

**DIRECTORATE OF AGRICULTURE, ASSAM
KHANAPARA, GUWAHATI- 781022**

REQUEST FOR BID

For

**SELECTION OF FIRMS FOR SUPPLY OF FOOD ITEMS AND CATERING
SERVICE DURING THE ASSAM INTERNATIONAL AGRI-HORTI SHOW 2022**

**RFB No. Agri/8737(part)/Chairman/Agri-Horti show/procurement/2022-23/02
Dtd. 25/11/2022**

**Directorate of Agriculture, Assam
Khanapara, Guwahati- 22,
Website:<https://diragri.assam.gov.in>**



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SECTION- I
CRITICAL DATE SHEET

RFB REFERENCE NO.	Agri/8737(Part)/Chairman/Agri-Horti- Show/Procurement/2022-23/02 Dated 25/11/2022
Date of paper advertisement	27 th. Nov 2022
Start date & time to submit RFB	28-11-2022 from 4.00 PM
Last date & time for submission of RFB	11-12-2022 at 4.00 PM
Date & time for opening of RFB	11-12-2022 at 5.00 PM
Place of opening of RFB	Conference Hall of Directorate of Agriculture, Assam, Khanapara, Guwahati-6
Issue of reward	13-12-2022 at 5.00 PM
Address for Communication	Office of the Directorate of Agriculture, Assam, Khanapara, Guwahati-22

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SECTION-II INVITATION TO RFB

The Chairman, Procurement Committee, Directorate of Agriculture, Assam, Khanapara, Guwahati-22 invites Bids under single bid system (Technical part & Financial part) from reputed "Catering Service" agency for providing Breakfast/Tea/Snacks/High Tea/Working Lunch/Lunch/Dinner/water bottles, etc. for the upcoming Assam International Agri-Horti Show 2022 to be held from 17th Dec'2022 to 19th Dec'2022 at the Veterinary College playground, Khanapara, Guwahati-22. The RFB may be downloaded from website <https://assamtenders.gov.in> and understand various provisions contained therein.

- 1) The Bid, superscribed at the top of the envelope as "Offer for Providing Catering Services," should be addressed to 'Chairman, Procurement Committee, Directorate of Agriculture, Assam, Khanapara, Guwahati-22.'
- 2) Bids should be submitted latest by Dec'10th, 2022 at 2.00 p.m. The Quotations shall be opened on the same day, i.e. Dec'10th, 2022 at 5.00 p.m. at the Office of Chairman, Procurement Committee, Directorate of Agriculture, Assam, Khanapara, Guwahati-22."
- 3) Bids received beyond the last date and time shall be summarily rejected.
- 4) The bids will consist of two packets - Packet-A and Packet-B. Packet-A will consist of Technical and other conditions as laid down in the Bid document. Packet-B shall consist of the Financial Bid as per conditions laid down in the Bid document.. The bidders are also advised to go through the General Terms & Conditions and satisfy themselves before submitting the quotations.
- 5) Financial quote shall not be taken into consideration even if the bidder has quoted the lowest price if technical criteria as requested in the RFQ do not meet up by the bidder.
- 6) The Chairman, Procurement Committee, Directorate of Agriculture, reserves the right to accept or reject any offer or empanel more than one caterer without assigning any reason.

Handwritten signature and date: 27.11.22

**Chairman, Procurement Committee
Directorate of Agriculture, Assam
Khanapara, Guwahati-781022**

**Section III
BID FORM**

(This form must be submitted using official letterhead of the agency)

RFB No.: No.

Our reference no.....dated.....

To,

**The Chairman, Procurement Committee,
Directorate of Agriculture, Assam,
Khanapara, Guwahati-22**

Sub: Request for Bid (RFB) for "Selection of Catering Services."

Sir,

I/We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part, and
- (b) Financial Part

2. In submitting Quotation, we make the following declarations:

- (a) **No reservations:** Having read RFB in its entirety and services to be provided, I/We, offer to participate in the arrangement of Breakfast/Tea/Snacks/High Tea/Working Lunch/Dinner/Water bottles, etc. to the officials/participants of the Assam International Agri Horti Show 2022 in conformity with the terms and conditions specified in the Bid document and have no reservations whatsoever;
- (b) **Conformity:** We offer to provide service in conformity with the RFB document and in accordance with the specifications specified in the RFB document;
- (c) **Quotation Validity Period:** Our Bid shall be valid for the period of 90 days from the deadline fixed for submission of the Bid.
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest. We are not participating in more than one Bid in this bidding process and we have not been suspended or debarred by the Central or any State Government/PSU, or blacklisted or suspended by the Central or any State Government/PSU, etc in India;
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including, "Prevention of Corruption Act 1988."
- (f) **Annulment:** We understand that you are not bound to accept any Bid you may receive and may also empanel more than one agency for the stated services under the RFQ.



