



GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION(SECRETARIAT NAZARAT) DEPARTMENT
DISPUR :: GUWAHATI - 06
Block - A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No.GA(SN)155/2013/227

Dated Dispur, the 12th September,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 supply of Light Refreshment, as and when called for, to various Govt. meetings/conferences in Janata Bhawan for the years 2022-23 & 2023-24. The tenders will be received by the G.A.(SN) Deptt. upto **2.00 P.M.** of **7th October, 2022** and will be opened at **3.30 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 should be put in a single envelope and superscribed as "**Tender for supply of Light Refreshment in Govt. meetings/Conferences in Janata Bhawan**".

Each Tender must contain the following:

1. Forwarding letter on the 'letter head' of the bidder with seal and signature.
2. An amount Rs.20,000/-(Rupees Twenty Thousand) only as Earnest Money Deposit in the form of DD/Bank Draft to be pledged in favour of Joint Secretary to the Govt. of Assam, GA(SN)Deptt.
3. The rate schedule , quoting the rates (both in figures and words) of each item against each category for light refreshment as specified by the Govt. (Annexure-I)

Tenders will be summarily rejected in the absence of the following

1. Court fee stamp.
2. Firm Registration Certificate/ Registration of Sole Proprietorship.
3. GST registration certificate and GST return .
4. Earnest Money Deposit
5. Valid GMC Trade License.
6. The bidder should have experience in successful completion of similar nature of job under any Government during last 5 years.
7. Food Security and Safety Certificate issued from competent authority.
8. Certificate issued under Shop & Establishment Act, 1971.
9. Medical Fitness Certificate of the Food handlers issued from competent authority.

Tenders submitted, not in conformity with the above terms and conditions and having erases, overwriting etc. will also be rejected. The tender documents may be obtained from the GA(SN) Department from 11.00 A.M. to 4.00P.M. on all working days.


Sd/- Jayanta Kumar Bora, ACS
Joint Secretary to the Govt. of Assam
General Administration(Sectt. Nazarat)Department
Dated Dispur, the 12th September,2022

Memo No. GA(SN) 155/2013/227 -A

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. PS. to Pr. Secretary to the Govt. of Assam, GAD.
3. PS. to Commissioner & Secretary to the Govt. of Assam, GAD.
4. P.A. to the Secretary to the Govt. of Assam, GAD
5. Nazir, Janata Bhawan.
6. Content Manager, GA(SN) Deptt. is requested to upload the NIT in concerned website.
7. Office Notice Board, Janata Bhawan.

By order etc


Joint Secretary to the Govt. of Assam
General Admn.(Sectt. Nazarat) Department