

No. TAE/8/2021/40

Dated Kolkata, the 25th Feb/2022

RE-TENDER NOTICE
**REQUEST FOR EXPRESSION OF INTEREST FOR PROVIDING CATERING SERVICE
(CANTEEN MANAGEMENT) AT ASSAM BHAWAN, SALT LAKE, KOLKATA**

The Office of the Joint Resident Commissioner, Government of Assam, Assam House, Kolkata, a Directorate under the Department of General Administration Department, Government of Assam invites Expression of Interest (EOI) from bidders for providing Catering Service (Canteen Management) in the Assam Bhawan, Salt Lake, Kolkata.

(1) Technical and Financial Proposals are invited in sealed envelopes from experienced Catering Service Providers for provision of Catering Services in Assam Bhawan, Salt Lake, Kolkata.


(2) **The last date of submission of bid is 10th March, 2022 up to 11 AM. The Technical Bids will be opened on 10th March, 2022 at 1.30 P.M. & Financial Bid at 2.30 P.M.**

Tender Document can be obtained from the Office of the Joint Resident Commissioner, Assam House, 8 Russell Street, Kolkata-700071 during office hours. Interested agencies may also download the tender document from General Administration Deptt., Govt. of Assam website <https://gad.assam.gov.in>.

1) The proposals for Technical and Financial Bid documents should be addressed to:

Joint Resident Commissioner
Govt. of Assam, Assam House,
8-Russel Street, Kolkata-70071.

Applicants meeting the qualification criteria will be invited for presentation / proposal before the Selection Committee. Bidders who have submitted their EMD in the original Tender Notice held vide Tender Notice No. TAE/8/2021/4 Dated: 8th Oct'2021 need not submit their EMD again.


Joint Resident Commissioner
Government of Assam, Assam House, Kolkata.

Note: Joint Resident Commissioner, Government of Assam, Kolkata, reserves the right to cancel this request for EOI and / or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Joint Resident Commissioner, Government of Assam, Kolkata reserves the right to amend / add further details in the EOI.

Memo No. TAE/8/2021/40

Dated Kolkata, the 25th Feb/2022

Copy to:-

- 1) Commissioner & Secretary to the Govt. of Assam, General Administration Department, Assam Secretariat, Dispur, Guwahati.
- 2) The Director, Information and Public Relation, Assam. He is requested to take necessary action for wide publicity of the Advertisement through two leading local daily newspapers and vernacular language newspaper consecutively for three days in electronic media etc. He is also requested to forward a copy of each of such Advertisement published in newspapers, to this office for record.
- 3) The Joint Secretary to the Govt. of Assam, General Administration Deptt., Assam Sectt. Dispur, Guwahati – 781 006. He is requested to post this advertisement in GAD website.
- 4) Notice Board, Assam House/Bhawan, Kolkata.


Joint Resident Commissioner
Government of Assam, Assam House, Kolkata

GOVERNMENT OF ASSAM
OFFICE OF THE JOINT RESIDENT COMMISSIONER, ASSAM HOUSE,
KOLKATA
No. 033-22298330/31 Email- tadmassam@gmail.com

No. TAE/8/2021/39

Dated 25/2/2022

To

The Commissioner & Secretary to the Government of Assam,
General Administration Department,
Assam Secretariat, Dispur,
Guwahati - 781 006

Sub: Request for deployment of officers for conduct of retendering process for providing "Catering Service (Canteen Management)" at Assam Bhawan, Salt Lake, Kolkata: Regarding

Ref: No. GAG(B).151/2021/39 Dated 1/2/2022

Sir,

I have the honour to inform you that vide letter under reference, approval has been received for retendering for "outsourcing of catering service (canteen management)" at Assam Bhawan, Salt Lake, Kolkata. Accordingly, it is proposed to conduct the tender opening and the evaluation process of the Technical & Financial Bids on 10th March/2022.

Therefore, it is requested to kindly depute an officer in the rank of Deputy Secretary or above and FAO from GAD for the Committee to conduct the necessary process on the date as specified above.

This is for favour of kind information & necessary action.

Yours faithfully

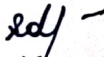

Joint Resident Commissioner
Assam House, Kolkata

Dated 25/2/2022

Memo No. No. TAE/8/2021/39-A

Copy to: -

- 1) The Joint Secretary to the Govt. of Assam, General Administration Department, Dispur.
- 2) Sri Anil Kumar Das, Deputy Secretary to the Govt. of Assam, General Administration Department, Dispur.
- 3) Sri Lalthlirlien Darnagawn, AFS, Sr. Financial Adviser, General Administration Department, Dispur.


Joint Resident Commissioner
Assam House, Kolkata



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GOVERNMENT OF ASSAM
OFFICE OF THE TRADE ADVISER & DIRECTOR OF MOVEMENTS,
ASSAM HOUSE, 8-RUSSELL STREET, KOLKATA-700071.

BID DOCUMENT
FOR PROVIDING CATERING SERVICE (CANTEEN MANAGEMENT)

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[Signature]
TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA

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➤ Important Dates

- Pre-bid Conference: :29th October, 2021
- Last date of submission of Bids: : 1st Nov/ 2021, latest by 3.00 P.M.
- Opening of Technical Bids: :3rd November, 2021 at 11.00 A.M.
- Opening of Financial Bid : 25th Nov/2021 at 11.00 AM.
- Earnest Money Deposit: Rs.2,00,000/- (two lakhs) only in the form of demand draft in favour of Trade Adviser & Director of Movements, Govt. of Assam, Assam House, 8 Russel Street, Kolkata -71 payable at Kolkata

TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA



No.TAE/8/2021/4

Dated Kolkata, the 8th Oct/2021

REQUEST FOR EXPRESSION OF INTEREST FOR PROVIDING CATERING SERVICE
(CANTEEN MANAGEMENT) AT ASSAM BHAWAN, SALT LAKE, KOLKATA


The Office of the Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata, under the Department of General Administration Department, Government of Assam invites Expression of Interest (EOI) from bidders for providing Catering Service (Canteen Management) in the Assam Bhawan, Salt Lake, Kolkata.

- (1) Technical and Financial Proposals are invited in sealed envelopes from experienced Catering Service Providers for provision of Catering Services in Assam Bhawan, Salt Lake, Kolkata.
- (2) The last date of submission of bid is 1st November/2021 till 3.00 PM. The Technical Bids will be opened on 3rd November/2021 at 11.00 A.M. Tender Document can be obtained from the Office of Trade Adviser & Director of Movements/Joint Resident Commissioner, Assam House, 8 Russel Street, Kolkata-700071 during office hours. Interested agencies may also download the tender document from General Administration Deptt., Govt. of Assam website <https://gad.assam.gov.in>. Pre-bid conference will be held in the office of the Trade Adviser & Director of Movements/Joint Resident Commissioner, Assam House, 8 Russel Street, Kolkata on 29th October, 2021 at 2.30 PM.

- 1) The proposals should be addressed to:

Trade Adviser & Director of Movements/Joint Resident Commissioner
Govt. of Assam, Assam House,
8-Russel Street, Kolkata-70071.

Applicants meeting the qualification criteria will be invited for presentation / proposal before the Selection Committee. **Bid Document will be subsequently issued to the short-listed applicants only.**


Trade Adviser & Director of Movement/Joint
Resident Commissioner
Government of Assam, Assam House, Kolkata.

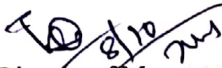
Note: Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Kolkata, reserves the right to cancel this request for EOI and / or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Kolkata reserves the right to amend / add further details in the EOI.

Memo No.TAE/8/2021/4

Dated Kolkata, the 8th Oct/2021

Copy to:-

- (1) Commissioner & Secretary to the Govt. of Assam, General Administration Department, Assam Secretariat, Dispur, Guwahati.
- (2) The Director, Information and Public Relation, Assam. He is requested to take necessary action for wide publicity of the Advertisement through two leading Local daily newspaper and vernacular language & consecutively for three days in electronic media etc. He is also requested to forward a copy of each of such Advertisement published in newspapers, to this office for record.
- (3) The Joint Secretary to the Govt. of Assam, General Administration Deptt., Assam Sectt. Dispur, Guwahati – 781 006. He is requested to post this advertisement in GAD website.
- (4) Notice Board, Assam House/Bhawan, Kolkata.


Trade Adviser & Director of Movement/Joint
Resident Commissioner
GOVERNMENT OF ASSAM,
ASSAM HOUSE, KOLKATA



A. PROPOSAL CONDITIONS

(a) The present tender document, being floated is not a definitive offer to contract but represents the specific requirements of the department as also is an invitation to the recipients to submit an offer for the purposes of evaluation by the office of Trade Adviser & Director of Movement, Government of Assam, /Joint Resident Commissioner, Assam House, Kolkata.

(b) The submissions of the offer shall not bind the department from accepting any proposal and the department reserves the right to modify these requirements in whole or in part and/or seek additional bidders to submit bids. Only the execution of a written contract will obligate the office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata in accordance with the terms and conditions contained in such a contract.

(c) The office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata shall not, in any way, be liable for any costs incurred by the bidders in preparing a response to this Request for Proposal or during subsequent discussions with the Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata, regarding their Request for Proposal response.

(d) All information contained in this Request for Proposal shall be considered "Confidential Information". As such, the Confidential Information shall be protected and maintained in strict confidence by all the recipients of such information. Confidential information shall not be disclosed or disclosure allowed by the bidder, except for the sole purposes of responding to this Request for Proposal.

(e) In the event that disclosure of the Confidential Information to employees and authorized agents is necessary, Confidential Information may be disclosed to them on a need-to-know basis, but the bidder shall make these persons aware of the confidentiality of such information and they shall be bound by the terms and conditions of this Request for Proposal.

B. ELIGIBILITY CRITERIA

(a) The bidder must be a registered company, with minimum of 3 years' experience.

(b) The Bidder shall have adequate experience and skill in providing catering services at Government of India, State Government, private, public undertaking.

(b) **The bidder shall also have experience and skill in preparing Assamese dishes.**

(c) The bid of any firm/bidder which had been convicted by a court of law or against whom any criminal case is pending, and/or which have been blacklisted by any Government agency in the past shall be rejected.

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(d) The agency should be financially solvent so as to provide credit facility (if required) for the services rendered to Assam Bhawan official programmes, if given the opportunity to the vendors by the Office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata.

C. ESSENCE OF THE CONTRACT




The main objective of the contract is to provide professional Catering Services as per the standards and specifications set out in this document in particular and good industry practice in general.

D. TERMS AND CONDITIONS

1. The tenderers are advised to inspect and survey the guest rooms of Assam Bhawan, Salt Lake and familiarize themselves with its rooms and manner of management etc., before submitting the tenders. The tenderers shall obtain all necessary information as to risks, contingencies and other circumstances which may affect or influence their tender.
 2. Banker's certificate, along with annual turnover, profit and loss account and balance sheet duly certified by a Chartered Accountant will have to be submitted for the last 3 (three) financial years, i.e., 2018-2019, 2019-2020, 2020-2021.
 3. Both the technical and financial bids have to be submitted in separate sealed envelopes, which should be super scribed "Technical Bid" and "Financial Bid" as the case may be and these have to be submitted together in one sealed envelope.
 4. The technical bids shall be opened on 3rd November, 2021 at 11.00 AM in the chamber of the Trade Adviser & Director of Movements/Joint Resident Commissioner, 8-Russel Street, Kolkata-71.
 5. Those firms which are found to have qualified on technical bid shall be invited to send one representative for the financial bid evaluation as per the date fixed.
 6. The bidders will have to mandatorily submit the following documents:
 - (i) Annual turnover of last three financial years: 2018-2019, 2019-2020, 2020-2021.
 - (ii) GST registration
 - (iii) Labour License.
 - (iv) EPF and ESI registration.
 - (v) Banker's Certificate.
 - (vi) Registration Certificate of the Firm.
 - (vii) FSSAI License
 - (viii) PAN
 - (ix) Rates of food, beverages, welcome kit, etc (as per formats enclosed).
 7. Bid shall be submitted in sealed envelope and clearly marked as "Expression of Interest for Providing Canteen / Catering Services at Assam Bhawan, Salt Lake
 8. The bid shall comprise of two parts namely Technical Bid and Financial Bid, which shall be submitted in separate, clearly marked envelopes.
- The Technical Bid will contain information showing technical competency and experience of the bidder and in addition, shall contain the following:
- (i) Tender Acceptance Letter.
 - (ii) Technical information of the bidder
 - (iii) The bidders are required to pay an Earnest Money Deposit of Rs.2,00,000/- (Rupees Two Lakhs), only in the form of demand draft in favour of Trade Adviser & Director of Movements, Government of Assam, payable at Kolkata along with the tender documents.
 - (iv) Any other documents in support of technical suitability of the bidder for carrying out the required services like experience certificate etc.

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TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA

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- (v) A performance Security Deposit of Rs.3,00,000/- (Rupees Three lakhs), only shall be made by the successful bidder at the time of signing of the Agreement. The security deposit shall be in the form of Bank fixed deposit in favour of **Trade Adviser & Director of Movements, Government of Assam, Assam House, Kolkata.**
- (vi) The exemption for depositing the Earnest Money will only be allowed as per the provisions of the GFR for which Exemption Certificate must be attached with the Tender.
- (vii) The EMD of the unsuccessful bidders shall be returned (without interest) only after the award of Contract by the Office of the Trade Adviser & Director of Movements/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata. In case the validity of EMD of the successful bidder is expired, Contract shall be awarded only after the validity of EMD is extended.

E. UNDERTAKING OF PRICE BIDS / FINANCIAL BID

The bidders are required to pay a lump sum monthly rent to the tune of Rs.30,000/-, only (Rupees Thirty Thousand, only) payable to the Government of Assam (through the **Trade Adviser & Director of Movements, Government of Assam, Assam House, Kolkata**), for utilizing the premises for Catering Services in Assam Bhawan, Salt Lake, Kolkata. In addition, the successful bidder would be required to bear the charges towards electricity on actual basis. The price bid is to be provided in the format as in **Annexure I**. The Office of the Trade Adviser & Director of Movements/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata reserves the right to increase the monthly rent with prior intimation and mutual consent every subsequent year to account for inflation, etc.

The bidders are required to consider all the costs, consumables, cooking gas, tools and equipment required for providing the services.

F. TECHNICAL BID EVALUATION

The Technical Bids received and found valid will be evaluated by the Office of Trade Adviser & Director of Movements/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata to shortlist acceptable proposals as per the Terms and Conditions set out in the document. The bidder should take enough care to submit all the information sought by the Office of Trade Adviser & Director of Movements/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata in the form of desired format. The shortlisting will be done by accessing the technical and financial capability of the bidders and also on the basis of the experience of the bidders, methodology proposed for providing catering services as per the standards and specifications set out in the document and the best industry practices in terms of their experience, deployment of manpower, monitoring, quality assurance, etc.

The proposed manner of running the Catering Service, information sought above and menu proposed to be served will have to be indicated as per Annexure II to Annexure VII through a PowerPoint Presentation.

**TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA**

G. CATERING SERVICE

General Conditions:

- (a) All items to be served for the bed-tea, breakfast, lunch, dinner etc, should be freshly prepared in the kitchen using good quality ingredients. The contractor will provide grocery, vegetables, oil, masala etc required for the preparation of food.
 - (b) The medium of cooking should be a reputed brand of refined/ groundnut / mustard oil bearing the 'Agmark' mark.
 - (c) The food should be prepared under hygienic conditions and with care.
 - (d) The sweets etc served should not be artificially coloured and should be fresh products.
 - (e) Special care should be taken in the preparation of chappatis. These should be prepared fresh just prior to the meal time to ensure that they are served hot to the participants / guests.
 - (f) Assam Bhawan, Salt Lake will provide only cooking gas equipment and the cost of the fuel / gas for cooking purpose should be borne by the caterer / contractor.
 - (g) Cooking accessories such as utensils, cooking vessels and other items and equipment used for cooking will have to be brought by the contractor who will also ensure that these shall be maintained and kept spotless clean.
 - (h) The caterer / contractor has to keep ready washed and clean towels and good quality liquid soaps in the wash basins of the dining hall and common washroom areas.
 - (i) The wash basins and washrooms of the dining area have to be cleaned before and after every meal.
 - (j) The catering has to be provided both in common dining hall as well as in rooms as per the requirement of the guests.
 - (k) The Service Provider will look after catering needs of the guests as per the order received from the guests.
- (l) SERVING AND CONSUMPTION OF ALCOHOL IN THE ASSAM BHAWAN, SALT LAKE PREMISES IS STRICTLY PROHIBITED. The contractor will have to ensure the same. Any violation of the same noticed by the Contractor, will have to be reported to the competent authorities.***

Dining hall:

- (a) The dining area should be ready 15 minutes before every meal.
- (b) To ensure all tables and chairs, napkins, table mats and all accessories and layouts are clean and arranged properly.
- (c) The quality of RO water will have to be monitored by the Contractor.
- (d) The dining tables, chairs, utensils, floors etc should be kept clean and arranged properly at all times.
- (e) The contractor will maintain a feedback register to ensure improvement in quality of food and cleanliness of the dining area.
- (f) It should be ensured that the food is served hot and on time.

TRADE & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA



Kitchen:

- (a) The kitchen, including the floors, tiles, drainages etc should be thoroughly cleaned every day.
- (b) The chopping boards, knives etc should be cleaned properly daily.
- (c) The crockery, utensils etc should be kept sparkling clean.
- (d) Special cleaning of the kitchen area, including equipment and utensils, may be done every week or as and when directed by the Office of Trade Adviser & Director of Movement, Joint Resident Commissioner, Government of Assam, Assam House, Kolkata.
- (e) The storage of the raw food will be done properly and at the correct temperature.
- (f) The cleaning of the kitchen stores will be done every week and also as and when directed by the Office of Trade Adviser & Director of Movement, Government of Assam, Assam House, Kolkata to ensure that there are no pests and rodents.
- (g) Perishable food items like pickles, jam, sauce etc will not be stored beyond their expiry dates.



H. INSTRUCTIONS TO TENDERERS

1. payment of rent shall be made in the first week of the succeeding month.
2. For catering services to be provided to Assam Bhawan, Salt Lake, the rates on which the various meals will have to be provided, will be specified from time to time. The menu for the concerned programmes will be decided by the authorities of Assam Bhawan, Salt Lake in consultation with the contractor and accordingly the meals will have to be served.
3. Assam Bhawan, Salt Lake proposes to let out its conference halls to other organizations from time to time. The catering service for these organizations will be provided by the contractor, by virtue of being the Assam Bhawan, Salt Lake caterer.
4. The persons deployed by the Catering Service Provider should have requisite experience and skills for carrying out catering services using appropriate materials and tools /equipment.
5. The Service Provider should ensure the Health & Safety measures of the employees. Office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata will also have the right to conduct health checkups of the staff at any time.
6. The Service Provider shall ensure that no labour dispute is referred to the Assam Government. The Service Provider at all times should indemnify the Office of Trade Adviser & Director of Movement/JRC, Government of Assam, Assam House, Kolkata against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. The Office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata will not own any responsibility in this regard.
7. The successful Catering Service Provider will have to commence the work immediately after acceptance of contract.

TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA

8. The contract shall initially be valid for a period of 1(one) year and may be extended further on yearly basis subject to satisfactory performance, on the same Terms & Conditions up to a maximum of 3 (three) years. The Office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata may increase the monthly rent every subsequent year on mutual consent. The office of Office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata also reserves the right to terminate the contract by serving three months' notice in writing to the Service Provider. The contract may also be terminated with mutual consent by giving one month's notice.

9. In case of breach of any of the Terms and Conditions attached to this contract, the EMD of the agency will be liable to be forfeited by the Office of Trade Adviser & Director of Movement, Government of Assam, Assam House, Kolkata besides annulment of the contract.

10. Staff deployed by the Service Provider shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/person.

11. The Office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.


I. SECURITY

The contractor will have to follow all rules as may be framed by the Office of Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Assam House, Kolkata from time to time regarding movement of materials and equipment to and from the campus, issue of identity cards and control of entry of personnel.

All furniture, equipment, electronics equipment, kitchenware, crockery, etc. will be at the disposal of the contractor who will be awarded the Contract for Catering Service of Assam Bhawan, Salt Lake. Loss or theft of property of Assam Bhawan, Salt Lake guest rooms, kitchen and dining hall including all keys will be the responsibility of the contractor and in case of any loss will have to be replaced by the contractor at their own cost.

J. UNIFORMS

- (a) All the staff should be always in uniform and be neatly attired and with hair, beard and nails kept trimmed.
- (b) The kitchen staff should wear proper uniforms with gloves, headgear, aprons and protective gears to ensure that no accident takes place.
- (c) The contractor will provide all the uniforms, protective gears etc as needed.


TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA





Annexure - I

UNDERTAKING OF FINANCIAL BID

To,
Trade Adviser & Director of Movements/Joint Resident Commissioner,
Assam House, 8-Russel Street, Kolkata-71

Sub: Financial Bid for Catering Services at Assam Bhawan, Salt Lake, Kolkata.

Sir,

I / We..... herewith submit the financial offer for
The Catering Service at Assam Bhawan, Salt Lake, Kolkata.

The monthly rent for providing Catering Services at Assam Bhawan, Salt Lake shall be Rs
30,000/- (Rupees thirty thousand only).

Yours faithfully,

(Name)

Designation)

Signature of the Service Provider along with Company Seal

10/10
TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA



**PARTICULARS OF THE TENDERER FOR
TECHNICAL BID EVALUATION**

- 1) Firm/tenderer's name:
- 2) Postal address:
- 3) Telephone No.:
- 4) Fax No.:
- 5) Contact person:
- 6) E-mail address:
- 7) Website address, if any:
- 8) Headquarter office address:
- 9) Local branch office address with phone no. and fax:
- 10) Whether the firm is private or public limited with date of establishment (attested copies of deed for articles of association to be enclosed):
- 11) Name and address of the tenderer/contractor:
- 12) Experience Certificates (with documentary evidences):
- 13) Specimen signature of the tenderer/contractor:

A.

B.

C.

I/we authorize **Trade Adviser & Director of Movements/Joint Resident Commissioner, Assam House, 8-Russel Street, Kolkata-71** to make any investigation to verify the correctness of the statements and documents submitted with this application and obtain clarifications or information on the technical and financial aspects of the applicant.

Date: Signature


TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA

Details of manpower to be deployed for the work, category wise as specified:
 (Please use a separate worksheet duly signed and sealed in the given format)

Sl No	Name of the person	Designation	qualifications	experience	Place where he/she is to be engaged

Date:

Signature of the tenderer

TRADE ADVISER & DIRECTOR
 OF MOVEMENTS GOVT. OF
 ASSAM, KOLKATA



Turnover during the last 3 (three) years: 1.

Year 2018-19:

2. Year 2019-20:

3. Year 2020-21:

1. Audited balance sheets of the last three years:
2. The profit and loss statements of the last three years:

Note: (1) Supporting document such as CA certified Balance Sheet & Profit and Loss statement for the last three financial years will have to be submitted.

Date:

Signature of the tenderer

10/8/20
TRADE ADVISOR & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA



Annexure - V

Suggestive Menu for breakfast, lunch and dinner (for all days of the week and as per rates mentioned in the statements below) proposed by the bidder:

(Please present through a PowerPoint presentation)

(Two different menus to be provided for each price category)

For boarders

1(a)

Sl No.	Days	Breakfast Menu @ Rs.40.00	Lunch Menu		Dinner Menu	
			Veg 75.00	Nonveg 120.00	Veg 75.00	Nonveg 120.00
1	Monday					
2	Tuesday					
3	Wednesday					
4	Thursday					
5	Friday					
6	Saturday					
7	Sunday					

1(b)

Sl No.	Days	Breakfast Menu @ Rs.40.00	Lunch Menu		Dinner Menu	
			Veg 75.00	Nonveg 120.00	Veg 75.00	Nonveg 120.00
1	Monday					
2	Tuesday					
3	Wednesday					
4	Thursday					
5	Friday					
6	Saturday					
7	Sunday					

For special occasion

2(a)

Sl No.	Days	Breakfast Menu @ Rs.70.00	Lunch Menu		Dinner Menu	
			Veg 100.00	Nonveg 150.00	Veg 100.00	Nonveg 150.00
1	Monday					
2	Tuesday					
3	Wednesday					
4	Thursday					
5	Friday					
6	Saturday					
7	Sunday					

2(b)

Sl No.	Days	Breakfast Menu @ Rs.70.00	Lunch Menu		Dinner Menu	
			Veg 100.00	Nonveg 150.00	Veg 100.00	Nonveg 150.00
1	Monday					
2	Tuesday					
3	Wednesday					
4	Thursday					
5	Friday					
6	Saturday					
7	Sunday					

3.

For Staff

Veg Thali @ Rs. 35/-

Non-Veg Thalli @ Rs. 50/-

Annexure VI



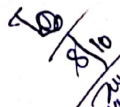
Overview of past experience in Related fields				
Sl. No.	Items	Number of assignments during last five years	Value of assignment	Name of the organization
	Experience in assignments of similar nature			
	Annual Turnover			
	Organization Type (Pvt. Ltd./ Corp./ Proprietor)			
	Experience in carrying out similar assignments in Government Organization			
	Experience in carrying out similar assignments in Public Sector.			
	ITR filed for last two years			
	GSTN			
	Employee's strength			
	Whether Police verification certificate of all staff kept on record.			

Date of submission:

... / ... / ...

Signature of the applicant

Name and address of the applicant


 TRADE ADVISER & DIRECTOR
 OF MOVEMENTS GOVT. OF
 ASSAM, KOLKATA

EXPERIENCE DETAILS



Overview of past experience in Related fields				
Sl. No.	Location of works	Name of Organisation (Please mention whether Govt/Non-Govt.)	Contract Period	Name and Contact No. of Clients
Date of submission: / / Signature of the applicant Name and address of the applicant		

T
8/10
[Signature]
TRADE ADVISER & DIRECTOR
OF MOVEMENTS GOVT. OF
ASSAM, KOLKATA