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**GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS &
HEAD OF FOREST FORCE, ASSAM,
ARANYA BHAWAN, PANJABARI, GUWAHATI-781037**

E mail- hoff-assam@gov.in

No. Fg.1/Canteen/2019

Dated Guwahati the 1st July, 2021

NOTICE INVITING QUOTATION FOR RUNNING THE DEPARTMENTAL CANTEEN

Sealed quotation affixing Court fee stamp of Rs. 8.25(Rupees Eight & twenty five paise)only along with Earnest Money deposit of Rs. 25,000/-(Rupees Twenty Five thousand)only are hereby invited from the intending bidders/Party/Firm, for running the departmental Canteen for officers and Staff in Aranya Bhawan, Panjabari, Guwahati-37. The bidder/Party/Firm should have a valid trade license issued by the competent authority. The Bidder/Party/Firm shall submit quotation in 2(Two) bid system, i.e. (i) **Technical bid** and (ii) **Financial bid**.

The Earnest money of Rs. 25,000.00(Rupees twenty Five thousand)only, payable at Guwahati shall have to be submitted by the bidder/party/firm as Bank Draft, duly pledged in favour of Principal Chief Conservator of Forests & Head of Forest Force, Assam along with the quotation.

Duly filled in quotation must reach the office of the undersigned by 1.00PM on 23/07/2021. The quotation box will be sealed at 1.00PM, and no quotation will be received thereafter.

The quotation box will be opened on the same day at 3PM. in presence of the bidder/party/firm or their authorized agent. If the day happens to be a Govt. holiday, the same will be opened in the next working day. Only the **Technical bid** will be opened on day of opening of quotation box. The date and time of opening and scrutiny of **Financial bid** will be intimated later, to the bidders who have qualified in the Technical bid.

The interested party/Party's may visit the canteen premise within office hours i.e. 9-30AM to 5.00PM on any working day from 02/07/2021 to 22/07/2021, for making an on the spot assessment, under the guidance of the Range Forest Officer, Head Quarter Range, O/o the Principal Chief Conservator of Forests & Head of Forest Force, Assam.

The Principal Chief Conservator of Forests & Head of Forest Force, Assam, reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

TERMS AND CONDITIONS-

1. The facility shall be leased out initially for a period of one year, and may be extended further on review of the performance.
2. The rent shall be paid by the successful party to the department on monthly/quarterly basis, as per the deed of agreement, as executed, on mutual agreement.
3. The department shall not provide any additional equipment/facility other than the facility which are currently available, as has been inspected by the bidder in as is where is condition, before submission of the quotation.

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4. The successful party shall be required to pay the Electricity/Water/Maintenance charge etc. to the department.
5. The successful bidder shall have to finalize the menu and rates in consultation with the authorized committee as constituted by the PCCF & HoFF, Assam.
6. The successful bidder, to whom the contract will be awarded, will be responsible for maintaining absolute hygiene in the canteen.
7. The quality of food served will be reviewed periodically.
8. The contract shall be subject to termination on non-fulfillment of the laid down terms and conditions, as per the agreement to be executed by the successful bidder with the designated officer, as authorized by the PCCF & HoFF, Assam.
9. The successful bidder to whom the contract will be awarded, shall have to deal with Officer's and Staff of the O/o PCCF & HoFF, Assam, on individual basis and the department will not be liable to any payment/debt etc. on account of anyone.
10. Earnest money of all the unsuccessful bidder will be released to them on finalization of the quotations of the successful bidder and after observing all the required formalities.
11. All legal proceeding arising out of any dispute between the Lessor (represented by the authorized officer of PCCF & HoFF, Assam) and the Lessee (represented by the successful bidder to whom the contract is awarded) shall be settled within the territorial jurisdiction of the courts in greater Guwahati, Assam.

PREPARATION OF BID DOCUMENT

All the intending bidder's are required to submit quotation in two bid system i.e. **Technical Bid** and **Financial Bid**. Both the **Technical Bid** and **Financial Bid** must be submitted separately in two sealed Envelopes, subscribed as "**TECHNICAL BID**" and "**FINANCIAL BID**". Both the bids should be put in another bigger sealed cover, subscribed as "**QUOTATION FOR RUNNING OF DEPARTMENTAL CANTEEN**", on the top of the Envelope. The name and address with telephone/mobile no of the bidder must be written legibly in all the three envelopes.

TECHNICAL BID

1. The bidder must submit his/her quotation along with the following documents complete in all respect, duly signed and self attested. Original documents will be verified at the time of bid opening, and all the bidders are to bring all the original testimonials during the bid opening. Bid documents will not be considered for evaluation if the bidder fails to produce the concerned original document/documents and his bid will be summarily rejected. The following document must be furnished along with the duly filled in quotation format for evaluation of **TECHNICAL BID**;
 - a) A profile of the bidder.
 - b) Proof of having office in Guwahati.
 - c) Valid trade license issued by competent authority.
 - d) Permanent Account Number (PAN).
 - e) GST registration certificate. If applied, proof to be submitted

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- f) Experience in similar field i.e. supply of food/beverages, for a minimum period of 2(Two)
- g) Registration with FSSAI.
- h) No loose documents will be entertained.
- i) All pages of the quotation documents together with terms and conditions and all other documents, which the bidder is required to submit along with the quotation, must be signed by the authorized signatory. Signing of the NIQ and the detailed terms and conditions by the bidder shall be deemed as the final acceptance of these terms and conditions.
- j) The annual turnover should not be less than 40,00,000.00 (Forty lakhs)only.
- k) Audited balance sheet, by a qualified CA, for the last 2(Two) years must be enclosed.


FINANCIAL BID

1. Financial bid only of technically successful bidder's will be considered for evaluation and will be intimated accordingly.
2. The rates offered per Year or on Monthly basis, both ways accepted, should be written both in figures as well as in words. Overwriting will not be accepted. The words or figures if necessary should be struck off, rewritten and duly signed.

EVALUATION

Evaluation will be done on the basis QCBS criteria, of which;

- i) **Technical bid will carry-70 marks and**
- ii) **Financial bid will carry -30 marks.**


01/07/2021
Deputy Conservator of Forests (IT)
O/o the Principal Chief Conservator of Forests &
Head of Forest Force, Assam.
Panjabari, Guwahati-37