



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIC OF INDIA, EZTC KOLKATA

4/2C, Ho-Chi Minh Sarani , Kol

Note to the Director, EZTC, Kolkata

Re: Scope of work & Specification of work related to our catering Tender (Canteen Service- Employee Welfare)

The scope of specification of work related to the present Tender for Catering Service at LIC, Zonal Training Centre, Kolkata is as follows :-

- (1) Bed Tea : To be served to Boarders at their rooms in Hostel between 06:00 AM and 06:30 AM.
- (2) Break Fast : To be served at Canteen Hall of Hostel between 08:30 AM and 09:30 AM.
- (3) Tea & Biscuit: To be served at adjacent Administrative Building between 11:30 AM and 11:45 AM.
- (4) Lunch : To be served at Canteen Hall of Hostel between 01:30 PM and 02:30 PM.
- (5) Tea & Biscuit : To be served at adjacent Administrative Building between 03:30 PM and 04:00 PM.
- (6) Evening Snacks with Tea : To be served in Canteen Hall between 05:45 PM and 06:30 PM.
- (7) Dinner: To be served at Canteen Hall of Hostel between 08:30 PM and 10:00 PM.

Pricing: The consideration for catering services shall be quoted as per the following format:

Rate quoted will be applicable for the whole Tender period and will be inclusive of GST.



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TABLE –A FOR DECIDING L1

Sl No	Particulars	Rates per person per day inclusive of GST , labour charges with minimum wage ,vda and other components as per Govt guidelines.
1	Bed Tea / Biscuit	
2	Breakfast	
3	Forenoon Tea/Cofee with Biscuit	
4	Lunch	
5	Afternoon Tea/Cofee with Biscuit	
6.	Evening Snacks	
7.	Dinner	
Total Cost (from 1 to 6)		

The rate quoted should be inclusive of GST, Labour charges etc. The labour law of appropriate Govt. authority should be strictly adhered to in this regard. While quoting, please take into account the information in Serial Nos. (ii) , (iii), (iv) , (v) and (vi) of Additional Information Page about the service requirement at different time frame in a year. L1 will be decided on the basis of lowest rate for item nos 1 to 7 as mentioned in TABLE-A. Bid estimated value will be calculated on the basis of average participants as mentioned in serial no. (v) & (vi) of Additional Information page for two year period.



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NB: If there is no training session during a whole calendar week (Monday to Sunday), our training centre (EZTC), undertakes to guarantee a retention payment of Rs.5000/- (Rupees five thousand only) per week.

STORE COMMITTEE MEMBERS RECOMMENDATION

store committee recommends the above noted scope of work and specification of work related to the present tender on catering tender.

APPROVAL OF DIRECTOR (EZTC/KOLKATA)

[Signature]
Member

[Signature]
member.

[Signature]
member

[Signature]
(chairman)

[Signature]
member

Floating of tender for catering services along with terms and conditions recommended above by the Stores Committee is approved.

Ansa Pathini

Director

6/11/2023

निदेशक / Director
क्षेत्रिक-कोलकाता / Z.T.C.-Kolkata
४/२सि, हो. चि. निम सरणी
4/2C, Ho-Chi-Minh Sarani
Kolkata-700 061

Foot Fall Expected						
Specific Months	No. Of Months	Normal Training Days Per Month	Daily Average Expected Footfall In LUNCH	Daily Average Expected Footfall In DINNER	Expected Lunch Plate Per Month	Expected Dinner Plate Per Month
APRIL , SEPTMBER/OCTOBER , MARCH	3 Months	20	15	10	300	150
MAY, JUNE , JULY, AUGUEST, SEPTEMBER/OCTOBER, NOVEMBER,DECEMBER,JAN UARY , FEBRUARY	9 Months	20	50	25	1000	500

