



**OFFICE OF THE STATE LEVEL NODAL AGENCY  
WATERSHED DEVELOPMENT COMPONENT -  
PRADHAN MANTRI KRISHI SINCHAYEE YOJANA (WDC - PMKSY), ASSAM  
NODAL DEPTT: SOIL CONSERVATION, GOVT. OF ASSAM  
3<sup>rd</sup> Floor, Bhumi Sangrakshan Bhawan, R.G. Baruah Road, Guwahati-781005  
E-mail ID: assamslnaiwmp@gmail.com**

No. SLNA/WDC-PMKSY/46/2022/41

Dated Guwahati the 30<sup>th</sup> Sept., 2023

**NOTICE INVITING BIDS**

Sealed bids are hereby invited from reputed Vendors/ Suppliers/ Agencies/ for Empanelment for Providing Food Catering Services for the office of Chief Executive Officer, SLNA, WDC-PMKSY, Assam.

The copy of NIB may be obtained from the office of the SLNA, WDC-PMKSY, Assam or downloaded from the official website (<http://slnaiwmpassam.gov.in>) and (<https://sppp.assam.gov.in/>). The filled bid with the supporting documents may be submitted to the **Chief Executive Officer, SLNA, WDC-PMKSY, Assam, 3<sup>rd</sup> Floor, Bhumi Sangrakshan Bhawan, R.G. Baruah Road, Guwahati-5** on or before 4:00 PM of **10<sup>th</sup> October, 2023**, which will be opened on **11<sup>th</sup> October, 2023** at 11:30 A.M.

The envelope must be superscripting on the top “**Empanelment of Providing Food Catering Services**”.

  
**Chief Executive Officer**

 **SLNA, PMKSY-WDC, ASSAM**

Memo No.SLNA/WDC-PMKSY/46/2022/41-A

Dated Guwahati the 30<sup>th</sup> Sept., 2023

Copy to:

1. PS to Addl. Chief Secretary to the Govt. of Assam, Soil Conservation Department and Chairman, SLNA, WDC-PMKSY, Assam, Dispur for favour of his kind information.
2. Office Notice Board/ website: <http://slnaiwmpassam.gov.in/>
3. <https://sppp.assam.gov.in/>

  
**Chief Executive Officer**

 **SLNA, PMKSY-WDC, ASSAM**

**Invitation of Bid for Empanelment of Providing Food Catering Services for  
the office of SLNA, WDC-PMKSY, Assam**



You are invited to submit your most competitive single cover bid (Technical and Financial) as per the following terms & conditions:-

**1. Qualification of the Bidder:** The Bidder shall provide qualification information which shall include:

- a) Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March 2022, should be at least INR 10 Lakhs. [CA certificate (UDIN) is to be submitted].
- b) Bidder is required to submit at least 03(Three) nos. of work order/ contract in the relevant filed in last three years from the Govt. Department/ organization.
- c) The Vendors/ Suppliers/ Agencies/ should be a Proprietary firm/ Partnership or Company registered under Companies Act, 1956 or who possess the required licenses, registrations etc., as per law is to be submitted.
- d) The bidder should have own commercial kitchen and compliance with Food Safety and Standards Act of the state of Assam.

1.1. Bidder must also produce with their Bid – PAN, GST Certificate, Trade License and valid FSSAI certificate issued by competent authority.

1.2. SLNA reserves the right to reject any or all tenders and shall not be bound to assign any reason for such rejection.

**2. Bid Price**

- a. Bidder has to quote the price as per prescribed format in **Annexure-III**.
- b. The contract shall be a rated contract only and no minimum work is guaranteed.
- c. All taxes and other levies payable on transportation & deliverable at site shall be included in the total price.
- d. Quoted price should be inclusive of GST.
- e. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. “Price Fall Clause” as per Assam Public Procurement Rules (APPR) 2020 shall be applicable.
- f. The Prices shall be quoted in Indian Rupees only.
- g. Partial quote will not be acceptable and such bid shall be considered as non-responsive and shall be rejected.

**3. Evaluation of Bids:**

The bids will evaluate and compare the bids determined to be substantially responsive i.e. which

- a) meet the qualification criteria mentioned in clause 1 above,
- b) are properly signed,
- c) Conform to the terms & conditions; and
- d) Rates will be considered for all the items together in all.





#### 4. Documents to be submitted

- a. Complete address of the Firm with Telephone, Mobile No, E-mail id.
- b. Name & Address of the Proprietor/ Managing Partner/ etc.
- c. Copy of Valid trade License/ Registration.
- d. Copy of GST Registration Certificate
- e. Copy of PAN Card.
- f. Copy of valid FSSAI certificate issued by competent authority.
- g. Three (3) nos. of successful supply order of relevant work in last five years.

