSRDA, Govt. of West Bengal.
- 2) The Chief Engineer (Presidency Zone & South Zone), P&RD, Govt. of West Bengal.
- 3) The Chief Engineer (North Zone), P&RD, Govt. of West Bengal
- 4) The Director RCTRC, Kalyani, Nadia.
- 5) The Financial Controller, WBSRDA, Govt of West Bengal.
- 6) The Assistant Engineer, RCTRC, Kalyani, Nadia.
- 7) The District Information Analyst, Nadia Zilla Parishad.
- 8) Office Notice Board.


Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer P&RD

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Standard Bidding Document

1. For and on behalf of the Director, RCTRC, Kalyani & the Superintending Engineer P&RD Department, Govt. of West Bengal; The Manager (Training), RCTRC & Executive Engineer, P&RD Department invites the e-tender, from the reputed caterers for providing food catering services per day per person based on the trainee batch size. The number of persons can be increase or decrees as per official meetings and training schedule. The minimum number of participants shall not be less than 15 subjected to maximum of 45.
2. Date of release of Invitation for tender through online: **08.05.2026** (dd/mm/yyyy).
3. **Earnest Money: Rs: 10000.00/- (Rupees Ten Thousand only) Earnest Money shall be deposited by the bidder in online mode only** following memorandum of the Finance Department Audit Branch Memo No-3975-F(Y) dated: 28th July, 2016. Payment to be made through ICICI payment gateway (online) in e-procurement portal for deposit and refund of EMD.
4. Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be upload in appropriate folder.
5. Payment made otherwise will be rejected.
6. Last Date/ Time for receipt of tender through Online: **21.05.2026 (dd/mm/yyyy) up-to 16:00 Hours (time)**
7. Only online submission of tender is permitted, therefore; tender must be submitted online at the website www.wbtenders.gov.in. The technical qualification part of the tender will be opened online at **15:00 Hours (time) on 25.05.2026** by the authorized officers. If the office happens to be closed on the date of opening of the tender as specified, the tender will be opened online on the next working day at the same time.
8. The tender for the work shall remain valid for acceptance for a period not less than 120 days after the Opening of Financial bids.
9. Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest quotation is not obligatory to the undersigned. If the lowest quotation, in the opening, of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh quotation and so on.
10. The agreement will be valid for only one (1) year from the date of award of the work.
11. **The Successful bidder in no case will enjoy the right to subcontract during the period of contract.**
12. The undersigned reserves the right to reject any or all of the tender without assigning any reason what so ever.
13. Other details can be seen in the tender documents. The Employer shall not be held liable for any delays due to system failure beyond its control.
14. Participants should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
15. Having Firm registration certificate.
16. Having PAN.
17. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
18. Professional Tax Clearance Certificate Valid Trade License.
19. Income Tax return along with 26 AS of last three years.
20. Copy of Earnest money deposit challan with clearly written UTR/Txn number needs to be uploaded with technical document. Hard copy submission shall not be allowed. All document needs to be upload in appropriate folder.
21. Partnership firm shall furnish registered partnership deed and the company shall furnish the Article of Association and Memorandum.
22. **The registered Co-Operative societies should submit the registration certificate, current renewal certificate of their cooperative from competent authority with Technical bid.**
23. Power of attorney (in case of Partnership firm/Private limited company if any).
24. A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
25. Food preparation area should be within RCTRC, Kalyani Campus. Food to be prepared/cooked in the kitchen situated within the premises of RCTRC only.
26. The bid of Any Black listed agency will not be accepted.
27. Arbitration will not be allowed in any case.
28. Tender Inviting authority may cancel or reject the tender without assigning any reason thereof.


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ANNEXURE - A

PROFORMA FOR RATE QUOTATION

Menu Break-Up Details	Rate per Head per day (In. Rs.)
BREAKFAST: {(ALOO PARATHA 2 PCS / GREEN PEAS KACHURI 4 PCS / DAAL PURI 4 PCS) + (CHANA MASALA / ALOO DUM) + (PICKLE / SAUCE / DAHI)} / {BREAD BUTTER TOAST + BANANA + BOILED EGG (2 NO)} / {(4PCS IDLI / 2PCS IDLI & 2 PCS BADA / 1 MEDIUM PLATE (8 INCH) UPMA / 1 MASALA DOSA / 1 MEDIUM PLATE POHA) + (SAMBAR / GHUGNI / CHATNI)} + SWEET 1 PC + TEA 1 CUP / COFEE 1 CUP.	
REFRESHMENT / TEA BREAK: BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP / COFEE 1 CUP.	
LUNCH: SALAD + (DEHRADUN RICE) / FRIED RICE / JIRA RICE / PEA RICE) + VEG DAAL + (BHAI / CHIPS) + SABJI / MIX VEG + (CHICKEN 6 PCS / MUTTON 4 PCS / FISH (2 DIFERENT TYPES; 100 GM EACH / CHILLI CHIKEN 8 PCS / 250 GM PANEER) + PAPAD + CHATNI + SWEET 1 PC + (DAHI 100 GM / ICE CREAM).	
REFRESHMENT / TEA BREAK: BISCUIT 2 PCS (GOOD QUALITY) + TEA 1 CUP / COFEE 1 CUP.	
TIFFIN: {PUFFED RICE + (VEG PAKODA 4 PCS / CHICKEN PAKODA 4 PCS)} / (EGG ROLL / MIXED NOODLES / CHICKEN SATAY 4 PCS / CHICKEN MOMO 6 PCS) + TEA 1 CUP / COFEE 1 CUP.	
DINNER: SALAD + {(RICE(DEHRADUN) / FRIED RICE / JIRA RICE / PEA RICE / ROTI) + VEG DAAL + SABJI + FISH CURRY)} / {(CHICKEN / MUTTON BIRIYANI + CHICKEN CHAP)} / {(RICE (DEHRADUN) / ROTI) + VEG DAAL + (BHAI / CHIPS) + SABJI + (CHICKEN 6 PCCS / MUTTON 4 PCS / FISH 100 GM)} + PAPAD + CHATNI + SWEET 1 PCS + (COLD DRINKS / BURANI)	
Total =	

Signature of Agency

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UNDERTAKING & ACCEPTANCE LETTER BY THE CATERING AGENCY

I/We have carefully gone through the various terms and conditions listed in the Quotation comprising (Technical & Financial Bid) for providing catering services at RCTRC -Centre Name. I/We agree to all these conditions and offer to provide food catering service at RCTRC. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Date: _____

Address: _____

Mob: _____

Email ID: _____

Signature of Agency