

**Government of Tripura**  
**State Council of Educational Research & Training, Tripura**  
Abhoynagar, Agartala, Tripura(W)

F.No. F. No. 7(10) SCERT/Trg/NISHTHA/2019/

Date -----

**Short Notice Inviting Tender for Supply of Food**

State Council of Educational Research & Training , Tripura having its campus at Abhoynagar, Agartala, Tripura invites tenders from reputed food suppliers “for providing food & catering services to about 275 participants per day in the 05-Day training programme of Key Resource Persons under NISHTHA”. The number of persons can be increased or decreased during the training programme .

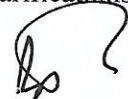
**1. TENDER DETAILS:**

S.no.	Particulars	Date
1.	Tender value	Rs.1,80,000/-
2.	Release of tender notification in newspaper & SCERT Website ( <a href="http://www.scerttripura.org">www.scerttripura.org</a> )	02.12.2019
3.	Starting Date of submission of Technical and Financial Bids	10 a.m. of 02.12.2019
4.	Last date for submission of Technical and Financial Bids	4.00 p.m. of 9.12.2019
5.	Opening of Technical bids	10.12.2019 at 2 pm
6.	Opening of Financial Bid	10.12.2019 at 4 p.m.
7.	Signing of Contract	10.12.2019
8.	Start of Catering services contract	11.12.2019

**2. Eligibility Criteria & Document submission:** The following are the minimum eligibility criteria for the caterer to participate in the tender “for providing food & catering services to about 275 participants per day in the 05-Day training programme of Key Resource Persons under NISHTHA”

- Should be based in proximity of 10 Kms from SCERT, Agartala and with the registration of catering services under the relevant statutory /Act, either as a sole proprietor or a registered firm or a company to run food catering services.
- Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
- Having Valid Food license
- Having Firm registration certificate
- Having GST Registration Certificate
- Having PAN
- Should have experience of serving to any educational institute / any Corporate / any PSU bodies for not less than 300 meals per day during minimum previous two years (FY 2018-19 to till date) – Copy of work orders/ Experience certificate should be submitted.
- The food Caterer should have executed Single / Multiple contracts totaling to a minimum of turnover of Rs.3 Lakhs in a financial year of the last two years (FY 2018-19 & 2019-20). Latest financial statements/ITRs for a period of 2 years to be submitted.
- A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
- Food preparation area should be within radius of 10 kms from SCERT, Agartala Campus

**3. Pre-Bid meeting:** A Pre bid meeting will be conducted at SCERT, Agartala as per the “Timelines for food catering tender” Interested bidders who would like to seek clarifications may attend the meeting.



#### 4. Other Requirements:

a. **Menu:** Day wise sample menu is required to be finalized in consultation with the Officers/officials of SCERT, Agartala.

b. **Food Serving Locations:** As per programme schedule and place within Agartala

c. **Food Serving Timings:**

i. Lunch\*: From 1.00 pm to 2.00 p.m.

*\*Timings may vary based on the training/ programme schedule which will be informed in advance.*

d. The food should reach the venue 15 minutes before the scheduled time. No Delay will be entertained under any circumstances. However, the request for delay may be considered in unavoidable circumstances with prior information or approval from the competent authority of SCERT, Tripura.

e. The count of students for serving the food will be provided by SCERT, Agartala representative on daily basis.

5. **Manpower Deployment:** The Caterer is required to deploy requisite no. of persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc.) at all timings when the food is served. The basic cleaning should be taken care by the Caterer only.

6. **Sanitation Items:** The Caterer should provide the sanitation items like soap oil / hand wash liquids for washing the hands & tissue papers where the food is served. Replenishing of the items is the responsibility of the Caterer only.

7. **Cutlery / Crockery for serving food:** The Caterer should provide proper and required number of Cutlery/Crockery items like Glasses, serving bowls, plates etc., for serving the food. Replenishing of the items due to breakage/damage is the responsibility of the Caterer only.

8. **Grooming:** The Caterer should ensure that the team follows the uniform with shoe polished, wear the head caps and hand gloves. The male should present themselves with neatly shaved face.

9. **Dustbins with Garbage covers:** The Caterer should provide required dustbins and garbage covers at all the locations at food serving area and the disposal of garbage on daily basis is the responsibility of the Caterer only.

10. **Storage of food items:** Items like Jam, Pickles, Butter, Salt, and Sugar should be kept /stored properly in a neat and clean place near dining areas to avoid insects/mosquitoes. The items should be checked at regular intervals and should be replenished based on the requirement.

11. **Medical tests & Insurance:** Persons who prepare / serve food should maintain high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve. They should be comprehensively insured by the Caterer for any accidents and injuries. **No REIMBURSEMENT will be made.**





- 12. Food Test Reports:** The Caterer should, at his own cost, get the food tested at the laboratory specified by us and furnish a report of suitability at least once in SIX months or as and when demanded by us.
- 13. Inspection of Kitchen:** The Caterer should allow SCERT, Agartala representatives to inspect / check the kitchen at periodical intervals.
- 14. Other Terms and Conditions:** SCERT, Agartala reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.
- The bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are complete and valid - shall be disqualified and they would not be invited for participating in Technical bidding.
  - The bidder is expected to read all instructions, terms and conditions in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid. Incomplete bids, bids received late, bids not conforming to the specifications and instructions contained herein, will be rejected summarily.
  - Prior to detailed evaluation, SCERT, AGARTALA will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. If a bid is not substantially responsive, it will be rejected by SCERT, AGARTALA and may not subsequently be made responsive by the bidder by correction of the non-conformity. The Financial bids of only those bidders would be determined whose Technical bids have been found substantially responsive. SCERT, AGARTALA will award the contract to the successful bidder who has been determined to have qualified in the technical and Financial evaluation based on **L-1 price**.
  - Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the SCERT, AGARTALA reserves the right to take such penal action (e.g. blacklisting the Bidder for the present and future etc.) as it deems fit. Not with standing anything contained above, the SCERT, AGARTALA reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders.

**15. Statutory Requirements:**

- The Caterer shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of providing catering services and shall pay all taxes, debts and / or levies as may be levied by the appropriate Government / Local Bodies and other authorities in this regard, and the Caterer shall indemnify the SCERT, AGARTALA against all claims, loss, damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations.
- The vendor shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the SCERT, AGARTALA. The Contract / Agreement is NON-TRANSFERABLE.
- The vendor shall comply with all the terms and conditions and ensure supply of the prescribed quantity and quality of food items during the service timings and in the event of any failure or breach of any of the conditions by the Service Provider and in case of deterioration in the quality of the food items or reduction in the quantity thereof, SCERT, AGARTALA shall be at liberty to levy penalty of **Rs.5,000/- per instance or the total food cost of that meal**, as deemed appropriate, in case of hygiene Issues like Worms / Insects or any other harmful particles found in food served.



**16. Bid Submission:**

- Technical and Financial Bids should be submitted in separate sealed envelopes (as per Performa Annexed with the Tender Document).
- A Demand Draft of Rs. 500 on account of Tender Document fee (NON REFUNDABLE) should be enclosed along with Technical Bid and a Demand Draft 4,000/- for EMD should be enclosed along with Financial Bid. Both Demand Drafts should be in favor of Director, SCERT, Payable at Agartala.
- For bid forms and other details, please visit [www.scerttripura.org](http://www.scerttripura.org)
- For further details, please contact to H.O. & D.D.O, SCERT, AGARTALA, Telephone no. 0381-2354209, email id : [directorscerttripura@gmail.com](mailto:directorscerttripura@gmail.com)

**17. Tender fee :**

Interested bidders are required to submit a non-refundable Tender Cost / Tender Processing fee of **Rs. 500/-** (Rupees five hundred only) in f/o Director, SCERT payable at Agartala.

**18. Earnest Money Deposit:**

- i. Interested bidders are required to pay a refundable amount of Rs.4,000/- (Rupees Four thousand only) towards EMD with Financial Bid
- ii. EMD of bidder will be forfeited if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
- iii. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be adjusted against Performance Security.

**19. Evaluation of Bids:**

The authorized Committee of the SCERT, AGARTALA may visit and inspect the technically qualified bidders premises to inspect food preparation area, to check hygiene factors, to check the availability of required kitchen equipment & all other requirements to serve the food .

**20. Performance Bank Guarantee:**

- a. The successful bidder will have to furnish performance bank guarantee of Rs. 20,000/- (Rupees twenty thousand) in the form of bank guarantee. This amount will be refunded at the end of the contract period.
- b. Performance Bank Guarantee will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides the firm may also be blacklisted
- c. Performance Bank Guarantee should remain valid for a period of thirty days beyond the date of completion of all contractual obligations of the supplier
- d. Performance Bank Guarantee amount will be refunded to the Caterer without any interest, whatsoever after it duly performs and completes the contract in all respects.

**21. Bill Payments:**

- a. The Caterer is required to maintain all records with regard to the supply of food and should get it verified by SCERT, AGARTALA representative on regular basis.
- b. Payments shall be made on monthly basis through online mode within 30 working days on receiving the bills/invoices with all supporting documents from the caterer. TDS and other taxes will be applicable as per government rules.
- c. The caterer shall not be entitled to any increase on the quoted rates or any other rights or claim whatsoever by reason of any representation, explanation or statement or alleged representation, promise or guarantee given or alleged to have been given to him by any person.


**22. Contract Period:**

- a. The contract will be for a period of one month initially from the date of issue of supply order.
- b. During the contract period, SCERT, AGARTALA will not entertain any request for revision of rates.

**23. Terms for Termination of Contract:** The food catering contract can be terminated by either side by giving a notice of not less than 15 days in advance without showing any reason for the termination of the contract.

**24. Arbitration:** In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, SCERT, AGARTALA as per the relevant Act and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both the parties equally. Further, any legal dispute arising shall be settled in the court of competent jurisdiction located within the local limits of Agartala.

**25. Security Deposit:** SCERT, AGARTALA will not pay any deposits (security, advance etc.) to the Food catering contractor.

  
30.11.18



**PROFORMA OF TECHNICAL BID**

(To be submitted on letter head of the firm in a separate sealed cover alongwith DD of Rs. 500/- in f/o Director,  
SCERT payable at Agartala)

**\*\*Intended bidders should submit their Bids in sealed packets dropping into the  
Tender Box kept in the Receipt Section of SCERT, Agartala.**

<b>1</b>	<b>Name of Tendering Company/Firm/Agency</b>	
<b>2</b>	<b>Name of Owner/Partners/Directors</b>	
<b>3</b>	<b>Full particulars of office</b>	
a)	Address	
b)	Telephone No.	
c)	Fax No.	
d)	E-mail address	
<b>4</b>	<b>Registration details</b>	
a)	Trade License No.	
b)	PAN / GIR No.	
c)	GST Registration No.	
d)	FSSAI registration no.	
<b>5</b>	<b>Details of Tender Fee</b>	
a)	Amount (Rs.)	
b)	DD No. and Date	
c)	Drawn on Bank	
<b>6</b>	<b>Annual Turnover of the firm for last two years</b>	
a)	2017-18	
b)	2018-19	
<b>7</b>	Work Experience certificate along with list of Clientage where Catering services have been/ are being provided.	

*Please note that bids without the information and documents mentioned above will be rejected without further consideration*

Signature of Owner/Managing Partner/Director of the Firm

Name: \_\_\_\_\_

Firm's Seal

Address & Ph. No.

Date:

Place:

**PROFORMA OF FINANCIAL BID**

(To be submitted on letter head of the firm in a separate sealed cover along with DD of Rs. 4,000/- drawn in favour of Director, SCERT, AGARTALA payable at Agartala)

**\*\* Intended bidders should submit their Bids in sealed packets dropping into the Tender Box kept in the Receipt Section of SCERT, Agartala**

	Rate per meal
<b>Lunch</b>	
<input type="checkbox"/> Veg Meal : <i>mixed veg-100gm , beguni/komari – 2pcs, Dal-100gm, paneer curry, Rice(whole grain basmati )150gm, Salad , Papad, lemon, chutney, sweet (one)</i>	
<input type="checkbox"/> Non -Veg fish Meal : <i>mixed veg-100gm , beguni/komari – 2pcs, fish(80 gm local fish) curry, Dal-100gm, Rice- 150gm(whole grain basmati) , Salad , Papad, chutney, sweet (one),</i>	
<input type="checkbox"/> Non -Veg chicken Meal : <i>mixed veg-100gm , beguni/komari – 2pcs, chicken(150 gm broiler) curry, Dal-100gm, Rice- 150gm(whole grain basmati), Salad , Papad, chutney, sweet (one),</i>	
<b>TEA (100 ml)</b>	
<b>COFEE (100 ml)</b>	
<b>TOTAL</b>	

*Note: Special Menu rates , if any, on any occasion, shall be decided by the committee and Caterer*

(Signature with date of the Proprietor/Firm)  
With Stamp