

Government of Tripura
Office of the District Magistrate & Collector
North Tripura::Dharmanagar.

F.No.1(27)/DM(N)/NAZ/2012-15/886

Dated, 08 January 2015.

SHORT QUOTATION


The undersigned on behalf of the Governor of Tripura invites Short quotation from the local bonafide book caterer of food in the prescribed format for supply of food for use in this office/Circuit house for different purposes in connection with office work.

The rate should be quoted both in figures and words as per prescribed proforma enclosed. The quotation has to attach D-Call amounting to Rs.10000/(Rupees Ten Thousand)only in favour of the District Magistrate & Collector, North Tripura ,Dharmanagar from any Nationalised Bank payable at Dharmanagar.

The detailed terms & conditions are mentioned in Annexure-A which is enclosed.

The stated sealed cover of the quotation should be captioned "**QUOTATION FOR RATE FOR SUPPLY OF FOOD**" Sealed quotation should be dropped in the tender box, kept in the Chamber of Senior Deputy Magistrate of this office of the undersigned within **03.00 PM** during office hours upto 21st January 2015 from the date of issue of this notification .

The quotation will be opened on the same day at **04.00 PM** if possible in presence of such parties or their Authorised representatives who may remain present at the time of opening of the quotation.


District Magistrate & Collector,
North Tripura: Dharmanagar.

Copy to:

1. The Director, Department of Information & Cultural Affairs, Govt of Tripura, Agartala with request to arrange publication of this notification in three local daily news paper with kind confirmation to this end.
2. The Executive Engineer, R.D. Division, Kanchanpur with request to display the notification in the notice board.
3. The Sub-Divisional Magistrate, Dharmanagar/Panisagar/Kanchanpur with request to display the notification in the notice board.
4. The Block Development Officer, Kadamtala/Jubarajnagar/Panisagar/Damcherra/Dasda /Kalacherra/Laljuri/Jampui Hill with request to display the notification in the notice board.
5. The Secretary, Uttar Tripura Zilla Parishad, Dharmanagar with request to display the notification in the notice board.
6. The Chief Executive Officer, Dharmanagar Municipal Council with request to display the notification in the notice board.
7. The District Informatics Officer, NIC, Kailashshar for uploading in the North Tripura Website.
8. Notice Board of this Office.

Application Form for Applying for the Tender

- 1] Name.....
 2] Address of the firm/caterer from where business is operated.

Address Details:

The bidder shall **also submit Photographs** of the facilities which it currently has along with the proper address from where it conducts its business.

- 3] Details of past experience (3 years' experience of catering to Govt. Offices/ PSUs/Semi Govt. organizations.

Sl. No.	Name and address of the Govt/Semi govt/PSUs where the tendered has previously provided service	Duration for which service was provided (Duration in months)

Supporting documents to be annexed.

- 4] The Permanent Account Number of the contractor/ tenderer/ bidder..... Failure to furnish this information shall lead to rejection of tender.

- 5] Bidders should annex the following:-

- a) Income Tax Clearance certificate(ITC),
 b) Professional Tax Certificate (PTC),
 c) Service Tax/Sales Tax clearance certificate upto the current year whichever is applicable In absence of the following certificates the tender shall be rejected. No firm / bidder shall be allowed to submit these certificates at a later stage. These Certificates shall be integral part of the tender document as submitted by the firm.

- 6] Whether the tender has carefully read and **agrees to all the service conditions and the terms and condition** as mentioned in the tender document.

	Tick mark
Yes	
No	

- 7] Rs 10,000/- (Rupees ten Thousand only) – Earnest money deposit (EMD) drawn on State Bank of India, Dharmanagar Branch or any Nationalized Bank in favour of the District Magistrate & Collector, North Tripura, Dharmanagar.

Details to be given.....

(Validity of earnest money should be at least six month from the date of opening of tender

- 8] **Rates quoted:**

1) Plain Rice (Laxmi Bhog)	-	250 gm (boiled)	Rs.
2) Plain Rice (Basmati whole)	-	250 gm (boiled)	Rs.
3) Roti /Puri (Medium size, 50 gm each)	-	5 Pieces	Rs.
	Dal Sambaar (Arahara / Moong/ Masur/			
5) Rajma/ Chana)	-	150 gm	Rs.
6) Bhaja (Bagun / Kumri/Alo)	-	2 Pieces	Rs.
	Sabji (Mixed vegetable with Paneer/ Mattar			
7) Paneer)	-	100 gm	Rs.
8) Sabji (Veg. Soyabean)	-	100 gm	Rs.
9) Sabji (Mixed vegetable curry)	-	100 gm	Rs.
10) Sabji (Choley/Dam Alu)	-	100 gm	Rs.
11) Mutton	-	100 gm	Rs.
12) Chicken	-	100 gm	Rs.
13) Pork	-	100 gm	Rs.
14) Fish (Local Ruhi, Katla)	-	100 gm	Rs.
15) Chatni	-	50 gm	Rs.

