



Government of Tripura
Forest Department



Project Management Unit, Tripura JICA Project

(Project for Sustainable Catchment Forest Management in Tripura)

Prakriti Bhawan, Gandhigram, West Tripura 799012

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SHORT NOTICE INVITING QUOTATION.

Sealed quotations are hereby invited by Tripura JICA (SCATFORM) Project, Department of Forest, Government of Tripura Hatipara, Gandhigram, Agartala, Tripura West from eligible bidders for "Providing food catering service to the trainees/guests" for its office campus" Prakriti Bhawan" situated at Gandhigram, Agartala.

1. Introduction :

The Tripura JICA SCATFORM Project are inviting quotations from the bonafide registered Agencies having permanent established setup for last 2 (Two) years in Tripura and with 2 (Two) years of experience in Tripura for Providing food catering service to any government organization/PSU/Society. The Agency will be engaged initially for a period of 24 (Twenty Four) months which may be extended by two more years subject to satisfactory performance and mutual consent. No. of required items may change during the contract period, if required

2. Scope of Work :

The Contractor/bidder is required to provide food catering service for the participants / trainees / guests during training/meeting in PMU situated in "Prakriti Bhaban". The caterer will also cater to the needs of the authorised visitors to the Institute. Breakfast, Tea, Coffee, Snacks, Cold Drinks etc., lunch and dinner shall also be supplied for meeting or other purpose, whenever and wherever required in the premises. Average number of trainees per day is expected to be between 40 to 60 based on types of training or meeting .average occupancy may vary time to time as per the need. An approximate estimation of 400 (Four hundred) Plates/ Person will be needed per year. The contractor shall have no right to claim any costs/charges on the shortfall of the average occupancy.

3. Firms Eligible To Bid :

- 3.1 Bidder should be a professional and registered Caterer with a minimum 2 (two) years experience for providing catering services to any government organization/PSU/Society.
- 3.2 The bidder must have executed at least 2 (Two) order/ contract during last 2 (two) financial years (2020-21 to 2021-22) in providing food & catering service to any government organization/PSU/Society. Copies of work order/s from client/s supported by satisfactory performance certificate/s from the client/s to be submitted
- 3.3 Bidder should have registration for catering services under the relevant statutory/Act either as a sole proprietor or a registered firm or a company to run food catering services.

- 3.4 Should not hold any black-listing/debar/suspension by any PSU/State or Central Government organization during last 2 (Two) years. The bidder has to submit self-declaration Certificate as per Annexure-
 - 3.5 Bidder should have a valid PAN Card, GSTN. Copy of PAN Card, GST Registration letter/certificate must to be furnished.
 - 3.6 The bidder must have filed Income Tax Returns for the last 3 (three) Financial Years. Copy of Income Tax Returns for the last 3 (three) Financial Years needs to be submitted under Annexure –
 - 3.7 Bidder should have a full fledged office at Agartala with adequate manpower for execution of the contract.
4. Terms and Condition
- 4.1 The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Farm/Agency/Individual Service Provider.
 - 4.2 The service provider needs to supply cooked food catering to the client. The client is not liable to provide space/utensils/arrangements for cooking. The contractor has to arrange it on their own.
 - 4.3 All Services shall be performed by persons qualified and skilled in performing such services
 - 4.4 The workers deployed by the Service Provider shall not claim any benefit /compensation/absorption/regularization of services in PMU under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
 - 4.5 PMU may require the Service Provider to dismiss or remove/replace from the site of work, any person or persons, employed by the service provider for incompetence or for his/her/their misconduct and the Service Provider shall forthwith comply with such requirements.
 - 4.6 The transportation, food, medical and other statutory requirements in respect of each personnel of the Service Provider shall be the responsibility of the Service Provider
 - 4.7 Rate is to be quoted per food item basis in the BOQ sheet. Rate quoted should be all inclusive of loading, unloading, stacking, counting charges etc whichever is/are applicable. Carrying cost of materials/ food will not be borne by the PMU.
 - 4.8 The service provider shall be intimated at least 3 days before the date of requirement and shall be contactable at all times and message sent by phone/email/SMS/Special Messenger from PMU to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by PMU in fulfilment of the contract from time to time.
 - 4.9 PMU shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the service provider.
 - 4.10 Drinking water of quality brands only should be supplied at lunch, dinner and breakfast time to each participants and resource persons in paper glasses.
 - 4.11 Caterer should provide the adequate number of waiters for serving the food.
 - 4.12 Food items to be served in buffet system unless otherwise directed
 - 4.13 Use of Food warmers are compulsorily
 - 4.14 Materials used for cooking must be hygienic and safe. Vegetable must be fresh and washed properly prior to cooking. FASSI approved ingredients are to be used for cooking.

5. Termination : PMU may at any time terminate the Contract by giving written notice to the Service Provider, if he/she becomes bankrupt or otherwise insolvent and unable to provide desired service. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue to PMU.

6. Submission Process and last date of submission :

Sealed Bid along with financial Quotation (BOQ) needs to be submitted in the drop box located in PMU, Prakriti Bhawan , Gandhigram, Agartala. Please. Proposal completed in all manners should be submitted to drop box on or before 30/12/2022

7. Clarification on Bid documents :

Clarification may be requested by the potential bidder over email (tripurajica@gmail.com) or can contact bid inviting officer at the address specified in NIT.

8. Validity of Bid:

The quotation must be valid for at least 60 days from the submission of proposal.

9. Document submission checklist : (To be attached with Bid)

Sl No	Technical Documents to be submitted	Submitted (Yes/No)
1	Application letter duly signed (Annexure 1)	
2	Declaration by the bidder (Annexure II)	
3	General Details (Annexure III- 1.1)	
4	Copy of Registration (Annexure III-1.2)	
5	Copy of IT return (Annexure III-1.3)	
6	Copy of Pan and GSTN (Annexure III- 1.4)	
7	Copy of Work order (Annexure III-1.5)	
98	Financial Proposal (BOQ) (Annexure IV)	

Encl: as stated

(Sd-)

(Dr. Avinash M Kanfode, IFS)
Chief Executive Officer & Project Director
Tripura JICA Project, [SCATFORM]

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Copy to:

1. PS to CEO & PD, Tripura JICA Project (SCATFORM) for kind information.
2. Director AFA/M & E for kind information.
3. Addl. Director M&E and DDO, Tripura JICA Project (SCATFORM) for information.
4. Program Manager Training for information and necessary action.
5. Communication Officer for necessary Communication.
6. MIS officer for information and uploading at the Tripura JICA Project website.
7. Office Notice Board, Tripura JICA Project (SCATFORM), PMU.
8. Accounts section & Cashier Tripura JICA Project (SCATFORM), PMU. For necessary action.

[Prasad Rao Vaddarapu, IFS]
Director, Livelihood & Capacity Development
JICA Project [SCATFORM]

Annexure I

(To Be filled up and Signed by the bidder before submission)

To

The Director (Livelihood and Capacity Development

Tripura JICA Project , Prakriti Bhawan

PMU Building, Gandhi Gram, Agartala

Sub: "Providing food catering service to the trainees/guests at Prakriti Bhawan, Gandhi Gram, Agartala"

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for in accordance with your Tender No. _____ Dated..... We are hereby submitting our bid, which includes Technical Bid and Financial Bid sealed in envelop. I hereby declare that all the information and statements made in this Bid are true and correct and I accept that any misinterpretation contained in it may lead to the disqualification of our bid. Our bid will be valid for acceptance up to 60 days and I confirm that this bid will remain binding upon us and may be accepted by you at any time before the validity of the bid. I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document. In case any provision of this tender is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder

Annexure :II

Declaration by the Bidder

I/we..... Have gone through carefully all the bid conditions and solemnly declare that I/We will abide by any penal action such as disqualification or blacklisting or termination of contract or any other action deemed fit taken by the government/corporation/Society against us if it is found that the statements documents, certificates produce by us are false/fabricated.

I/we hereby declaring that I/we have not been blacklisted debarred / suspended /demoted in any department in Tripura or in any state of India due to any reasons

Signature of the Bidder with Seal

Annexure III

Bid Submission Forms

1. Application form

1.1 General details

Item	Detail
Name of the Bidder	
Address	
Key person	
Designation	
Mobile number	
Email ID(if any)	
Year of registration	
Pan Number	
GSTN	

1.2 Please add copy of registration

1.3 Please provide IT Return for the Last 3 Financial Years.(Please sign it with Seal)

FY 2019-2020	FY 2020-2021	FY 2021-2022

1.4 Please attached Copy of PAN and GSTN

1.5 Please add copy of work order/ contract copy for execution of at least 2 (two) order/ contract during last 2 (two) financial years (2020-21 to 2021-22) in providing food & catering service to any government organization/PSU/Society

Annexure : IV

BOQ

Bidder needs to fill up the column "C" Cost column only against the item specified in Column A and B. For Item serial Number 1 to 8 please put combine cost in row 9 and for item no 10 to 13 please indicate separate cost

A. Lunch/Dinner

Sl No	A Items	B Quantity	C Cost
1	Plain Rice (Kitchen khajana)	250 gm (boiled)	Quoted Rate (All Inclusive)in INR
2	Bhaja (Mixed veg. fry/ Potato fry/Bhujia/Beguni/Kumuri)	2 pieces / 50 gm	
3	Dal (Arahar/Moong/Masur/ Rajma/ Chana/Mixed)	150 gm	
4	Sabji (Seasonal mixed vegetable)	100 gm	
5	Papad	Full size - 1 pieces	
6	Mixed Salad (With minimum 4 seasonal vegetables)	50 gm	
7	Seasonal Fruit Chatni (Tomato/Mango etc.)	50 gm	
8	Kheertua/Ice Cream/Sweets (Rasgolla)	01 no	
9	Total		
10	Chicken (Broiler)	150 gm	
11	Fish (Rui/ Katla)	75 gm	
12	Mutton	150 gm	
13	Paneer	100 gm	

B. Special Items (Please provide rate for each Items specified in Column C)

	A		B	C
Sl No	Items		Quantity	Cost
1	Rice	Basmati	250 gm	
2		Jira Rice	250 gm	
3		Vegetable Fried Rice	250 gm	
4		Vegetable Pulao	250 gm	
5		Egg Fried Rice	250 gm	
6		Mixed Fried Rice	250 gm	
7		Chicken Fried Rice	250 gm	
8		Mutton Biryani	250 gm	
9		Chicken Biryani (with 3 pieces of chicken)	250 gm	
10	Fish Fry/Curry	Boal	1 Piece (100 gm)	
11		Chara Pona	100 gm	
12		Hilsa (Fry)	1 Piece (100 gm)	
13		Hilsa (Vapa)	1 Piece (100 gm – without gravy)	
14		Pabda	2 Piece (100 gm)	
15		Small Fish	100 gm	
16		Tengra	100 gm	
17		Egg Curry (Hen)	100 gm	
18		Egg Curry (Duck)	100 gm	
19	Meat	Local Chicken	250 gm	
20		Duck	250 gm	
21		Chicken Roast	1 piece (100 gm)	
22		Butter Chicken	250 gm	
23		Roasted Chicken Masala	1 piece (100 gm)	
24		Soup (Chicken)	100 ml	
25		Potato Chips (Branded)	50 gm	

26	Vegetable & Fry	Mushroom	250 gm	
27		Patal Posto	250 gm	
28		Alu Posto	250 gm	
29		Mutter Paneer	250 gm	
30		Butter Paneer	250 gm	
31		Palak Paneer	250 gm	
32		Potato fry/Bhujia	50 gm	
33		Dal Fry	100 ml	
34		Soup (Veg)	100 gm	
35		Paneer Kofta	100 ml	
36		Paneer Masala	100 gm	
37		Paneer Butter Masala	100 gm	
38		Chilli Paneer	100 gm	
39		Palak Paneer	100 gm	
40		Matar Panner	100 gm	
41		Shahi Paneer	100 gm	
42		Paneer Korma	100 gm	
43	Fruit Juice/ Drinks	Mango	250 gm	
44		Orange/ Mosambi	250 gm	
45		Watermelon	250 gm	
46		Mixed Fruit	250 gm	
47		Cold Drinks	250 ml	
48		Lemon Water with Ice	250 ml	
49	Sweet & Deseart	Raita	100 gm Raita	
50		Misti Doi	100 gm	
51		Tok Doi	100 gm	
52		Ice-cream(Branded)	100 gm	
53		Kheertua	1 piece	
54		Gulab Jamun	1 piece	
55		Kalakand	1 piece	

56		Boil Cake	1 piece	
57		Pastry	1 piece	
58	Chowmin	Chowmein (Veg)	100 gm	
59		Chowmein (Egg)	100 gm	
60		Chowmein (Chicken)	100 gm	
61		Chowmein (Mixed)	100 gm	
62	Other Items	Veg. Sandwich	1 piece	
63		Samosa / Kochori	1 piece – Big size – 100 gm	
64		Puri	3 piece	
65		Alu Paratha	3 piece	
66		Plain Paratha	2 piece	
67		Plain Nan	2 piece	
68		Butter Nan	2 piece	
69		Green Tea	100 ml	
70		Black/ Lemon Tea	100 ml	
71		Salty Biscuits	2 piece	
72		Digestive Biscuits	2 piece	
73		Bakery Biscuits	2 piece	
74		Samosa / Kochori	1 piece – Big size – 100 gm	
75		Cashew nut (Roasted and salted)	50 gm	
76		Double toned Milk	250 mil	
77		Pickles	10 gm	
78		Jam/Jelly/Butter	20 gm	
79		Seasonal Fruit Chatni (Mango/Tomato/Jolapi/ Chalta etc.)	50 gm	
80		Dry fruits (kaju/ pesta/ almond/ Raisins /dates)	20 gm	