(g) **Declaration:** It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the Director of Agriculture, Assam wishes to take.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Telephone no. _____ email id. _____

Dated on _____ day of _____, _____ *[insert date of signing]*



Section IV

GENERAL TERMS AND CONDITIONS

1. The Agency should have legal business entity in Assam.
2. The Agency should have minimum five (3) years of experience in offering catering services in the mega events of Govt. organizations or private sector.
3. The bidder's annual financial turn over (gross) in the **catering services** during the last three financial years, i.e., 2019-20, 2020-21 & 2021-22 should not be less than 50.00lakhs in average for the three financial years, i.e., 2019-20, 2020-21 & 2021-22.
4. Bid documents may be downloaded from the website <https://assamtenders.gov.in> against submission of fees of Rs.1000.00 (Rupees One Thousand) only for RFP fees through online mode.
5. Bidders are requested to visit the website regularly.
6. EMD of Rs.0.20 Lakhs must be deposited through online mode.
7. Court fee stamp of Rs.8.25/ IPO Rs.10.00 is mandatory which must be submitted in RFP documents.
8. EMD of unsuccessful bidder shall be returned after acceptance of empanelment letter of successful bidder.
9. EMD of successful bidder will be forfeited if the bidder fails to sign contract agreement within the given time with the purchaser.
10. EMD of a bidder may be forfeited if the bid is withdrawn after last date of submission.
11. All the pages of bid submitted must be signed by the bidder as a token acceptance of all terms and condition of the standard.
12. Successful bidder will have to keep an interest free deposit of Rs. 2,00,000 (Rupees Two Lakh) only with the Directorate of Agriculture, as performance Security at the time of signing of the Agreement.
13. The Performance Security of the selected agency shall be released after three (2) months from the closure date of the Agreement.
14. All costs, etc., related to Agreement signing like stamp paper, etc., will be borne by the selected agency.



15. Liquidated damages @ 10% of the ordered value shall be imposed on the selected agency if the service/food quality is found to be of non-standard.
16. All the pages of the Quotation have to be signed by the authorized bidder.
17. The **Chairman, Procurement Committee, Directorate of Agriculture, Assam**, reserves the right to change/add terms & conditions as and when felt necessary through a letter issued to the empanelled agency.
18. The **Chairman, Procurement Committee, Directorate of Agriculture, Assam**, does not bind itself to accept the lowest bidder and reserves the right to reject any or all the Quotations without assigning any reason thereof.
19. Bidder should fill up rates both in figures and words in the Financial Part.
20. The applicable tax should be shown separately.
21. Rates will be considered together for all the items together in a particular Group and shall not be evaluated item wise. For the purpose of arriving at the lowest bidder, per plate cost shall be taken into consideration.
22. Bidders can either quote for all Groups of items failing which the bid will be categorically rejected.
23. The selected agency (ices) shall be awarded contract based on the approval by Selection Committee constituted for the purpose. The cooking sheds, dining hall, water for cleaning & cooking will be provided by the Organizing Committee.
24. The selected agency shall have to serve food as indented from 8.00 a.m. to 11.00 p.m. without fail.
25. The selected agency shall have to provide good quality paper napkin, toothpick & sweetener along with the food served.
26. The food provided should be of high standard quality. Packaging/utensils/crockery used to serve food should be clean and spotless.
27. The service boys/girls should wear clean and pressed uniform and be courteous while serving food.
28. All licenses related to running of the catering agency should be available with validity in effect.



29. Any modification to this RFB shall be uploaded in the official website www.assamtenders.gov.in. Bidders are requested to visit the website periodically before submission of their bids.
30. Indent will be usually issued three (3) day prior to the programme. However, in the event of emergency, indent may be given over phone which will be regularized at the earliest. It shall be binding on the empanelled vendor to provide food at short notice.
31. Partial Bid will not be accepted and such quotation shall be considered as non-responsive and shall not be evaluated.
32. The bill should invariably be enclosed with the office indent for making necessary payment by the **Chairman, Procurement Committee, Directorate of Agriculture, Assam, Khanapara, Guwahati-22**
33. Any discrepancy between the unit price and the total price, between words and figures shall be re-computed by the **Chairman, Procurement Committee, Directorate of Agriculture, Assam**. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the prospective empanelled vendor does not accept the final price based on re-computation and correction of errors, the bidder's quotation will be rejected.
34. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment/modification on any account.
35. The Prices should be quoted in Indian Rupees only.
36. The **Chairman, Procurement Committee, Directorate of Agriculture, Assam**, will award the contract to the bidder whose quotation has been determined to be substantially responsive and who obtains highest score on 80% (Technical) and 20% (Financial) weightage basis.