#### 5. Empanelment of Bidder:

- 5.1. Employer reserves the right to empanel 2 or more vendors at the lowest rate only.
- 5.2. Feedback on the quality of food will be taken from consumers on regular basis. If the feedback on food of any particular vendor found is average or below average, SLNA, WDC-PMKSY, Assam reserves the right to terminate the contract and issue future supply orders to other empanelled vendors.

#### 6. Award of contract

- 6.1. The O/o the SLNA, WDC-PMKSY, Assam will award the contract to the suppliers whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- 6.2. Supply order will be given to empanelled vendor at the rate of item wise rate.
- 6.3. Notwithstanding the above, the O/o the SLNA, WDC-PMKSY, Assam reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract without specifying any reasons.

7. **Payment term:** Payment shall be made through electronic transfer only on receipt of bills/ invoices of each Order.

8. **Validity of Bid:** Bid shall remain valid for 60 days after the date of opening of Technical Bids prescribed by Tender inviting authority. A bid valid for a shorter period may be rejected as non-responsive.

#### 9. Duration of Contract

The service contract is for 1 year from the date of award the contract may be renewed up to 3 years based on the satisfactory performance by the under signed.

10. **Bid Security:** EMD for an amount of Rs.5,000/- (Rupees Five Thousand) only shall submit along with the bid in the form of **Bank Guarantee or Fixed Deposit** in favour of Chief Executive Officer, SLNA, WDC-PMKSY, Assam payable at Guwahati, **valid for a period not less than 1 (one) year** beyond the due date of submission of the tender. The EMD of unsuccessful bidders will be returned within 30 days after award of the contract.



**11. Performance Security:** Performance Security for an amount of Rs.15,000/- (Rupees Fifteen Thousand) only shall be deposited by the successful bidder after award of contract in the form of ***Bank Guarantee or Fixed Deposit*** in favour of Chief Executive Officer, SLNA, WDC-PMKSY, Assam payable at Guwahati. The amount of bid security of a successful bidder may be adjusted with the amount of performance security required of him or refunded if the successful bidder furnishes the full amount of performance security.

**12. Termination**

The Chief Executive Officer, SLNA, WDC-PMKSY, Assam may terminate the contract with **1 (one)** month prior notice, without assigning any reason thereof.

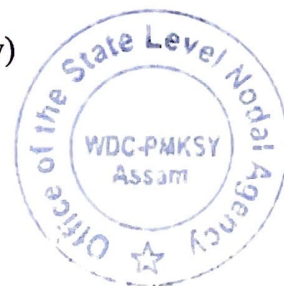
**GENERAL CONDITION**

1. The supply order will be issued as and when required basis.
2. The food that is to be provided must be standard & hygienic.
3. Supply order will be usually issued one (1) day prior to the programme. However, in case of emergency, the order may be given over phone/ WhatsApp messages which will be regularized at the earliest.



**Covering Letter**

(This must be submitted in the official letterhead of the agency)



From: (Full name and address of the Bidder)

.....  
.....  
.....

To,

The Chief Executive Officer,  
SLNA, WDC-PMKSY, Assam  
Bhumi Sangrakshan Bhawan  
R.G. Baruah Road, Guwahati-5

Sub: Invitation of Bid for Empanelment of Providing Food Catering Services for the office  
of SLNA, WDC-PMKSY, Assam

Ref:

Sir/ Madam,

1. I/We, the undersigned, hereby submit our Bid.
2. I/We hereby submit our document. A copy of the RFQ document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms and conditions.
3. **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 Chief Executive officer, SLNA, WDC-PMKSY, Assam wish to take.
4. **Bid Validity period:** My/Our Bid shall be valid for the period of 60 days from the deadline fixed for its submission.

Yours faithfully

**Signature of the authorized signatory  
Bidder with name, designation, seal and date**

**UNDERTAKING**

(This must be submitted in the official letterhead of the agency)

To,

The Chief Executive Officer,  
SLNA, WDC-PMKSY, Assam  
Bhumi Sangrakshan Bhawan  
R.G. Baruah Road, Guwahati-5



Sub: Undertaking for not being blacklisted.

Sir/ Madam,

I, the undersigned hereby certify that neither the M/s..... nor any of its Proprietor/ constituent partners have been blacklisted by any State or central Government Undertaking/Enterprise, prior to the submission of the bid for Empanelment of Providing Food Catering Services for the office of the SLNA, WDC-PMKSY, Assam, Guwahati-5.