16)	Papad (Medium size branded)	-	1 piece	Rs.
17)	Salad (Maximum 4 items)	-	50 gm	Rs.
18)	Sweets (Gulab Jamun)	-	1 piece(big)	Rs.
19)	Sweets (Rasagolla)	-	1 piece(big)	Rs.

A. Standard Items :

- 1) Plain Rice (Laxmi Bhog)/ Roti
- 2) Dal (Moong)
- 3) Bhaja (Bagun / Kumri)
- 4) Sabji (Mixed vegetable curry)
- 5) Chicken
- 6) Fish (Local Ruhi, Katla)
- 7) Papad (Medium size branded)
- 8) Salad (Maximum 4 items)
- 9) Sweets (Rasagolla)

B. Special Items :

- 1) Plain Rice (Basmati whole)
- 2) Roti
- 3) Dal Sambaar (Aarahar / Moong/ Masur/ Rajma/ Chana)
- 4) Bhaja (Bagun /Alo/ Kumri)
- 5) Sabji (Mixed vegetable with Paneer/ Mattar Paneer on alternative days)
- 6) Sabji (Choley/Dam Alo)
- 7) Mutton
- 8) Chicken
- 9) Fish (Local Ruhi, Katla)
- 10) Chatni
- 11) Papad (Medium size branded)
- 12) Salad (Maximum 4 items)
- 13) Sweets (Rasagolla)
- 14) Sweets (Gulab Jamun)

The bidder should use only Engine/Suffola/Fortune of cooking oil for all cooked items.

9. Packaged drinking water -20 lt. Can with deposable tumblers to be provided in front of the dining hall(Circuit House)/Office. And 1 lt./500 ml packed drinking water bottle may be supplied as & when requisitioned by the authority.

Item	In figures	In words
Mineral water(20 Litres)		
Mineral water(500ml bottle)		
Mineral water(1 Litre bottle)		

Name and signature of the Tenderer

ANNEXURE-A

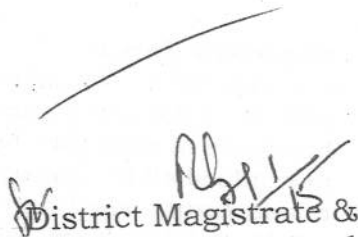
9] Important Notice-

- a. Please fill in the information at Sl. No. 8 very clearly and carefully it should match the total of all the items from 8(A) to 8(B).
- b. In case of difference between the amount quoted in figures and words, the amount quoted in words shall be treated as price quoted by the tenderer.
- c. Information shall have to be furnished by the tenderer for all the points and sub points 8(A) to 8(B) above. In case, some information is missing, the tender shall be rejected. Therefore, the tender is advised to take extra care and caution while entering the information. As tender will be decided, along with other conditions, on the basis of lowest rate (Total), Failure to indicate rate, for any of the item shall above tantamount to invalid quote and hence will be liable to be rejected.
- d. Please sign all the pages of Tender Application form.
- e. Please ensure that the tender document is properly sealed before dropping in the tender box.
- f. After placing the order, the supply shall be made within 1- 2 hours positively.

g. rate of Packing or without packing of working lunch/dinner should be same and is to be arranged for delivery with his own transportation.

10. Terms & conditions;

1. There shall be a monitoring committee of officials as constituted by the District Magistrate & Collector, North Tripura, Dharmanagar from time to time for supervising and monitoring the quality of service. In an event of more than one adverse finding in a month by the said committee, 10% of the bill amount for the said month shall be deducted. Adverse finding would include the following:-
 - a. Violation of the service requirements,
 - b. Providing substandard quality of food,
 - c. Providing less quality and quantity of food item,
 - d. Compromising on hygiene conditions,
 - e. Failure to provide within time limit ordered.
2. The tenderer shall have to submit Quality and performance satisfaction certificate along with the bill from monitoring committee.
3. Admissible taxes as applicable will be deducted from the monthly routed bill.
4. After placing the order, the supply shall be made within 2(two) hours without fail.
5. No packing charge or without packing charge while supplying of food either to Circuit House or to this office will be provided.
6. No transportation charge for supply of food etc. will be paid.
7. The undersigned reserves the right either to accept or reject any rate even the lowest one without assigning any reasons.


District Magistrate & Collector,
North Tripura, North Tripura.