

## **Notice Inviting Tender**

Sealed tender is invited by Secretary, Publication Board Assam in prescribed form obtainable from the office during office hours from 11am of January 18 affixing court fee stamp of Rs.20 (Rupees Twenty) only, (non-refundable) from experienced and financially sound caterers who can offer catering services to 2,500-3000 guest per day during the 3<sup>rd</sup> Brahmaputra Literary Festival, 2019 to be organized from 9th to 11th February, 2019 at Srimanta Shankardev Kalakshetra, Guwahati. Bidders are expected to have a proven track record in maintaining hygiene, cleanliness and high-quality food on time.

**Tenders will be received up to 12:00 noon of 25th January 2019** and will be opened at 3:00 pm on the same day in presents of the signatory tenderers. If that is a holiday, the tender papers will be opened in the next working day at the same time.

Tender documents containing terms and conditions and detail of work may be collected from the office of the Secretary, Publication Board, Bamunimaidam, Assam by paying Rupees 2000.00 (Two Thousand) only in the form of cash.

To ensure the quality of food, The Secretary Publication Board Assam has fixed the price as below:

General Vegetarian Lunch	: Rupees 105/- (One hundred five) only
Executive Vegetarian Lunch	: Rupees 210/- (Two hundred ten) only
Breakfast (Vegetarian)	: Rs 70 (Seventy) only
General Tea	: Rupees 5/- (Five) only
Executive Tea	: Rupees 10/- (Ten) only
General Coffee	: Rupees 12/- (Twelve) only
Executive Coffee	: Rupees 15/- (Fifteen) only
Cookies	: Rupees 3/- (Three) only

**Bidder has to submit the best possible vegetarian food menu to be served at the said price at the event venue. The Board may ask selected bidders for Sample Testing of food as per the menu submitted if found necessary.**

Estimated value of work: **15 Lakhs**

**Dated:-**

**Sd/- Secretary  
Publication Board Assam**

## Tender Paper

### **Minimum Qualifications for submission of Bids:**

1. The bidder must be from within the state of Assam and should have registration of catering services under relevant Statutory act (Food safety & Standard Act.2006), either as sole proprietor or as a registered firm/company/hotels/restaurant to run food catering services.
2. The bidder should have minimum 3 years of experience in providing Food catering in reputed organizations, serving at least 1,200 people per day, at a time.
3. The bidders shall have annual turnover of Rs. 50 lakh in the last three consecutive financial years.
4. The bidder should be registered with appropriate registration authorities/ labour commissioner, etc.
5. The bidder should be registered with Income Tax, Service Tax/GST and all other relevant Departments.
6. The bidder should be registered with appropriate statutory authorities under EPF and ESI acts.
7. The Bidder should have its own bank account all supporting documents against the above minimum qualifications must be enclosed with the bid. A simple undertaking claiming the stated criteria will not be treated as sufficient. Caterers serving only snacks & beverages will not be treated as qualified.

### **Instructions to bidders:**

1. Submission of Bids: The bids are to be submitted in one envelope super scribing “**Tender for Providing Catering services in 3<sup>rd</sup> Brahmaputra Literary Festival, 2019**” and be addressed to “**Secretary, Publication Board Assam, Bamunimaidam, Guwahati-21**”

#### **2. Documents to be submitted with the bid:**

- i) A covering letter addressed to “Secretary, Publication Board Assam, Bamunimaidam, Guwahati-21.”
- ii.) Bid proforma to be filled up and all required supporting documents to be enclosed
- iii.) Tender Fee receipt of Rs.2000.00 (Rupees Two Thousand Only).
- iv.) E.M.D.: A Demand Draft or FD of Rs.30000.00 (Rupees Thirty Thousand) only in favour of **Secretary, Publication Board Assam**, Payable at Guwahati.

## **PROCESS OF SELECTION OF BIDDER/CATERER**

The bids will be scrutinized as per the eligibility criteria laid down in the bid document vis-à-vis the supporting documents submitted by the bidders. A bid will be rejected if any of the eligibility conditions are not met. Bids that are found eligible will be awarded marks. The parameters to be considered for Technical Evaluation and the maximum marks for each parameter is as follows:

Serial No	Parameters	Marking	Maximum Mark	Min Mark to Qualify
1	Documents	Valid Trade License GST PAN Valid Labour License EPF	5	5
1	Average Turnover in the last 3 years	Equal & Above 2 crore :10 marks Equal & Above 1 crore: 5 marks	10	5
2	Valid FSSAI License		5	5
2	Years of Experience	Above 3 years	5	3
3	Similar work experience		10	4
4	Testimony		5	2
5	Proposed menu to be provided		10	3
6	Quality and test of food as per samples		50	30
Total			100	60

Note:

1. A bidder has to score at least the minimum marks under each category mentioned above and also an overall minimum score of 60 in the technical evaluation in order to be technically qualified.
2. The bidder with the highest technical score who has qualified technically will be the successful bidder.

## **Bid Proforma**

### **For Providing Catering Services at Brahmaputra Literary Festival 2019**

Tender No.....

dated.....

Name of the Bidder & Address: .....

1	Name of the Firm/Company/Caterer and Address (Attach a copy of registration)	
2	Name of Director/Partner/Proprietor/Head	
3	Registration under FSSAI (Attach a Copy)	
4	Contact Detail a) Phone/Mobile b) Email	
5	PAN No (Attach a Copy)	
6	GST Registration Number (Attach a copy)	
7	Labour License (Attach a Copy)	
8	EPF Registration No (Attach a Copy)	
9	ESI Registration No (Attach a Copy)	
10	Financial Turn Over for last 3 years 2017-18 2016-17 2015-16	
11	List of Similar contract	
12	Tender Fee Receipt No (Attach the receipt)	
13	EMD Detail (Enclose DD/FD with the Bid)	

**Note:** This proforma after filling up details has to be submitted with the bid along with all supporting attachments. **Please use more than one sheet to furnish the above information if required.**

**Proposed Menu to be provided by the bidder**

**1. General Lunch**

<b>Serial No</b>	<b>Items</b>	<b>Remark</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**2. Executive Lunch**

<b>Serial No</b>	<b>Items</b>	<b>Remark</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**3. Breakfast:**

<b>Serial No</b>	<b>Items</b>	<b>Remark</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**Bidders' Declaration**

1. I, .....Son/Daughter of  
Shri..... Proprietor/ Partner/Director/ Authorized Signatory of  
M/s..... am competent to sign this declaration and execute  
this tender document.

2. I have carefully read and understood all terms and conditions of the tender and hereby convey my acceptance of the same.

3. I / We \_\_\_\_\_ (Tenderer) hereby also declare that the Firm / caterer

Namely M/s.\_\_\_\_\_ has not  
having any pending criminal case against Partners / Proprietor / Others and we are not  
blacklisted by any Government Caterer for any fraudulent practices so far.

4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

5. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Authorized Person

Date:.....

Full Name.....

Place:.....

Company Seal.....