

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK:

Providing of Catering service on International Seminar at the Department of Life Sciences at Dibrugarh University.

TENDER No: DU/SWS/Catering/2024/3847 dated 24.10.2024


**Deputy Registrar (Admn.)
Dibrugarh University
Dibrugarh**

CUT-OUT SLIP

NAME OF THE WORK: Providing of Catering service on International Seminar at the Department of Life Sciences at Dibrugarh University.

TENDER NO. : DU/SWS/Catering/2024/3847 **Date:** 24/10/2024

SUBMISSION DUE DATE & TIME : 06/11/2024 up-to 12:30 P.M.

FROM:

Name:

Address

TO:

THE ORGANIZING COMMITTEE

ASSAM BOTANY CONGRESS-03
DEPARTMENT OF LIFE SCIENCES
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM


24/10/24
Deputy Registrar (Admn.)
Dibrugarh University
Dibrugarh



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY:: DIBRUGARH

No. DU/SWS/Catering/2024/3847

Date: 24.10.2024

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed and experienced caterers /caterings service providers for preparation and providing meal on the event of International Seminar organized by Department of Life Sciences at Dibrugarh University. Detailed specification of the item, Terms & Conditions *etc.* are given below. The bids should reach the Department of Life Sciences, Dibrugarh University, Assam with all relevant papers on or before **06/11/2024 up-to 12:30 P.M.**

Last date for receipt of Bid	06/11/2024 up to 12:30 P.M.
Time & Date of opening of Bid	06/11/2024 at 03:30 P.M.
Place of opening of Bid	Department of Life Sciences, D.U.
EMD	Rs. 25,000/- (refundable)

The tender should be submitted in two separate sealed envelopes *i.e.* **Part - I** (TECHNICAL BID) and **Part - II** (FINANCIAL BID). The Technical Bid shall be opened on above mentioned date and time and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose Technical Bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning reasons thereof.

Minial Kamal
24/10/24

Deputy Registrar (Admn)
Dibrugarh University
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Dibrugarh University
Dibrugarh

Copy to:

1. The Vice Chancellor, D.U. for favour of kind information.
2. The Registrar, D.U. for favour of kind information.
3. The Chairperson, Organizing Committee for Assam Botany Congress - 03 (ABC-03) Department of Life Sciences, D.U. for favour of kind information.
4. The Deputy Registrar (F&A) *i/c*, D.U. for information.
5. All the members Tender Opening Committee for ABC-03, for information and necessary action.
6. The Programmer, D.U. for information with a request to upload the same in the University website.
7. Notice board.
8. Office File
9. *All departments/centres ... for wide publicity.*

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24/10/24

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A. MINIMUM ELIGIBILITY CRITERIA

1. The bidder shall be a Proprietor/ reputed firm(s) in Canteen / Catering services *etc.* having their business operations in canteen services in Assam.
2. The firm shall submit the Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) or EMD exemption certificate along with the relevant document (if any).
3. Bidders shall have to meet the following pre-qualification criteria of having at least three (3) years of experience in maintenance of Canteen Services/Catering Services.
4. Bidder should not have been blacklisted on any score by any Government Department/Institution/ Autonomous Body/Public Sector Undertaking. Any information in this regard subsequently found to be incorrect after submission of bid or award of contract will entail rejection of the bid or cancellation of Award of Contract as the case may be.
5. In proof of having fulfilled the minimum eligibility criteria mentioned, the legible scanned copies of the following self attested documents/information must be submitted with the Technical Bid.
 - a. Copy of GST, certificate of incorporation issued by the Registrar of Companies and firm registration certificate.
 - b. Copy of FSSAI should be submitted.
 - c. Copy of PAN should be submitted.
6. Bidders may note that bids are to be submitted as per the instructions laid out of this tender document. The selection of successful bidder would be in two steps:
 - a. Technical Bid
 - b. Financial Bid

B. SUBMISSION OF TECHNICAL BID

1. Technical Bid should be submitted in postal or by hand and reach the office of the undersigned on or before 06/11/2024.
2. The following documents shall comprise the Technical Bid:
 1. Technical Bid Submission Letter (Bid Cover Letter) in the form prescribed Format and should be signed by the authorized signatory.
 2. Bid Security (EMD) and signed by the authorized signatory.

