

TENDER DOCUMENT

1.0 About the Event

Deendayal Antodaya Yojana- National Urban Livelihoods Mission (DAY-NULM) is a centrally sponsored scheme. Social Mobilisation & Institutional Development (SMID) is its important component in which Self-Help Groups are formed. Assam State Urban Livelihoods Mission Society under Urban Development Department is implementing this Mission in the state. The Mission strongly believes that the mobilisation of urban poor households to form their own institutions will be an effective instrument for economic upliftment and poverty reduction. SHG formed under the mission is a group of 10 to 20 urban poor women, constituted with an objective of doing credit and thrift among themselves, for income generation and other manifold social activities. The ground rules for SHG is to follow the 'PANCHASUTRA'- regular weekly meeting, regular weekly saving, internal lending, timely repayment of loan, maintenance of Books of records.

Presently, DAY-NULM is providing Revolving Fund (RF) amounting Rs. 10,000/- to SHGs. In the Departmental Review Meeting held on 3rd July 2018 for Urban Development Development chaired by the Hon'ble Chief Minister, Assam it was decided to provide an additional amount of Rs.15000/- to SHGs of DAY-NULM in the line of Assam State Rural Livelihoods Mission from the State Government under '**Kanaklata Mahila Sabalakaran Yojana**'. Moreover, on 26th July 2018, during the ceremonial event on DAY-NULM expansion held at Srimanta Sankardeva International Auditorium, Guwahati, the Hon'ble Chief Minister, Assam made a public announcement about "an additional grant of Rs. 15,000/- as Revolving Fund to SHGs of DAY-NULM"

Additional revolving funds to 8271 women Self Help Groups under DAY-NULM @ Rs. 15000/- a total amount of Rs. 12,40,65,000.00 (Rupees Twelve Crore Forty Lakhs Sixty Five Thousand) only will be released ceremonially in the event . This additional fund from the State Government will help in developing a strong corpus of the self-help groups for their livelihood promotion activities and will lead to employment generation and poverty reduction.

The objectives of the additional fund to Women SHGs are:

- It will rely on three major principles for poverty reduction: Self- Help, Mutual Benefit and Self Reliance.
- It will also encourage members of Women SHGs to take up micro industries for economic upliftment for a better life.
- It will also encourage investment in income generating activities by the members of Women Self Help Groups as well as by their family members.

2.0 Eligibility Criteria

2.1 The Bidder must be a registered company/firm and should be operational in Assam for the last 5 (five) years.

2.2 The Bidder must have their own office/establishment within the state of Assam.

2.3 Experience of organising/ managing/conducting catering services at least 3 (eight) numbers of national/international events involving participation by Hon'ble Chief Minister during the past 5 (five) years.

2.4 The Bidder must enclose copies of appropriate documents to establish their Technical Qualification.

2.5 Joint ventures or consortium will not be allowed to participate in the tender process.

2.6 Proof of annual average turnover of Rs.50,00,000/- (Rupees Fifty Lakhs Only) in the last 3 (three) Financial Years.

2.7 The Bidder must furnish attested copies of the following documents along with their tender:

- a. Court fees stamp of Rs. 8.25;
- b. Earnest Money Deposit of Rs. 5,000/- by DD/ Banker's Cheque drawn in favour of State Mission Director, ASULMS, Guwahati
- c. Proof of registered firm/company;
- d. Up-to-date trade license issued by competent authority;
- e. Up-to-date income tax return of last 3 (three) years along with copies of Balance Sheet;
- f. Proof of annual turnover;
- g. PAN Card copy;
- h. GST registration certificate and proof of submission of up-to-date return;
- i. Proof of experience of organising/ managing/conducting catering services at least 3 numbers of national/international events involving participation by Hon'ble Chief Minister during the past 5 (five) years.
- j. Proof of registered office/establishment within Assam with year of establishment mentioned clearly.

2.8 Bidder shall submit an declaration in official letter head that that his/her company/ firm is not under a declaration of ineligibility/ blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and/or Govt. of India or any other State Govt.

3.0 Terms and conditions

3.1 The Bidder must submit Bids in two bid system i.e. Technical Bid and Financial Bid. Both the Technical Bid and Financial Bid will have to be submitted separately in two sealed cover super-scribed as "Technical Bid" and "Financial Bid". Both the bid should be put in another sealed envelope super-scribed as "**Bid for Catering Services for ASULMS**" on top of the envelope. The name, address with telephone or mobile number of the Bidder should also be written legibly in all three sealed envelopes.

3.2 Technical Bid: Bidders have to submit the supporting documents as per mentioned in clause 2.7 of this bid document in Technical Bid duly signed and stamped by the bidder or his/her authorized agent. Fill up **Format A** and **B** for Technical Bid and envelope.

3.3 The Bidder has to submit the entire set of tender papers duly signed while dropping the tender.

3.4 Financial Bid: Price schedule as per format given in **Format C** must be used by Bidder to quote his/her rate against each item of work.

Note: Price Bid of the bidder who does not provide rate of all the items will be rejected as the organization will evaluate lowest bid on the total of amount of all the items and not piecemeal or item wise assessment.

3.5 General

- a. Any cut marks/ over-writing or erasure in the documents will be treated as cancelled.
- b. All pages of the tender documents should be signed and stamped by the tenderer.
- c. If the tender date falls on holiday, bandh, etc. for any reason, the subsequent working day will be the tender date.
- d. Work order will be issued before execution of the work.
- e. The Bidder should be responsible for the work from the date of issue of the work order till completion of the event.
- f. The State Mission Director, Assam State Urban Livelihoods Mission Society shall have right to issue addendum to tendered document to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to Tender.

4.0 Evaluation of the Bids

First Technical bid will be opened and evaluated. Financial Bids of Responsive Bidders will be opened then.

Responsive Bidders Bids will be opened and L1, L2, etc. will be determined on the basis of total cost of Financial Bids. There shall be no marking formula. All qualified Bidder in Technical Bid will be assessed as regards total Price Quoted.

While determining Responsive bidder, overall total cost will be taken in account.

No conditional Financial Bid will be accepted. Condition includes such terms as for example, discount will be given if payment is received within 10 days, etc. Such conditional bid will be rejected.

5.0 Schedule of Requirement /Schedule of Work

Catering Services for ASULMS, Guwahati (8 th March, 2019) Venue: Ground Opp. DC Office, Dist- Kamrup, Amingaon		
Item No.	Event Category	Item of work
1	2	3
1	Food Catering Service for VIP & VVIP	<p>1. High tea for VIP & VVIP Menu: Roasted Kaju (salted), Veg. Cutlet, Boiled Cake, Veg. Sandwich, Milk/ Black Tea</p> <p>2. Lunch for VIP & VVIP Menu: Veg. Sweet Corn Soup, Russian Salad, Fish finger, Paneer Tikka/ Crispy Baby corn, Basmati Rice, Veg. Pulao, Butter Nun, Mixed Dal, Paneer Butter Masala, Fish Kalia, Pineapple Chutney, Green Chutney, Pickle, Green Chilly, Salt, Pepper, Lemon, Gulab Jamun with cream</p> <p>Note:</p> <ul style="list-style-type: none"> The above package must include Crockery, Cutlery, food serving set up and transportation to venue. Food should be served in high quality crockery/ cutlery.

FORMAT – A

(To be printed on Official Letter Head of Bidder)
TECHNICAL BID

(Tender Form ::: Please submit in Technical Bid)
(Paste Court Fee Stamp of Rs.8.25 here)

To : The State Mission Director,
Assam State Urban Livelihoods
Mission Society, Dispur,
Guwahati- 781006

Ref. : Your Notice Inviting Tender No.

Sub. : Submission of Bid for Catering Services for ASULMS reg.

Sir,

I,/We Shri/Smt.....being
the Manager/Partner/Owner of the Firmhaving
Registered Office atsubmit
the Bid for Catering Services for ASULMS at Guwahati.

I/We have gone through the terms and condition and also schedule of
items as enlisted by you in your NIT for subject under reference.

I/We therefore confirm that I/We have understood all the terms and
conditions and conform my/our commitment to abide by them.

I/We also confirm my/our commitment to provide the services as
enlisted in the schedule of item with your Tender Notice under reference.

I/We am/are acquainted with all the tasks required to be carried out,
before making this offer.

The rate quoted will be valid for 3 (three) months from the date of
approval of rate, and I/we shall not demand any advance.

I/We hereby signed this document as token of our acceptance of
various conditions mentioned in the Tender document.

Declaration: - I/We agree for the terms & conditions prescribed by ASULMS in this
regard. I / We have signed and handed over a copy of the Terms & Conditions in
token of having agreed to the same.

Name, Address and
Mobile no. of the Bidder:

Signature of Partners/Proprietor
/Authorized Representative: _____

PLACE:
DATE:

OFFICE SEAL:

FORMAT - B

(To be printed on Official Letter Head of Bidder)

(Please

(B)

Sl. No.	Item	Whether Enclosed or Not?
1	Court fee Stamp of Rs. 8.25	
2	Earnest Money Deposit and Document Fee of Rs. 5,000/- by DD/ Banker's Cheque	
3	Proof of registered firm/company	
4	Up-to-date trade license issued by competent authority	
5	Up-to-date income tax return of last 3 (three) years along with copies of Balance Sheet	
6	PAN Card copy	
7	Proof of annual turnover	
8	GST registration certificate and proof of submission of up-to-date return	
9	List of last eight events conducted by the firm	
10	Proof of experience of organising/ managing/conducting catering services at least 3 numbers of national/international events involving participation by Hon'ble Chief Minister during the past 5 (five) years.	
11	Proof of registered office/establishment within Assam with year of establishment mentioned clearly	

Name, Address and

Mobile no. of the Bidder:

Signature of Partners/Proprietor

/Authorized Representative: _____

PLACE:

DATE:

OFFICE SEAL:

FORMAT – C**(To be printed on Official Letter Head of Bidder)
Financial Bid**

Catering Services for ASULMS, Guwahati (8th March 2019) Venue: Ground Opp. DC Office, Dist- Kamrup, Amingaon			
Item No.	Event Category	Item of work	Rate (in INR)
1	2	3	4
1	Food Catering Service for VIP/ VVIP	1. High tea for VIP & VVIP (for 200 persons) Menu: Roasted Kaju (salted), Veg. Cutlet, Boiled Cake, Veg. Sandwich, Milk/ Black Tea	Price Quoted as Rs _____ for all mentioned Items as Lump Sum
		2. Lunch for VIP & VVIP (for 50 persons) Menu: Veg. Sweet Corn Soup, Russian Salad, Fish finger, Paneer Tikka/ Crispy Baby corn, Basmati Rice, Veg. Pulao, Butter Nun, Mixed Dal, Paneer Butter Masala, Fish Kalia, Pineapple Chutney, Green Chutney, Pickle, Green Chilly, Salt, Pepper, Lemon, Gulab Jamun with cream Food should be served in high quality cutlery. Note: <ul style="list-style-type: none"> The above package must include Crockery, Cutlery, food serving set up and transportation to venue. Food should be served in high quality crockery/ cutlery. 	Price Quoted as Rs _____ for all mentioned Items as Lump Sum

*** The above rates are inclusive of GST*

Name, Address and
Mobile no. of the Bidder:
Signature of Partners/Proprietor
/Authorized Representative:
PLACE:
DATE:

OFFICE SEAL: