



**Tender for Catering Service for Workshops / Teachers' Training / Training under Capacity Building / Meetings /Seminar organized by the District Project Office, Rashriya Madhyamik Shiksha Mission & Sarva Shiksha Mission, Cooch Behar**

NIT No.: **62/RMSA/CoB/17-18 dated 14.07.2017**

Date of Issue of Tender : **From 14.07.2017 to 20.07.2017 upto 12.00 noon.**

Last Date for submission of Tender: **20.07.2017 upto 1.00 p.m.**

Date of Opening of the Tender: **20.07.2017 at 3.00 p.m.**

Venue where tender to be opened: District Project Office, Rashriya Madhyamik Shiksha Mission & Sarva Shiksha Mission, Cooch Behar

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**OFFICE OF DISTRICT PROJECT OFFICER, RMSA & SSM**

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Signature with Seal of the Bidder



## Rashriya Madhyamik Shiksha Mission & Sarva Shiksha Mission, Cooch Behar

### Tender for Catering Service

NIT No.: 62/RMSA/CoB/17-18

Date: 14.07.2017

District Project Officer (DPO), Rashriya Madhyamik Shiksha Mission & Sarva Shiksha Mission, Cooch Behar, invites tender for **Catering Services** for its Workshops/ Teachers' Training / Training under Capacity Building / Meetings / Seminar through out the year from agencies having considerable experience in the field of catering service. Intending bidders may obtain copy of the tender documents containing details of scope of works, terms & conditions of contract etc. from District Project Office, Sarva Shiksha Mission & Rashriya Madhyamik Shiksha Mission, Jnanankur Bhawan, (2<sup>nd</sup> floor), Harendra Narayan Raod, P.O. & Dist. Cooch Behar, Pin no.-736101.

### PLEASE EXAMINE EACH AND EVERY TERM & CONDITION CAREFULLY

1. The bid document will be issued free of cost.
2. The bid document can also be accessed the website [www.coochbehar.nic.in](http://www.coochbehar.nic.in)
3. **EMD of Rs. 10000.00 (Rupees Ten Thousand only) (refundable)** in the form of Bank Demand Draft / Banker's cheque on a schedule commercial bank in favour of the District Project Officer, RMSA, Coochbehar should be submitted along with the tender document. Earnest Money Deposit of unsuccessful bidders would be refunded without any interest.
4. **Estimated value of per Lunch Pkt. in Rs.100/-, Estimate value of per tiffin pkt. in Rs.20/-.**
5. **Date of issue of Tender:** From 14.07.2017 to 20.07.2017 upto 12.00 noon.
6. **Last Date of submission of Tender :** 20.07.2017 upto 1.00 p.m.
7. **Date & Time of opening Tender:** 20.07.2017 at 3.00 p.m. at the office of District Project Officer in presence of the willing bidders.
8. The tender should be submitted in one envelop super scribing "Tender for Catering Services for the Workshops / Teachers' Training / Training under Capacity Building / Meetings / Seminar organized by Sarva Shiksha Mission, Cooch Behar" addressing to the District Project Officer, Sarva Shiksha Mission, Cooch Behar . The tender submitted should be sealed by the bidder properly.
9. The bidder should sign and affix his/her firms stamps at each page of the tender and all its Annexure as the acceptance of the offer made by him/her firm will be deemed as a contract and no separate formal contract will be drawn. No page should be detached /removed from the tender Invitation and enclosures/Annexures.
10. **Scope of the work:** Different type of Workshops / Teachers' Training / Training under Capacity Building / Meetings / Seminar etc. will be held with many participants every financial year. The duration of the programme varies from 01 days to 10 days. Catering services are provided to these participants. Generally morning tea with snacks/ biscuits, lunch, afternoon tea with biscuits and evening tea/coffee of standard quality has to be provided for these participants. The work as a whole includes preparation of good and hygienic foods and serving thereof.

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11. Bidder should visit the various areas to study the scope of work and nature of service before quoting against the tender.
12. **The agency shall have to serve the requirements of Tea, Snacks, tiffin, Lunch, Dinner etc. as and when required during the day observing the time schedule set by the RMSA & SSM authority. However, there is no commitment for minimum or maximum number of meals / tea, snacks etc. required to be served. It depends upon programme and occupancy. Projections can be made based on expected occupancy of the participants. The service will be rendered as desired by the DPO, SSM & RMSA, Cooch Behar as and when necessary even splitting the supply order to.**
13. Bidder must have experience in providing Catering Services in Govt. offices/ hostel of PSUs/Training Institute/Academic Institute etc in the preceding three calendar year (i.e. 2014-15 to 2016-17).
14. Menu for lunch, morning tea, afternoon tea with biscuits and dinner etc. will be got approved from the DPO and displayed in the specified venues by the agency. Nochange of menu will be allowed unless the prior permission of the DPO.
15. The agency should have sufficient waiters for catering services. For the purpose of work the contractor shall engage persons above 18 years of age only and who are found suitable.
16. The agency shall make his own arrangement of transportation of his employees, all consumables, materials like vegetables, labour, equipments, tools and other items, fuels like cooking gas, room service, table ware and table service etc. at his own cost.
17. **Timely and courteous service of good quality of food is the essence of the service under this contract.**
18. The agency shall always use raw materials of good quality as per brands specified in the tender and of ISI / Agmark if not specified.
19. In case of dispute regarding the services, quality or the quantity of the food-stuff, snacks, tea, lunch and dinner etc. the decision of the Authority will be final and binding.
20. **Contract Period:** The maintenance contract will be for one year period. However, the performance will be evaluated after three months of award of contract. If performance is unsatisfactory, the contract will be terminated after giving one month's notice by either side or as mutually agreed by both the parties. The Contract period after successful completion of one year can be extended as mutually agreed upon.
21. **All items including gas, raw materials for the preparation of food items, Manpower & other jobs, miscellaneous works, etc., shall be under the scope of the Contractor. The rates to be quoted by the bidders shall be inclusive of the above services, all taxes and levies.**
22. **The rates quoted should be firm and valid for 12 months. No escalation (change in price) shall be entertained under this contract during the valid period.**
23. Tender may be sent by REGISTERED POST / SPEED POST / COURIER or delivered in to Tender Box in person on above mentioned address and should reach the District Project Officer on 20.07.2017 by 1.00 p.m.
24. Canvassing in connection with Tender is strictly prohibited.
25. Income Tax at the prevailing rates as applicable from time to time shall be deducted from agency's bills as per Income Tax Act,
26. **The following shall also be produced by the agency along with the bill for making payment:-**
  - Requisition issued by RMSA / SSM to the agency
  - Cupon ( if issued in any programme)

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**27. The following are to be submitted along with the Tender with self attestation:**

- i. Application Form (Annexure-I)
- ii. Undertaking (Annexure –II )
- iii. Rate shall be quoted in **Annexure-III** with full signature and seal.
- iv. Attested photocopy of valid Trade License or Proof of registration of Company/Firm/Manufacturer.
- v. PAN/ Income Tax No.
- vi. Professional Tax Certificate
- vii. EMD of Rs. 10000.00 (Refundable)
- viii. Experience in providing Catering Services in Govt. offices/ hostel of PSUs/Training Institute/Academic Institute etc in the preceding three calendar year (duly attested in case of photocopy).

**Note: Experience means completion certificate with supply order.**

28. Acceptance of the lower rate is not obligatory and the DPO, SSM & RMSA, Cooch Behar reserves the right to reject any tender paper without assigning any reason whatsoever at any point of time and without incurring any liability to the affected bidder or bidders, if any.
29. The District Project Officer (DPO), Rashriya Madhyamik Shiksha Mission & Sarva Shiksha Mission, Cooch Behar reserves the right to negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of price. The authority also reserves the right to negotiate with other Bidders to match the negotiated L1 price.
30. The District Project Officer (DPO), Rashriya Madhyamik Shiksha Mission & Sarva Shiksha Mission, Cooch Behar also reserves the right to terminate the services of the successful Bidders or to forfeiture of the security money deposited/ EMD or the amount so deemed by District Project Officer, Sarva shiksha Mission, Cooch Behar if the services are found to be unsatisfactory or the agency fails to comply with any or all of the provisions of the tender or on account of any other administrative reason.

**Sd/-**

**District Project Officer,  
Sarva Shiksha Mission, Coochbehar**

Memo No. : 62/1(10)/RMSA/CoB/17-18

Date : 14.07.2017

Copy forwarded for information and taking necessary action with request to display the Notice Inviting Tender on the notice board of the respective offices for wide publication to :

1. The State Project Director, PBRMSA, Bikash Bhawan (2<sup>nd</sup> floor), Salt Lake City, Kolkata-91.
2. The District Magistrate & District Project Director, SSM, Coochbehar
3. The Additional District Magistrate (Dev. & SSM), Coochbehar
4. The Sabhadhipati, Coochbehar Zilla Parisad , Coochbehar
5. The Sub-Divisional Officer, Sadar, Sub-Division, Coochbehar
6. The District Inspector of Schools (P.E & S.E)
7. The Chairman, Coochbehar Municipality
8. The District Information & Cultural Officer, Coochbehar
9. The Secretary, Zilla Byabasayee Samity, Cooch Behar
10. Office notice board

  
**District Project Officer  
Sarva Shiksha Mission, Cooch Behar**

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**Signature with Seal of the Bidder**  
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**APPLICATION FORM**  
**(Catering Service)**  
**(Annexure-I)**

(Vide memo no.....Dated.....)

**1. Name of the Agency**

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**2. Postal Address of the Agency**

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.....,Pin.....

**3. District and State where situated** .....

Pin.....

**4. Contact Person: (name)** .....

**5. Telephone** ..... **Mobile** ....., **Fax No.** .....

**6. E. Mail ID.** .....

**7. Nature of Agency [please put tick mark ]**

- i. Proprietorship
- ii. Partnership
- iii. PVT LTD.
- iv. Public LTD.
- v. Cooperative
- vi. NGO
- vii. PSU
- viii. Other

**8. PAN of the agency** .....

**9. Trade License No. of the Agency** .....

**10. Registration No. (In case of the Firm/Company/Manufacturer )**

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**11 Professional Tax Certificate No.**.....

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Signature with Seal of the Bidder

11. (a) Does the organization have any previous experience in providing with Catering Service in Govt./ Semi-Govt office / Educational Institution?

(b) If yes, give details as shown below:

SL. NO.	Name of the Offices/Organization	Description of the work	Value of the work (Rs.)	Period of service

### CERTIFICATE

Certified that information furnished is correct to the best of my knowledge and belief.

Signature of the Authorised Signatory of the Agency with Seal

Place .....

Date: .....

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Signature with Seal of the Bidder

# **UNDERTAKING**

(Annexure-II)

To  
The District Project Officer,  
Sarva Shiksha Mission & RMSA,  
Jnanakur Bhawan (2<sup>nd</sup> Floor),  
Harendra Narayan Road,  
P.O & Dist. Cooch Behar.  
Pin no.-736101

Ref: Your NIT memo. No.....Date..... Of RMSA & SSM, Cooch Behar

Dear Sir,

Having examined the conditions for providing Catering service under the Rashtriya Madhyamik Shiksha Mission & Sarva Shiksha Mission, Cooch Behar and specifications thereof the receipt of which is hereby duly acknowledged, I/we, undersigned, offer to perform the works in conformity with said security money/ EMD, conditions and specifications at the rate in accordance with the schedule of prices offered.

I/We undertake, if my/our Bid/ Quotation is accepted, to commence services as and when necessary and there is no commitment for minimum or maximum number of meals, tea, snacks etc. required to be served as it depends upon programme and occupancy and projections can be made based on expected occupancy of the participants.

I/We admit all the terms and condition of the bid/ quotation.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We hereby declare that my/our organization has not been debarred / accused by any Government / Semi Government organizations. I/We further certify that I/We am/are the competent authority in my/our organization authorized to make this declaration.

I/We understand that acceptance of the lower rate is not obligatory and the SSM Authority, Cooch Behar reserves the right to reject any tender paper without assigning any reason whatsoever at any point of time and without incurring any liability.

**Yours Faithfully,**

**Signature of the Authorised Signatory of the Organisation with seal**

**Place .....**

**Date .....**

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**Signature with Seal of the Bidder**

**PRICE SCHEDULE**

(Annexure-III)

NIT NO. ....

Dated: .....

**Tiffin / Tea & Biscuit Specification**

SI no.	Items to be served	Brand	Quantity (Unit)	Unit Rate in Figure (Rs.)	Unit Rate in Words
1	Coffee	ISI/Agmark	Per cup		
2	Tea	ISI/Agmark	Per Cup		
3	Biscuit	ISI/Agmark	Per Pkt.		
4	Water bottle	ISI/Agmark	Per Btl.		
5	Water Jar	ISI / Agmark	20 lts.		

**Tiffin Packet Specification**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	Tiffin (2 pcs Parota/poori, fresh sabji, 1 pcs Egg, 1 pcs sweet)	Per Pkt.		

**Lunch Specification:**➤ **Menu – I**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Dal, Katal Kalia, Pakora, Murighanta, chatni)	<b>Per Plate</b>		

Signature of the Authorised Signatory of the Agency with Seal

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Signature with Seal of the Bidder



➤ **Menu - II**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, Soyabin Sabji, Green Salad, Dal, Bata fish, Pakora, chatni)	<b>Per Plate</b>		

➤ **Menu - III**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, Potol Posto, Green Salad, Moog Dal, Little fish charchari, Pakora, chatni, Sweet)	<b>Per Plate</b>		

➤ **Menu - IV**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Moog Dal, Paneer, chatni, Chips, Rashogolla)	<b>Per Plate</b>		

➤ **Menu - V**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Dal, Chicken, Chips, chatni, Iec cream)	<b>Per Plate</b>		

**Signature of the Authorised Signatory of the Agency with Seal**

**Date:** .....

**Place:** .....

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**Signature with Seal of the Bidder**