



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. 217002/10

Dated Dispur, the 20th October, 2022

RE- 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 2(two) years from the date of signing of the contract agreement. The tenders will be received by the G.A.(SN) Deptt. upto **2.00 P.M. of 29th 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 20th October, 2022

Memo No. 217002/10 -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. P.S to Pr. Secretary to the Govt. of Assam, GAD.
3. P.S 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

Details Terms and Conditions

1. The intending tenderer should have his own registered Firm/sole proprietorship Registration. Provisional Registration certificate and firm registered after submission of tender will not be accepted.
2. The bidder should have experience in successful completion of similar nature of job under any Govt. during last 5 years.
3. An amount of Rs. 20,000/- (Rupees Twenty thousand) only as earnest money in the form of DD/Bank Draft to be pledged in favour of Joint Secretary to the Govt. of Assam, General Administration (Sectt. Nazarat) Department, should be submitted with the tender.
4. The Tender should be accompanied with all relevant and requisite documents.
5. The rate of each category should be quoted in the manner as indicated below:
 - a) Original rate.
 - b) Rate and amount of GST as prescribed under Rules.
 - c) GST should be stated clearly.
6. The rates quoted should be in Indian Rupees (INR) and should be written both in figures and words legibly.
7. The authority is not bound to accept the Lowest rates and reserves the right to accept L₂ rates at the discretion and decision of the selection committee.
8. The successful bidders should maintain hygiene, cleanliness and catering service should be of acceptable standard.
9. The items supplied should be of standard quality.
10. Wastage should be placed in appropriate place fixed for disposal.
11. The firm will be responsible for all health hazards occurring to persons on consuming their eatables.
12. Manpower, in uniform, for the assigned work has to be provided by the firm itself.
13. Crockery/cutlery, Gas Cylinder etc. has to be arranged by the firm itself. Government will provide a state of the art kitchen for the purpose only.
14. The selected firm will have to supply the items as and when indented for, within the period as well be specified therein, without fail. The firm also shall be capable of supplying the indented items at short notice.
15. The bidder is liable to comply with all Government legislations such as rules regarding GST, adulteration etc. He will be solely responsible for any non-compliance of Government guidelines/regulation.
16. The contract is for 2(two) years from the date of signing of the contract agreement and it will not be changed under any circumstances during the period as specified. The contract agreement is extendable upto one year based on the performance and review by GAD, 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 cancelled 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. All disputes shall be subject to the jurisdiction of the Gauhati High Court, Assam.


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

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ANNEXURE-I

Rate schedule , quoting the rates of each item against each category for light refreshment duly signed by the party :

Sl.No.	Category	Items	Quantity	Rates
1	Category-I	Tea/coffee Biscuits	2 Pcs.	
2	Category-II	Light refreshment : Tea/ Coffee Biscuit Sweets	2 Pcs. 1Pc.	
3	Category-III	a. High Tea: Tea/coffee biscuits , sweets (as per request/ order)	2 Pcs. 1 Pc.	
		b. Working Lunch (as per request or order)	--	
4		Mineral water bottle (Bisleri/Bailley)	½ Ltr.	
		Mineral water bottle (Bisleri/Bailley)	1 Ltr.	