



**Tender Document for the work**

**“Supply of food and beverages with other arrangement complete in all respect in connection with all events of Atal Amrit Abhiyan Society, Assam”**

**Tender No. AAAS/Assam/Empanelment of Event Management/2018-19/62**

**Dated: 26<sup>th</sup> August 2019**

**Office of the Chief Executive Officer**

**Atal Amrit Abhiyan Society**

**Nayantara Supermarket Complex, 3<sup>rd</sup> Floor**

**Six Mile, Guwahati -781022**



**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
ATAL AMRIT ABHIYAN SOCIETY, ASSAM  
Nayantara Super Market Complex, Six Mile, G.S. Road, Guwahati-22**

No. AAAS/Assam/Empanelment of Event management/2018-19/62

Date: 26-08-2019

**NOTICE INVITING TENDER**

Atal Amrit Abhiyan Society, Assam invites sealed quotations in two bid system, (i) Technical Bid and (ii) Financial Bid affixing non-refundable **Court Fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five)** only are invited from well established GST registered Hotel/ Caterer/ Firms within Guwahati City for supply of food items. Detailed Tender Document along with terms and conditions may be obtained from the Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket Complex, Six Mile, Khanapara, Guwahati – 781022 on working days up to **2 PM of 2<sup>nd</sup> September 2019**. An amount of **Rs. 100 (Rupees One Hundred Only)** is to be paid as **Bid Document Fee** (non refundable) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favor of “**Atal Amrit Abhiyan Society, Assam**” payable at Guwahati.

The tender document may be downloaded from our websites [www.aaas-assam.in](http://www.aaas-assam.in). In case of downloaded tender document, the Bid Document fee (Non-refundable) of **Rs. 100 (Rupees Hundred Only)** in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favor of “**Atal Amrit Abhiyan Society, Assam**” payable at Guwahati must be submitted along with the Tender Document.

The Financial and Technical Bids are to be submitted in separated sealed envelopes. The both envelopes should be put and sealed in an outer cover (bigger envelope) addressed to the Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket Complex, Six Mile, Khanapara, Guwahati – 781022.

If the day of receiving tender, the office happen to be a holiday or non working day, bandh etc. for an unforeseen reason, the next working day will be considered as last date (at the same time) of receiving the tender.

Undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Last date of submission of Tender : 03/09/2019 up to 2:00 PM

Opening of Technical Bids : 03/09/2019 at 3:00 PM

Chief Executive Officer  
Atal Amrit Abhiyan Society, Assam

Memo No. AAAS/Assam/Empanelment of Event management/2018-19/62 Date: 26-08-2019

Copy to

- i. The Principal Secretary to the Govt. of Assam, Health & FW Department, Dispur, Guwahati – 6 for kind information.
- ii. The Director of Information & Public Relations, Assam, Dispur, Guwahati – 781006. He is requested to publish the above notice in one leading daily English newspaper and two leading Assamese daily newspapers published from Guwahati
- iii. Office Copy

Chief Executive Officer  
Atal Amrit Abhiyan Society, Assam

## SECTION-I

### INVITATION TO BID

1. The Chief Executive Officer, Atal Amrit Abhiyan Society, Assam invites quotations from well established GST registered Hotel/ Caterer/ Firms within Guwahati City for supply of food and beverages with other arrangement complete in all respect in connection with all events of Atal Amrit Abhiyan Society, Assam.
2. Bidders are advised to study the Bid document carefully.
3. Bidder shall not tamper/modify the tender form in any manner. In case if the same is found to be tampered/ modified in any manner, the tender will be completely rejected and EMD would be forfeited and the bidder is liable to be banned from doing business with o/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam.
4. Not more than one tender shall be submitted by one bidder or bidders having a business relationship. Under no circumstance will father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The Hard Copy of original instruments in respect of earnest money and original copy of affidavits must be delivered at the address mentioned below. Bid will be rejected in case of non-receipt of original payment instrument like Demand Draft/any other accepted instrument etc. against the submitted bid.
6. Bids shall be submitted only manually as hard copy.
7. The Purchaser shall not be responsible for non-receipt/non-delivery of the Bid documents due to any reason whatsoever.
8. The Chief executive Officer, Atal Amrit Abhiyan Society reserves the right to reject any or all the Bids in whole or part without assigning any reasons.
9. This "NIT" is non-transferable under any circumstances.
10. Address for communication:  
Office of the Chief Executive Officer  
Atal Amrit Abhiyan Society  
Nayantara Supermarket Complex, 3<sup>rd</sup> Floor  
Six Mile, Guwahati -781022

## SECTION-II

### GENERAL TERMS AND CONDITIONS

- 1. Procedure for Submission of Bids:** The Bid should be submitted manually on the below mention address

Chief Executive Officer  
Atal Amrit Abhiyan Society  
Nayantara Supermarket Complex, 3<sup>rd</sup> Floor  
Six Mile, Guwahati -781022

**2. Eligibility Criteria**

- i. The bidder must have a registered office in Guwahati. Valid address Proof to be submitted along with BID.
- ii. The bidder must have a minimum **average turnover of Rs. 20 Lakhs** during the last three Financial Years. CA Certificate along with the Audited reports & ITR and GSTR 3B return copy (as applicable) to be submitted along with the Bid.
- iii. The Bidder shall have to submit up to date Food License from competent authority.
- iv. The Bidder must have minimum three years experience in the field of catering.
- v. The interested bidder must have well established registered Hotel/Caterer/ Firms within Guwahati with minimum 3 years of experience for which the bidder shall have to submit documental evidence.
- vi. The firms should have working experience in Assam Govt. Department or any corporate sector and have to furnish the lists, performance certificates from Govt. Offices in regards of rendering satisfactory service is also furnished.
- vii. The bidder should have valid
  - a. GST Registration Certificate
  - b. PAN
  - c. Labor License
  - d. Trade License
  - e. MSME Registration (as applicable)
  - f. Food license
- viii. The bidder should not have been debarred/ blacklisted by any State Government or their instrumentalist. There should not be any criminal case pending before any court of competent jurisdiction. An upto date **Affidavit** of Non Blacklisting on Non Judicial Stamp Paper in any Govt./Semi Gov./PSU depts. from public notary/competent legal authority. **An original Affidavit must be submitted along with the bid.**

**3. Specific Terms and Conditions**

- i. This NIT is not an offer and is issued with no commitment. o/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam reserves the right to withdraw the NIT and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder at any stage.
- ii. O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam reserves the right to withdraw this NIT if it determines that such action is in the best interest of o/o Chief Executive Officer.
- iii. Bidders, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification shall be disqualified from the process at any stage.
- iv. Neither the bidder nor any of the bidders representatives shall have any claims whatsoever against the Atal Amrit Abhiyan Society, Assam or any of their respective officials, agents, or employees arising out of or relating to this NIT or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- v. The required food items are at **Annexure-I**
- vi. Rates should be quoted per head/ per packet/ as in **Annexure –II**
- vii. The rate so quoted should include transportation cost up-to the event venue or at a place to be specified by, AAA Society within Guwahati.
- viii. The Bidders must have contact telephone number Mobile No. and should have his/her own facilities for preparing food.

- ix. The successful bidder must have a special arrangement, where food may be prepared in a venue itself.
- x. The successful bidder shall have to maintain standard in the quality and quantity of food to be supplied failing which CEO, AAA Society reserves the right to the discontinue catering service of the successful bidder.
- xi. An amount of **Rs. 10,000 (Rupees Ten Thousand Only)** will have to be deposited in the form of Demand Draft drawn on any Nationalised/Scheduled bank on India in favour of “Atal Amrit Abhiyan Society, Assam” payable at Guwahati as EMD with the Technical bid.
- xii. EMD of unsuccessful bidders shall be released immediately on finalization of the bid/tender on application of the parties.
- xiii. An amount of **Rs. 30,000 (Rupees Thirty Thousand Only)** will have to be deposited by the successful bidder(s) in the form of Bank Guarantee for a valid period of 1 year and 6 months from the date of award letter drawn on any Nationalised/Scheduled bank on India in favour of “Atal Amrit Abhiyan Society, Assam” payable at Guwahati as Performance Security.
- xiv. The successful bidder shall have to supply food and beverages as per order which may vary from 10 to 3000 persons depending on requirement of the event.
- xv. The food items shall have to be supplied as per demand basis as and when required.
- xvi. The successful bidder shall have to provide man power that will be responsible to serve in proper manner the office authority will not pay any charges for such services.
- xvii. The service boy shall have to be provided with proper uniform for which the office authority will not bear any cost.
- xviii. The garbage including used plates, packets, glass etc are to be removed from the campus immediately by the caterer and disposed off in such a way as to not cause harm to the environment.
- xix. The successful bidder shall have to provide all required items containing dish, bowl, drinking water, glass, spoon, napkin etc. along with the ordered menu. No disposable glass/dish/plates should be used.
- xx. The successful bidders must have arrangement for necessary buffet sets to serve the food
- xxi. A team of official would visit the bidders’ hotels/restaurants for tasting the quality of items of Menu before finalization of rate for approval.
- xxii. The authority does not bind itself to accept the lowest rate or any quotation or to assign any reason for accepting or rejecting any quotation thereof. He also reserves the right to cancel the contract before expiry of the terms of contract for any reason thereof. The authority also reserves the right to cancel the quotation as a whole if so required.
- xxiii. All the pages of tender should be serial numbered, signed by the bidder and affix his firm’s stamp at each page of the tender document and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract . **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

#### **4. Technical Bid:**

- i. The Technical bid should be submitted in the o/o Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket Building, Six Mile, Guwahati-781022 mentioned above in **ENVELOPE 1** superscripted as **“TECHNICAL BID”**.
- ii. The Technical Bid Should Contain:
  - a. Bid Document Fees & EMD in the form of DD
  - b. Address proof of the firms/business place
  - c. Proof of Turnover for last 3 financial years audited and certified by Chartered Accountant. ITR should be submitted along with the CA certified Turnover Certificate
  - d. GST return - GSTR 3B copy
  - e. Documentary evidence of past work experience in the form of Work Orders/ Contracts/ Completion Certificates.
  - f. Self attested copy of:

- a. GST Registration Certificate
- b. PAN
- c. Labor License
- d. Trade License
- e. MSME Registration (if any)
- f. Food license
- g. An upto date **Original Affidavit** of Non Blacklisting on Non Judicial Stamp Paper in any Govt./Semi Gov./PSU dept. from public notary/competent legal authority.
- h. The bidder must sign and affix seal on every page of submitted documents.
- i. The bidder must submit copy of complete Tender document with sign and seal of bidders

**5. Financial Bid:**

- i. The Financial Bid should be submitted in **ENVELOPE 2** superscripted as **“FINANCIAL BID”**.
- ii. Rates should be quoted per head/ per packet/ as in **Annexure –II**

**6. Criteria for Evaluation of Tenders:** The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Envelope-1 and then on the basis of Financial information furnished in form given in Envelope-2. The Financial bid of such firms found short listed based on technical parameters (as per Envelope-1) will be opened on the date, time and venue to be announced after evaluation of the Technical Bid. It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inference drawn during the meeting of this Committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed.

**7. Terms of payment:**

- i. No payment shall be made in advance
- ii. All payment shall be made by RTGS/NEFT
- iii. The competent authority shall be at liberty to withhold any of the payments in full or in part.
- iv. The contractor shall submit the bills in triplicate copy
- v. The payment shall be made after deduction of all statutory taxes.

**8. Period of validity of Bid:** Bid shall be valid for 90 days after the date of opening of bids.

**9. Period of Contract/duration:** The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (upto a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

**10. Force Majeure:** If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

**ANNEXURE- I**

MENU

1. Rice - Plain Rice (Joha) fried rice.
2. Vegetable Curry
3. Dal Fry - Plain Dal Fry/Black Dal/ Dal Makhani
4. Paneer - Matar Paneer/Palak Paneer/ Chilli Paneer/Paneer Butter Masala
5. Chicken Curry
6. Fish Curry
7. Egg Curry
8. Dry Vegetable fry
9. Sweets
10. Butter Nan/ Chapatti/ Roti
11. Pappar
12. Salad
13. Pickles
14. Cookies
15. High tea ( 4 items from the following items:- Sandwich / Veg chop / Sweet / fried  
Cashew nut / Roll/ Paneer Pakora/ Pattis/ Cake)
16. General tea (2 items from the following items: - Sweet/best quality Biscuit/veg chop.

**ANNEXURE- II**

Format for Quoting Rate.

Sl No	Name of the Item	Unit	Rate		
			Rupees in figures	GST	Total(INR)
1	Buffet lunch as per menu in Annexure I ( Veg)	Per head			
2	Buffet lunch as per menu in Annexure I ( Non-Veg)	Per head			
3	Packet lunch as per menu in Annexure – I ( Veg)	Per Packet			
4	Packet lunch as per menu in Annexure – I ( Non Veg)	Per Packet			
5	High Tea ( as per menu in Annexure – I )	Per Packet			
6	General Tea ( as per menu in Annexure – I )	Per Packet			

Rate should be quoted including GST and other taxes if applicable.

N.B.= The rate should be quoted in bidders letter pad.

-----**END OF TENDER DOCUMENT**-----