C. EVALUATION OF BIDS

A two-stage procedure will be adopted in evaluating the proposals with the Eligibility criteria evaluation and technical evaluation completed entirely prior to any financial proposals being opened. Eligibility criteria and Technical Evaluation documents will be evaluated to ensure that all the stated criterions are met.


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Bidders need to fulfill all the Qualification conditions mentioned in the request for proposal (RFP). The concern committee will examine the Bids to determine whether the bidders meet the eligibility criteria as per invitation of bid, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.

Note: No bidder will try to influence directly or indirectly the members of the Technical Committee, and if found doing so, that bid shall summarily be rejected.

DESCRIPTION OF THE SELECTION PROCESS

STEP 1: RESPONSIVENESS OF BID

The Bids submitted by Bidders shall be initially scrutinized to establish "Responsiveness". A Bid may be deemed "Non-responsive" if it does not satisfy any of the following conditions:

- a. It is not received by due date and time as specified in this bid document.
- b. Conditional offers or if it does not contain sufficient information for it to be evaluated and/or is not in the formats specified
- c. It is not signed and /or sealed with stamp impression.

A bid once declared as "non-responsive" and rejected, cannot be made responsive by the bidder having corrected or withdrawn the non-conforming deviation or reservation

Note:

The University reserves the right to:

- i. Accept/reject any/all tenders without assigning any reason thereof.
- ii. Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
- iii. Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
- iv. Award the contract to one or more tenderers for the items covered by the tender.

D. CONFIDENTIALITY:

1. The bidder shall take all precautions not to disclose, divulge and/or disseminate to any third party and confidential information, proprietary information related to University. The obligation is not limited to any scope and the selected bidder shall be held responsible in case of breach of the confidentiality of University information.
2. If the selected Bidder receives inquiries from any person(s) or outside agencies including Press/Media, the same shall be referred by the bidder to University immediately on receipt of such queries..

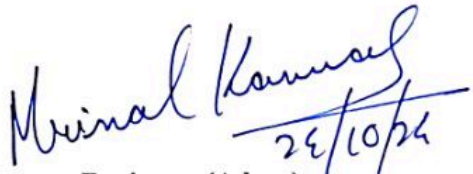


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E. TERMS & CONDITIONS FOR CATERING SERVICES TENDER

1. The bidder should have a catering set up in Dibrugarh.
2. The tenderer should go through the complete tender document including all Terms & Conditions stated by Dibrugarh University before tendering.
3. The selected bidder shall be absolutely '*a bare license*' and anything contained therein shall not be deemed to give any right in law in respect of the said premises fittings, fixture and other University belongings to the Bidder in any manner.
 - a) Selected bidder shall set up the food court in specified space provided. The food court should have a seating capacity with table for 50 people and without table for another 50 people. Food court should be decorated in a decent manner with sufficient lighting, fans and wash basins, etc.
 - b) Average numbers of meals per session may range from 250 to 300 nos. There should be minimum of two buffet counters to serve food simultaneously. Food should be of good standard and must be prepared following proper hygienic condition.
 - c) The selected Bidder shall use decent crockery sufficient for the use of 350 persons at a time and good stainless steel utensils will be used for serving meal.
4. The Bidder shall have to quote on per plate basis and per bottle/glass basis as mentioned in the particulars above.
5. The Bidder shall have to arrange the required gas cylinders for the said purpose without fail.
6. To ensure safe & potable drinking water, the selected caterer shall arrange branded drinking water.
7. The selected bidder shall not sublet/ permit the said catering service and in default thereof shall be liable for cancellation of award of work.
8. The selected bidder shall ensure hygienic conditions and shall have to comply with the instructions issued from time to time by Dibrugarh University or by an Officer/Committee nominated by Dibrugarh University on this behalf.
9. The cooking oil/ refined/ butter/ ghee shall be of standard quality. Inspection by competent authorities shall be carried out without prior information to the selected bidder.
10. The food, water, ingredients *etc.* served by the selected bidder shall be obtained by him/her from the approved sources and shall be fresh, hygienic wholesome of good quality of their respective kind and of reasonable quantity. If on examination, it is found that food items / articles kept are exposed to dust, flies or the services rendered by the selected bidder is unsatisfactory then the license shall be revoked, and the selected bidder shall be even prosecuted under the provision of Prevention of Food Adulteration Act and shall also be liable to pay a fine of not less than Rs. 50,000/- (Rupees Fifty Thousand only) to Dibrugarh University and may also face prosecution under relevant Acts/ Laws of land.
11. The selected Bidder shall ensure that persons not below a prescribed age of 18 years, and as may be permissible under the relevant law, are employed. Labour Law regarding appointment/wages *etc.* be followed.


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12. The dealings of the selected bidder and his workers with the Staff & the attendees shall be polite and courteous. The selected bidder shall not be permitted to exhibit in the said premises any printed or written notice, advertisement, posters *etc.* of any kind and any company whatsoever.
13. The selected bidder shall not carry out any illegal act or objectionable items or commodities in or outside the premises, which may be nuisance or a cause of annoyance to the students/attendees/Guests/staff of Dibrugarh University.
14. On the expiry or earlier termination of this order, the premises shall be vacated peacefully by the Caterer and he/she shall clean the venue before vacating them.
15. Any notice to be given to the selected Bidder under the terms of this license shall be considered to be duly served & the same shall have been affixed on outer door any other conspicuous part of the said premises. The selected bidder shall ensure proper cleaning in and around the cooking area. The Kitchen waste shall be disposed off through covered containers in the dustbin situated in the nearby area.
16. The **Annexure-A (Financial Bid)** shall be sealed in separate envelope. Before, this envelope is opened, Technical Evaluation shall be done by Dibrugarh University for all. Financial/Price Bid shall be opened only for those agencies who qualify the quality standards and finally the tenders shall be decided.
17. The contract will be awarded for three days i.e. 11th November to 13th November, 2024 only so as to prepare and cater the meal for the attendees/Guest/staff of Dibrugarh University. Any dispute arising out of this contract shall be subject to Dibrugarh Jurisdiction only.
18. The selected bidder will deploy adequate number of manpower to serve the attendees/Guests/Staff.
19. The quantity of meal/plates/glass/bottles may increase or decrease depending on the attendance of the attendees/guests/staff and the selected bidder shall agree to serve meal to the attendees/guests/staff without fail. He/she shall ensure that sufficient amount of food is available to serve the attendees/guests/staff.
20. The selected bidder shall have to sign a Letter of Acceptance as indicated in **ANNEXURE-B** of this Tender.
21. Quantity of the items may be increase or decrease.


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FINANCIAL BID

Sl. No.	Timing	Particulars	Rate per plate (including all services like providing food court as mentioned in term E. 3(a) & drinking water etc.)
Date: 11/11/2024			
01.	Morning	Tea/Coffee with Sandwich (veg), Egg boiled, Sondesh, Gulab jamun	
02.	Lunch	Rice (sona shakti)/Roti, Dal, Dry mix veg without potato (gajar/bean/pea), Fry (brinjal/pumpkin/long capcupum), Chicken without potato (Local), Fish gravy (kaju/kismish)/ Salad, Lemon, Chutney, Sweet Dish, Paneer (optional)	
03.	Evening	Tea (Red) / Coffee with Bakery biscuits (high quality)	
04.	Dinner	Rice (sona shakti)/Roti/Nan, Papar, Dal, Jeera Aalu, Mutton gravy with potato, Chilli Fish, Salad, Chutney, Sweet Dish	
Date: 12/11/2024			
01.	Breakfast	Doi/Chira/Gur/Sugar/Akhoi/Muri/Hurum + Cream, Tea (Black/Red), Rosgula, Banana	
02.	Lunch	Rice (sona shakti)/Roti, Dali outenga, Mati dal khar + amita, Matar masala paneer, posola chana dal, Lai hak sabji, Kosu bilahi pitika, salad, chutney, nemu, Bhut jolokia khorisa, Sweet dish (Doi+mihi dana/bundia)	
03.	Evening	Tea (Red) / Coffee with Kachori/singora/dhokla	
04.	Dinner	Rice (sona shakti)/Roti/Pulao, Chicken kosha, Chili fish/ Coriander fish, Duck fry, Mix dal, Vegetable kofta/curry, Salad Chutney, Nemu, Papar, Sweet dish (Hot gulab jamun)	
Date: 13/11/2024			
01	Breakfast	Tea/Coffee (both), Chole Bhatura, Puri, Boil Egg, Apple, Dry fruits (roasted/salted)	
02	Lunch	Rice (sona shakti)/Roti, Dal, Labra sabji, Egg curry, Chicken dry fry, Fish curry (Assamese style), Mutton Ragan Josh, Paneer, Salad, Nemu, Papar, Chutney, Sweet dish (Gajar ka halwa)	
03	Evening	Tea/Coffee, Veg cutlet, Kheer/kalakand	

NOTE:

Cigarettes, Liquor items, ghutkas and tobacco items *etc.* will also not be permitted within the University Campus. Selling of Tobacco product will invite the prosecution under relevant Rules & Acts. Rates mentioned above shall include all applicable taxes.

(Authorized Signatory) _____
 Full name and designation _____
 Official seal:


 Deputy Registrar (Admin.)
 Dibrugarh University
 Dibrugarh

Letter of Acceptance
Or
Letter of Award

Tender no. DU/SWS/Catering/2024/

Date:

Contract Title: Providing of Catering service on International Seminar at the Department of Life Sciences at Dibrugarh University.

To,
M/s.....
.....
.....

Sub: Award for tender no. DU/SWS/Catering/2024/3847 dated: 24/10/2024

Titled: For Catering Services at Dibrugarh University, Dibrugarh.

Ref: Your offer/quotation no..... dated..... against our tender no..... opened on.....

Dear Sir/Madam.

I am pleased to inform you that after evaluating the bid documents submitted by you on, Dibrugarh University is pleased to inform you that you have been selected as the successful bidder for **'Providing of Catering service on International Seminar at the Department of Life Sciences at Dibrugarh University.'** The total cost shall be Rs. as indicated in your Financial Bid submitted on(date), in accordance with the procedures intimated in the relevant bid documents.

1. Please apply for refund of EMD deposited with the bid on completion of the work.
2. This notification concludes the legally binding contract between you and Dibrugarh University till issue of a formal contract.

Yours truly

Deputy Registrar (Admn)
Dibrugarh University


Deputy Registrar (Admn.)
Dibrugarh University
Dibrugarh

TECHNICAL BID SUBMISSION FORM

1.	Name of the Company/Proprietor	
2.	Address of the company/proprietor along with contact details	Address: Contact no.: Email id.:
3.	Name, designation and telephone/mobile number of authorized person to be contacted	
4.	Details of Cost of Document: Exemption of EMD for registering with MSME, NSIC, etc. will be considered as per the Govt. of India's rules on submission of documentary proof.	Rs. 25,000/- D.D. No..... Dated..... Bank.....
5.	Details of GST Certificate, PAN & FSSAI Details	Submit scanned copy(ies)
6.	Any prior experience in providing Catering services.	
7.	Does the firm have enough man power to deliver the work	
8.	Has the Company ever been declared ineligible or blacklisted by any authority?	Yes/No.
9.	Any other relevant information	

DECLARATION

- I/We hereby declare that the information furnished above against the NIT no. _____ are true and based on available documentary evidences, In case, any of the information furnished above, either in full or in part, is at any stage, found to be incorrect, our bid shall stand cancelled or if contract has been awarded, the same shall stand terminated.
- That the catering firm has carefully read and understood the tender document and agrees with all the terms and conditions of the tender.

(Authorized Signatory) _____
 Full name and designation _____
 Official seal


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 Dibrugarh University
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Check List

Documents to be provided

Sl. No.	Documents	Submitted Yes/No	Page No.
1	EMD of Rs. 25,000/- or MSME, NSIC etc.		
2	Food Safety and Standards Authority of India (FSSAI) certificate		
3	GST Certificate		
4	PAN		

Submitted by:

(Authorized Signatory)
Full name and designation
Official Seal


 Deputy Registrar (Admn.)
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