Yours faithfully

**Signature of the authorized signatory  
Bidder with name, designation, seal and date**





## ANNEXURE-III

### PRICE QUOTATION

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

#### A. BREAKFAST:

Sl. No	Item	Unit	Rate including GST (in Rs.)
1	Puri/ Roti (3 nos) with sabji/ vegetable fry etc.	Per plate	
2	Paratha (2 nos) with sabji/ vegetable fry etc.	Per plate	

#### B. LUNCH/ DINNER:

Sl. No	Item	Unit	Rate including GST (in Rs.)
<b>1</b>	<b>Veg Packed Lunch</b>		
(i)	Plain Rice/ Jeera Rice/ Veg Polao, Nan (1)/ Roti (2), Paneer, Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)	1 pax	
(ii)	Plain Rice/ Jeera Rice/ Veg Polao, Paneer, Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)	1 pax	
(iii)	BIRYANI (Veg Biryani, Paneer Lababder, Raita)	1 pax	
<b>2</b>	<b>Non-Veg Packed Lunch</b>		
(i)	Plain Rice/ Jeera Rice/ Veg Polao, <b>Mutton</b> , Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)	1 pax	
(ii)	Plain Rice/ Jeera Rice/ Veg Polao, <b>Chicken</b> , Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)	1 pax	
(iii)	Plain Rice/ Jeera Rice/ Veg Polao, <b>Fish</b> , Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)		
(iv)	Plain Rice/ Jeera Rice/ Veg Polao, <b>Egg</b> , Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)		
(v)	BIRYANI (Chicken Biryani, Chicken Kasa, Raita), Sweet (Rasgulla/ Gulab Jamun)	1 pax	
(vi)	CHINESE (Veg Fried Rice/ Veg Chowmein, Chilli Paneer/Chicken, Salad, Sweet (Rasgulla/ Gulab Jamun)	1 pax	

### C. BUFFET MEAL

Sl. No	Item	Unit	Rate including GST (in Rs.)
1	<b>Veg Meal :</b> Plain Rice/ Jeera Rice/ Veg Polao, Nan (1)/ Roti (2), Paneer, Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)	Per Plate	
2	<b>Non-Veg Meal:</b> (i) Plain Rice/ Jeera Rice/ Veg Polao, <b>Mutton, Fish</b> , Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)	Per Plate	
	(ii) Plain Rice/ Jeera Rice/ Veg Polao, <b>Chicken, Fish</b> , Dal, Mix Veg, Salad, Chutney, Papad, Sweet (Rasgulla/ Gulab Jamun)	Per Plate	

### D. HIGH TEA

Sl. No	Item	Unit	Rate including GST (in Rs.)
1	<b>Veg:</b> (i) Veg Cutlet or Veg Sandwich (1 pc) (ii) Plain Kaju/Fried Kaju (6 pcs) (iii) Good quality Biscuits (2 pcs) (iv) Sweets (Kacha Gulla/ Boil cake/ Kalakan (1pc)		
2	<b>Non- Veg:</b> (i) Chicken Cutlet or Chicken Sandwich (1 pc) (ii) Plain Kaju/Fried Kaju (6 pcs) (iii) Good quality Biscuits (2 pcs) (iv) Sweets (Kacha Gulla/ Boil cake/ Kalakan (1pc)		

### E. BEVERAGES

Sl. No	Item	Unit	Rate including GST (in Rs.)
1	Red Tea/ Lemon Tea (with and without sugar option)	1 CUP	
2	Milk Tea (with and without sugar option)	1 CUP	
3	Coffee (with and without sugar option)	1 CUP	

### F. MINERAL WATER

Sl. No	Item	Unit	Rate including GST (in Rs.)
1	Mineral Water Bottle (Bailey/ Bisleri) 250 ml	Per Unit	
2	Mineral Water Bottle (Bailey/ Bisleri) 500 ml	Per Unit	
3	Mineral Water Bottle (Bailey/ Bisleri) 20 Ltr	Per Unit	

- **Complementary with Lunch Pack:** Papad (Fry), Pickles (Mixed), Green Salad (including Green Chilly & Raw Onion).
- **Complementary with Hi Tea:** Tomato Sauce/ Mayonnaise.





## G. TENT HOUSE

Sl. No	Item	Unit	Rate including GST (in Rs.)
1	Temporary Shed	Per Sq.ft.	
2	Sofa (1 seater)	Per Unit	
	Sofa (3 seater)	Per Unit	
3	Executive/ VIP Chair	Per Unit	
4	Plastic chair (with handle)	Per Unit	
5	Plastic chair (without handle)	Per Unit	

We agree to provide the above food services in accordance with the specifications within the period specified in the invitation for Quotations.

Yours faithfully,

Seal:

Signature:

Name:

Address

Phone No: