



GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION (SECRETARIAT NAZARAT) DEPARTMENT  
DISPUR:: GUWAHATI – 6

Block – A, Ground Floor, Janata Bhawan, sad.assam@gov.in, www.sad.assam.gov.in

No. GA(SN) 79/2016/230

Dated Dispur, the 02<sup>nd</sup> August, 2022

**TENDER NOTICE**

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from intending parties for operating tea/coffee kiosks at different Blocks of Janata Bhawan. The tenders will be received by the General Administration (Sectt. Nazarat) Department upto 12.00 Noon of 31.08.2022 and will be opened at 1.00 P.M. on the same date. The tenders should be submitted in Two Bid (**Technical Bid & Financial Bid**) system, in two separate envelopes and both the envelopes should be superscribed as “**Tender for Operating tea/coffee kiosks in Janata Bhawan**”

**The Technical Bid of each tender should contain the following :**

1. Forwarding letter on the 'letter head' of the bidder with seal & signature affixing court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only on the top.
2. Certificate of Past Experience, if any, having undertaken such operation in other Govt./Semi Govt. Organization.
3. An amount of Rs. 10,000/- (Rupees ten thousand) only as Earnest Money Deposit in the form of NSC/Demand draft to be pledged in favour of Secretary to the Govt. of Assam, General Administration (Sectt. Nazarat) Department.
4. Firm Registration Certificate/Registration of Sole proprietorship.
5. GST Registration Certificate.
6. Trade License.
7. FSSAI Certificate.
8. Shop & Establishment Act Certificate.
9. Food handlers Medical Certificate.

**The Financial Bid of each tender should contain the following:**

1. The Rate Schedule, quoting the rates (both in figures and words) of each item against the Menu [as specified by the Govt. in **Annexure-'A'**].

Tenders will be summarily rejected in the absence of the above.

Tenders submitted, not in conformity with the above terms and conditions and having erases, overwriting etc. will also be rejected.

Further, GAD reserves the right to (a) accept or reject any/all the tenders submitted by the parties, and (b)cancel the process at any time without any liability and assigning any reason thereof.

The tender documents may be obtained from the General Administration (Sectt. Nazarat) Department from 11.00 am to 4.00 pm on all working days upto 30.08.2022.

Sd/- Sri Umananda Doley, IAS,  
Secretary to the Govt. of Assam  
General Administration (Sectt. Nazarat) Department.

Memo No.GA(SN)79/2016/230

-A,

Dated Dispur, the 02<sup>nd</sup> August, 2022

Copy to :

1. The Director, Information and Public Relation, Assam Dispur. He is requested to publish the Tender Notice in leading dailies, both vernacular and English, consecutively for three days and to send copies of the same to this deptt. in which the tender notice is published.
2. Content Manager, G.A(S N) Department is requested to upload the above notice in Departmental website.
3. Notice Board, Janata Bhawan.


By order etc..

Joint Secy. to the Govt. of Assam  
General Administration (Sectt. Nazarat) Department

ANNEXURE-A

Rate schedule against all categories of items as specified below, duly signed by the party.

Sl. No.	Item	Quantity	Rate
1.	Water Bottle	500 ml	
2.	Water Bottle	1 Ltr	
3.	Tea	100 ml	
4.	Green Tea	100 ml	
5.	Lemon Tea	100 ml	
6.	Black Tea	100 ml	
7.	Cardamom Tea	100 ml	
8.	Coffee	100 ml	
9.	Diet Coffee	100 ml	
10.	Fruits Salad (Seasonal)	200 gm	
11.	Patties (Veg.)	1pc	
12.	Patties (Sweet)	1pc	
13.	Patties (Chicken)	1pc	
14.	Onion Kachori	1pc	
15.	Sandwich(Veg.)	1pc	
16.	Burger(Veg.)	1pc	
17.	Biscuit	2 pcs	
18.	Bon	1pc	
19.	Nimki	1pc	
20.	Puff (Veg.)	1pc	
21.	Puff (Egg)	1pc	
22.	Puff (Sweet)	1pc	
23.	Puff (Chicken)	1pc	
24.	Pizza (Veg.)	1pc	
25.	Pizza (Chicken)	1pc	
26.	Pastry	1pc	
27.	Samosa(Veg.)	1pc	
28.	Traditional Larus(Coconut)	1pc	
29.	Traditional Larus(Til)	1pc	
30.	Traditional Pithas/Tel Pitha	1pc	

  
(Sri Jayanta Kumar Bora, ACS)  
Joint Secy. to the Govt. of Assam  
General Administration ( Sectt. Nazarat) Department.

### Details Terms and Conditions

1. The intending tenderer should have their own registered Firm or registration of sole proprietorship. Provisional Registration certificate and firm registered after submission of tender will not be accepted.
2. The applicant shall have experience minimum of three years in relevant field.
3. The tenders should be submitted in 2(two) separate envelopes one containing only the relevant documents including earnest money deposit (**Technical Bid**), the other containing the financial implications (**Financial Bid**)
4. An amount of Rs. 10,000/- (Rupees ten thousand) only as earnest money in the form of NSC/Demand draft to be pledged in favour of Secretary to the Govt. of Assam, General Administration (Sectt. Nazarat) Department, should be submitted with the tender.
5. The Tender should be accompanied with all relevant and requisite documents.
6. The rate of each item of the menu should be quoted in the manner as indicated below:
  - a) Original rate.
  - b) Rate and amount of GST should be quoted separately.
7. The rates quoted should be in Indian Rupees (INR) and should be written both in figures and words legibly.
8. The rates, once approved and accepted will remain valid upto the end of the contract period and will not be changed under any circumstances during the period as specified.
9. The selection procedure shall be based on the (a) lowest rates offered on maximum number of items. (b)lowest aggregate average of all items.
10. The successful bidders should maintain hygiene, cleanliness and catering service should be of acceptable standard.
11. The items supplied should be of standard quality.
12. Wastage should be placed in appropriate place fixed for disposal, at their own responsibility.
13. The firm will be responsible for all health hazards occurring to persons on consuming their eatables.
14. Waiters/Operators, in uniform, for the assigned work has to be provided by the firm itself..
15. The bidder is liable to comply with all Government legislation's such as rules regarding sales Tax, adulteration etc. He will be solely responsible for any non-compliance of Government guidelines/regulation.
16. The contract is for two years from the date of awarding the contract and which can be terminated earlier on account of the following:-
  - a) Terminated by GAD on short notice due to unsatisfactory performance of the successful bidder.
  - b) In the event of breach of terms and conditions the allotment is liable to be canceled with one months notice.
17. The allottee has to execute and sign a deed of agreement on twenty Rupee stamp paper as per the format of GAD.
18. An amount of Rs.40,000/- per annum per kiosk only shall have to be paid by the successful bidder.
19. Successful bidders shall also install POS machine for digital transaction.
20. All disputes shall be subject to the jurisdiction of the Gauhati High Court, Assam.

  
(Sri Jayanta Kumar Bora, ACS)  
Joint Secy. to the Govt. of Assam

General Administration ( Sectt. Nazarat) Department.