



**OFFICE OF THE PROJECT DIRECTOR
ASSAM STATE AIDS CONTROL SOCIETY
KHANAPARA, GUWAHATI – 22**

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No. ASACS/NACP-IV/PROC/Catering/2021/1230/5

Dated 10/02/2021

Notice Inviting Tender

Sealed tender in single bid system are invited from reputed catering services for Catering Service in various training programmes in Assam State AIDS Control Society, Khanapara, Guwahati-22. The quotation must reach the undersigned on or before **18.02.2021** up to **1:00 PM** after which no tender will be accepted. The quotation will be opened on the same day at **2:00PM** in presence of the bidders or their authorized representatives, if any. No Complaint will be entertained and considered on the plea of postal delay or otherwise and also no correspondence will be made or entertained regarding non-compliance of any terms and conditions and submission of documents along with the tender as required. Relevant details may be obtained from the official website <https://asacs.assam.gov.in> or from the office of the undersigned at any working day between **10:00 AM** and **5:00 PM**.

SL. No.	Item description
1.	Buffet for 50 participants or more
2.	Individual plate meal

- A. All tenders, duly sealed must be addressed to the Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22, and super scribed as **Tender for Catering Service in Assam State AIDS Control Society** on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover.
- B. Rates quoted should be inclusive of all taxes, serving, packing/forwarding and all other incidental charges.
- C. Rates should be quoted in Indian Rupee only.
- D. Photocopy of The following documents, should be enclosed along-with the quotation:
1. Trade License, up to date.
 2. GST Registration Certificate
 3. Up to date GST return filing copy
 4. PAN and Bank A/C No.

E. BID PRICE

- a. Bidder should submit the quotation as per format enclosed herewith.
- b. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to change/ modification on any account.
- d. The prices shall be quoted in Indian Rupee only.

F. VALIDITY OF QUOTATIONS

Quotation shall remain valid initially for a period of 90 (ninety) days after the deadline date specified for submission of quotation.

G. VALIDITY OF RATES

The rate will be fixed for 1 (One) year from the deadline date specified for submission of quotation. The successful bidder(s) is/ are bound to supply the items at agreed rates during this period whenever necessary. This validity period may be further extended with mutual consent. However, the Tendering Authority reserve the right to reduce/ cancel the validity period

H. DELIVERY CONDITION

The units as per order shall be handed over to the authorized representative(s) of the purchaser at the specified location/ venue and the same shall be duly receipted.

I. EARNEST MONEY DEPOSIT

The bidders required to submit Bid Security Declaration “accepting that if I/We withdraw or modify my/our bids during period of validity etc., I/ We may be suspended for participating in any bid process of the department for next 1 (one) year, from the date of suspension.

J. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD

Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security.

Under such situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance.

K. EVALUATION OF QUOTATIONS

The bidder to quote the lowest rate (L1) may not be the successful bidder if he fails to fulfill the technical/ specifications criteria. Bidder(s) to fulfill all technical/ specifications criteria shall only be recommended for Price Bid Evaluation.

L. AWARDS OF CONTRACT

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who will be qualified to be the lowest evaluated bidder.

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of the contract by the purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

M. PAYMENT TERMS:

No advance payment shall be made. The paying authority on production of the following documents shall make payment:-

- a. The delivery challan in duplicate.
- b. Invoice in duplicate.
- c. On receipt of the above documents the paying authority shall make payment to the supplier after deduction of statutory liabilities like GST, IT etc.

N. The Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22 reserves the right to accept or reject any or all tenders without assigning any reason thereof and does not bind herself to accept the lowest rate or any other rates. The decision of the Project Director, Assam State AIDS Control Society will be final and binding in all cases.

Sd/-
Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22
Phone: 0361-2360524

Price Bid Format

Option A: Buffet for 50 (Fifty) persons or more

SL. No.	Item description	Unit (Per serving)	Rate
1	Breakfast	Option 1: Aalu Paratha- 1 no.- Big size, Banana (Jahaji)-1 no.- Big Size, Tea/ Coffee.	
		Option 2: Veg. Sandwich- 1 no., Boiled egg- 1 no., Banana (Jahaji)-1 no.- Big Size, Tea/ Coffee.	
		Option 3: Alu Chop- 1 no., Sweet (Kalakand/ Malai Chamcham)- 1 no., Banana (Jahaji)-1 no.- Big Size, Tea/ Coffee	
2	Lunch	Plain Rice, Mixed Dal, Mix Vegetables, Paneer (100 gm) Gravy, Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard	
		Plain Rice, Mixed Dal, Mix Vegetables, Fish (100 gm), Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard	
		Plain Rice, Mixed Dal, Mix Vegetables, Chicken (100 gm), Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard	
		Plain Rice, Mixed Dal, Mix Vegetables, Mutton (100 gm), Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard.	
3	Evening Snacks	Tea/ Coffee with Biscuit (Bourbon or equivalent)/ Slice Cake (Fruit Cake or equivalent)	

Note: Arrangement of Packaged Drinking Water, dispenser & disposable glass is required for all participants.

Option B: Individual Plate Meal

SL. No.	Item description	Unit (Per serving)	Rate
1	Snacks	Option 1: Aalu Paratha - 1 no.- Big size, Banana (Jahaji)-1 no.- Big Size, Tea/ Coffee	
		Option 2: Veg. Sandwich- 1 no., Boiled egg- 1 no., Banana (Jahaji)-1 no.- Big Size, Tea/ Coffee	
		Option 3: Alu Chop- 1 no., Sweet (Kalakand/ Malai Chamcham)- 1 no., Banana (Jahaji)-1 no.- Big Size, Tea/ Coffee	
		Veg Roll	
		Chicken Roll	
		Egg Roll	
		Veg Chowmein	
		Chicken Chowmein	
2	Lunch	Plain Rice, Mixed Dal, Mix Vegetables, Paneer (100 gm) Gravy, Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard	
		Plain Rice, Mixed Dal, Mix Vegetables, Fish (100 gm), Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard	
		Plain Rice, Mixed Dal, Mix Vegetables, Chicken (100 gm), Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard,	
		Plain Rice, Mixed Dal, Mix Vegetables, Mutton (100 gm), Seasonal Vegetable fry, Curd/ Ice-Cream/ Kheer/ Custard	
3	Tea	Tea with Biscuit (Bourbon or equivalent)/ Slice Cake (Fruit Cake or equivalent)	
4	Coffee	Coffee with Biscuit (Bourbon or equivalent)/ Slice Cake (Fruit Cake or equivalent)	
5	Water	500 ml of packed drinking water of reputed brand (Per bottle price)	
6	Water	20 Liter packed drinking water jar with dispenser & 50 disposable glass	