**SECTION-V
EVALUATION CRITERIA**

The Bidder should possess the requisite experience, resources as described in the Bid document. Moreover, participating Bidders will be evaluated mainly based on following criteria provided the participating bidders satisfies the bid components depicted in 'a'.

A minimum of 70 marks should be scored for empanelment of participating firms.

a)

Bid Component	Details to be filled by Bidder
1. PAN Card	
2. GST Registration certificate with updated GST clearance certificate	
3. Updated Trade License and Firm Registration Certificate	
4. Financial soundness certificate from concerned Bank	
5. Annual average turnover certified by CA for the last 3 consecutive years	
6. Profit and loss statement with balance sheet certified by CA for the last 3 consecutive years (CA statement only)	
7. RFB fee details	
8. EMD details	
9. Undertaking that the firm has not been banned / black listed by any State/Central Govt. Department/PSU/any other agencies	

b)

Bid Component	Weightage in Technical Score
1. Average Annual turnover during last 3 years : i) Annual turnover equal to minimum requirement as stated in Section II but below twice the minimum requirement - (10 Marks) ii) Annual turnover twice the minimum requirement - (7 Marks) iii) Annual turnover exceeding twice the minimum requirement - (20 Marks)	20
iv) Experience on similar work(s) during last 3 years (proof supported by completion certificate along with order copy and photographic evidence)	40

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v)	Current empanelment with State/Central Govt. agencies/ PSU/World Bank agencies etc. (copy of empanelment letter needs to be submitted.)	10
vi)	Infrastructure Strength: Details of staff strength of the Agency, quality of utensil using in cooking supported by catalogue and adequate proof	30
Total		100

a) After evaluation of technical bids based on above criteria qualified bidder will be issued empanelment letter and as and when required financial rates will be invited. Based on 80% weightage to technical score and 20% weightage on financial score (rate) participating bidders will be selected for awarding contract. A list of selected bidders will be displayed after completion of evaluation process (technical and financial) and acceptance letter will be issued to the selected bidders. Accordingly there will be a signing of a contract deed between the Director and the selected bidders.

b) MODEL FINAL EVALUATION (for reference only)

Sl. No.	Name of Firm	Technical Score (T)	80% of T (X)	Financial rate quoted in % (F)	Lowest financial rate (Fm)	Financial score calculated on 100 points (Sf) (Sf=100 X Fm/F)	20% of Sf (Y)	Total score (X+Y)	Rank
1	A	90.00	72.00	Rs. 10.00	Rs. 8.00	80.00	16.00	88.00	L1
2	B	80.00	64.00	Rs. 8.00		100.00	20.00	84.00	L2
3	C	70.00	56.00	Rs. 10.00		80.00	16.00	72.00	L3



Section V
BIDDER'S PROFILE

Annexure I

Sl. no.	Essential information to qualify technically	Documents to be submitted
1.	Name of the Catering Agency	
2.	Status of the firm	Self certified registration certificate.
3.	Complete address of the Firm with telephone, mobile no., and email id.	Self certified document of proof of Proprietorship/Partnership/ any other.
4.	Agency registration no.	Information in the Agency's letterhead.
5.	Name of the Proprietor/Managing Partner/ etc. (as the instance may be)	Self certified valid document.
6.	Date of commencement of business	Self certified valid document.
7.	Name of organization(s) to which the Agency is rendering catering services at present	Self certified copy from concerned organization(s).
8.	Three (3) Work Orders for serving at least 5000 persons dining strength in a single day per Work Order in the last 3 years	Self attested Work Orders issued by organization(s).
9.	Details of staff strength of the Agency:	
a)	Cooks	Mention the number and names.
b)	Service Boys	Mention the number.
10.	License (s)/issuing authority/validity	
a)	Trade License	Self certified up-to-date Trade License.
b)	Food License	Self certified up-to-date Food License.
c)	Labour License	Self certified up-to-date Labour License.
11	Annual Turnover for the last three years (enclose copies):	
a)	2019-20	Self certified Chartered Accountant's Certificate.
b)	2020-21	Self certified Chartered Accountant's Certificate.
c)	2021-22	Self certified Chartered Accountant's Certificate.
12	PAN no.	Self certified copy of PAN card.
13	GST no.	Self certified up-to-date copy of GST certificate.

NB: Documents to be submitted serially as per the listed table above.

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of Bidder _____

Address _____

Telephone no. _____ email id. _____

Dated on _____ day of _____, _____ [insert date of signing]



Section VI
LETTER OF BID-FINANCIAL PART

(This financial part must be submitted using official letterhead of the firm) **Annexure II**

RFB No.: No.
Our reference no. dated.....

To,

**The Chairman, Procurement Committee,
Directorate of Agriculture, Assam,
Khanapara, Guwahati-22**

Sub: Request for BID (RFB) for "Selection of Catering Services."

Sir,

1. I/We, the undersigned, hereby submit the financial part of our Bid. In submitting our Financial Part, we make the following additional declarations:

- (a) Our Bid shall be valid for the period of 90 days from the deadline fixed for the Bid submission;
- (b) I/we have thoroughly read and understood all the terms and conditions as contained in the RFB and agree to abide by them.

Group A: Tea & Snacks

Item Code	Item	Quantity	Unit cost in Rs.	GST Rate (%)	GST Amount (Rs)	Total amount excluding GST in Rs.	Total amount including GST in Rs.	Total Amount in Word
A.1.	Milk Tea, Biscuits & 1 water bottle (500ml)	1 unit						
A.2.	Black Tea, Biscuits & 1 water bottle (500ml)	1 unit						

Group B: High Tea

Item Code	Item	Quantity	Unit cost in Rs.	GST Rate (%)	GST Amount	Total amount excluding GST in Rs.	Total amount including GST in Rs.	Total Amount in Word
B.1.	a) Coffee/Tea b) Vegetable Cutlet/Vegetable Sandwich (1pc) c) Mini Samosa/ Kachori d) Cake (1 pc) e) Biscuits (2 pc) f) Salted Kaju (6 pc) g) Kalakan one piece h) 1 water bottle (500ml)	1 Unit						

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Group C: Breakfast

Item Code	Item	Quantity	Unit cost in Rs.	GST Rate (%)	GST Amount	Total Cost excluding GST in Rs	Total cost including GST Rs.	Total Amount in Word
C.1	a)Coffee/Tea b)One Malbhog Banana c)Four pieces of Bread with Butter d)One Boiled Egg e) 1 water bottle (500ml)	1 unit						

Group C: Breakfast

Item Code	Item	Quantity	Unit cost in Rs.	GST Rate (%)	GST Amount	Total Cost excluding GST in Rs	Total cost including GST Rs.	Total Amount in Word
C.2	a)Coffee/Tea b)One Malbhog Banana c)Four pieces of Puri (Standard size) with Dal and Chutney d) 1 water bottle (500ml)	1 standard unit						

Group D: Working Lunch/Dinner (Vegetarian)

Item Code	Item	Quantity	Unit cost in Rs.	GST Rate (%)	GST Amount	Total cost including GST in Rs	Total cost excluding GST in Rs.	Total Amount in words
D.1	Rice (good quality)	Standard Quantity Per Pax						
	Dal fry/ Dal Makhni/ Tarka							
	Mixed vegetable (seasonal)							
	Paneer Butter Masala/ Palak Paneer/ Matar Paneer/ Shahi Paneer							
	Dry fry (Brinjal, Pumpkin, Ash gourd)							
	Salad							
	Papad							
	Pickles							
	Gulab Jamun/ Ice Cream/ Custard							
	1 water bottle (500ml)							
Per Plate Total in Rs.								

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Group E: Working Lunch/Dinner (Non-Vegetarian)

Item Code	Item	Quantity	Unit cost in Rs.	GST Rate (%)	GST Amount (Rs)	Total cost including GST in Rs	Total cost excluding in Rs.	Total amount in words
E.1	Rice (good quality)	Standard Quantity Per Pax						
	Dal fry/ Dal Makhni/ Tarka							
	Mixed vegetable (seasonal)							
	Chicken Curry							
	Salad							
	Papad							
	Pickles							
	Gulab Jamun/ Ice Cream/ Custard							
	1 water bottle (500ml)							
Per Plate Total in Rs.								

Group F: Working Lunch/Dinner (Non-Vegetarian)

Item Code	Item	Quantity	Unit cost in Rs.	GST Rate (%)	GST Amount (Rs)	Total cost including GST in Rs	Total cost excluding in Rs.	Total amount in words
F.1	Rice (good quality Aijong)	Standard Quantity Per Pax						
	Dal fry/ Dal Makhni/ Tarka							
	Mixed vegetable (seasonal)							
	Fish Curry							
	Salad							
	Papad							
	Pickles							
	Gulab Jamun/ Ice Cream/ Custard							
	1 water bottle (500ml)							
Per Plate Total in Rs.								

(Note: The evaluated responsive bidder shall be decided on the amount quoted exclusive of GST and other taxes as applicable)

Yours faithfully,

(Authorized Signature)

