

NATIONAL AYUSH MISSION, ASSAM



**EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF VENDORS FOR
SUPPLY & SERVING
OF
FOOD ITEMS (Catering Service)**

National AYUSH Mission, Assam

3rd Floor, Elysian Palace,

Near Dispur law College

Dispur, Guwhati-781006.

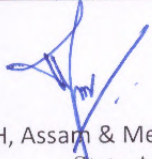
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NATIONAL AYUSH MISSION, ASSAM**EXPRESSION OF INTEREST (EOI)**

National Ayush Mission, Assam invites Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply and serving of Food & Refreshments (Catering Service) in different meetings, trainings, reviews etc. under the office of National Ayush Mission, Assam. Eligible and interested party may submit their EOI with requisite documents. For details visit :

The Schedule of EOI:

1	EOI No	NAM/Catering/88/2023
2	Description of Service	Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply and serving of Food & Refreshments (Catering Service) in different meetings, trainings, reviews etc. Under the office of National Ayush Mission, Assam
3	Duration of Empanelment	03 (Three) years from the date of empanelment.
4	Scope of Work	The empanelled agencies shall supply and serve Food & Refreshments (Catering Service) in different meetings, trainings, reviews etc. under the office of the M.D, NAM, Assam as and when required.
5	Date of issue/download of EOI	11.01.2024
6	Last Date and Time for Receiving of EOI	01.02.2024 (03:00 P.M)
7	Time and Date of opening of EOI	01.02.2024 (03:30 P.M)
8	Date and Time of Result	After Completion of Scrutiny
9	Address for Submission of EOI	Office of National Ayush Mission, Assam, 3 rd Floor, Elysian Palace, Near Dispur law College, Dispur, Guwhati-781006
10	Subject Line for Submission of Proposal	Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply and serving of Food & Refreshments (Catering Service) In different meetings, trainings, reviews etc.
11	Website for Downloading the EOI	1. (https://sppp.assam.gov.in/) 2. (https://ayush.assam.gov.in)


 Director AYUSH, Assam & Member Secretary (EB)
 State Ayush Society, Assam.



Notice Inviting Tender

A. General Conditions

1. National Ayush Mission invites sealed tenders from experienced, competent and reputed contractors for providing catering services at National Ayush Mission, Guwahati, Assam.
2. The tender documents can be downloaded from the website of National Ayush Mission. Each tender set comprises (i) **Part A - Technical Bid** and (ii) **Part B – Price Bid**.
3. Sealed tenders addressed to **The Director cum Member Secretary (EB), National Ayush Mission, Guwahati, Assam** may be submitted in the form of two bid system as per the procedure prescribed in the tender document by dropping in the tender box kept for the purpose in the office premise of National Ayush Mission **on or before 30.01.2024 (03:00 P.M)**.
4. The tenders shall be submitted in the following manner and shall contain details / documents as listed below:
 - a. **One sealed envelope superscribed “Technical Bid (Part-A) - Tender for catering services at National Ayush Mission” shall contain the following:**
 - i. Forwarding letter on the letter head of the bidder.
 - ii. Demand Draft of **Rupees 10000.00** towards EMD in the name of **State Ayush Society, Assam** payable at Guwahati.
 - iii. Demand Draft of non-refundable amount of **Rupees 525.00** towards Cost of Tender Document in the name of **State Ayush Society, Assam**, payable at Guwahati.
 - iv. Profile of the bidder (as per proforma given in Annexure-II) duly filled.
 - v. A complete set of tender document (**Part A -Technical Bid**) as issued, duly filled and signed by the bidder.
 - vi. Other related documents mentioned in **Technical Bid (Part-A)**.
 - vii. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the Bid be signed in the manner laid down in the said Company’s Article of the Association. The signatures on the Bid will be deemed to be the authorized signatures.
 - viii. An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the Bid are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with Bid
 - ix. It shall be ensured that every page of Bid document is dully numbered and signed with seal of the bidder without any cutting and over writing.
 - b. **One sealed envelope superscribed “Price Bid (Part-B) - Tender for catering services at National Ayush Mission” shall contain the following:**
 - i. A complete set of the tender document (**Part B – Price Bid**) as issued, duly filled and signed by the bidder.
 - ii. Both the envelopes (technical bid as well as price bid) shall be submitted by the bidder in **sealed envelope** super scribing **“Tender for catering services at National Ayush Mission, Assam”**.
 - iii. The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers.
 - iv. Bidder/authorized signatory shall sign on each page of the tender.
 - v. If the space in the proforma (Annexure-II) is insufficient for furnishing full details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
5. In the first stage of evaluation process, only **Technical Bid (Part-A)** of the bids will be opened. Those bidders satisfying the technical requirements as determined by National Ayush Mission and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of National Ayush Mission.
6. Under the second stage of evaluation process, only the **Price Bid (Part-B)** of only those bidders, who have been short-listed earlier in first stage will be opened.
7. Tenders received after the prescribed time and date will not be considered.
8. Conditional tenders will not be accepted and will be summarily rejected.

9. Tender would remain open for acceptance for 60 days from the date opening of Technical Bid (Part-A) of the tender or till the date of finalization of tender, whichever is earlier.
10. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
11. Bidder shall ensure submission of complete information / documents at the first instance itself. National Ayush Mission reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
12. National Ayush Mission reserves the right to reject any or all of the tenders received without assigning any reason thereof.

B. Eligibility criteria:

The Party should furnish along with the Proposal:

1. Name and Postal address, the Firms/Agencies/Organizations must be a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of proposal .
2. Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be.
3. Valid up to date Trade License
4. Copy of the GST registration
5. Up to date GST clearance certificate
6. Valid Food License
7. Photocopy of I.T PAN card
8. Bank Details
9. Bank Solvency Certificate
10. All the copies of documents should be self attested by the bidder with full signature
11. The Party should have minimum (03) three years of experience in supply and serving of Food (Catering Service) in Government sector (Copy of work order/Experience certificate to be enclosed for last three years).
12. The bidder must have the experience of successful completion of similar nature of work in Government Departments/ Public Sector Undertakings (Central/State). As a proof of such experience at least 3 successful completion certificate should be enclosed .The party should have average annual financial turn over (gross) in the service during the last three financial years i.e. 2019-20, 2020-21 & 2021-22 be not less than 10.00 Lakhs. The supporting documents should be duly certified by CA.
13. The Firms/Agencies/Organizations should have not been black listed by any Central/State Government/PSU.
14. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
15. **The bidder should be based at Guwahati and have a registered office at Guwahati.**

C. Terms and conditions

1. An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the Bid is signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with Bid.

2. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. Over writing bids will be treated as cancelled.
3. Any changes/modification with respect to this EOI will be notified.
4. It shall be ensured that every page of Bid document is dully numbered and signed with seal of the bidder without any cutting and over writing.
5. The tenure of the Contract will be for 03 years. Initially, the contract will be awarded for 6 months and if services are found satisfactory, the contract will be continued on half yearly basis for a total period of 03 years.
6. National Ayush Mission will have option to terminate the contract if the contractor commits the breach of any of the conditions confined in this contract and fails to render the services to the satisfaction of National Ayush Mission after giving notice of one month expressing its intention to terminate the contract.
7. The successful bidder will be required to deposit an amount of Rupees 50000.00 by means of a Demand Draft from scheduled bank drawn in favour of "**State Ayush Society, Assam**" payable at Guwahati. The security deposit may be adjusted with the EMD amount of successful bidder. In such a case, the EMD money of the successful bidder will be treated as Security Deposit and the successful bidder will have to deposit another 40000.00 by means of a Demand Draft from scheduled bank drawn in favour of "**State Ayush Society, Assam**" payable at Guwahati.
8. The successful bidder will be required to deposit the amount of security deposit within 7 working days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit of **Rupees 50000.00** shall be refundable after expiry/termination of the contract. The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm failing to deposit the amount as above.
9. EMD of the unsuccessful bidder will be returned after finalization of the tender.
10. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
11. The contractor shall provide adequate number of competent and well-trained staff for cooking, cleaning, dining and room services.
12. No escalation in rates on any account will be permitted during the contract period. And no subsidy will be given over the quoted rates.
13. No advance shall be paid. Bills may be raised by the contractor after work orders are successfully executed and the same shall be settled within one month from the date of submission of the bills, provided the same are in order.
14. Applicable taxes will be deducted at source at the time of settlement of bills.
15. The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.
16. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end only.
17. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
18. In the event, any damage is caused to the movable or immovable property of National Ayush Mission or to the property of its employees National Ayush Mission reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the Security Deposit of the contractor.
19. The contractor agrees not to use the Trademark and or trade name of National Ayush Mission or letterhead of National Ayush Mission nor will the contractor hold himself as an agent of National Ayush Mission.
20. The contractor shall not use National Ayush Mission address on his letter-head/ stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on National Ayush Mission premises.
21. The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skilful in their tasks.
22. The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
23. The Contractor shall remove any employee who in the opinion of National Ayush Mission is

- guilty of misconduct, or is in any manner unfit or unsuitable for service.
24. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty at National Ayush Mission premises.
 25. Any dispute arising out of the contract will be settled under Guwahati Jurisdiction.
 26. The bidder will quote rate as per the individual items separately as available in the list provided at Annexure A.
 27. The evaluation of the lowest rate (L1 rate) as quoted by various bidders will be done by totaling the rate as quoted in Annexure A by an individual bidder in a cumulative manner and the lowest aggregate rate after totaling all the rates will be considered as the L1 bidder.
 28. The rate as quoted by the bidders will be inclusive of all applicable taxes.
 29. The rate should be quoted as per the proforma as enclosed herewith at Annexure IV in reference to Annexure A

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person

Name of the signatory
(In block capital letters):

Status of the signatory i.e. proprietor/partner:

Date:

Forwarding Letter

(To be submitted on bidder's letterhead)

No.: NAM/Catering/88/2023

Date:

To
The Director cum Member Secretary (EB)
National Ayush Mission, Assam

Sub: Tender for Catering Services

Dear Sir/Madam,

1. This has reference to your tender notice for catering services at National Ayush Mission, Assam. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/ us is confirming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I/We are enclosing following Demand Draft for Rs.10,000/- in favour of "**State Ayush Society, Assam**" payable at Guwahati towards EMD.
5. I/We agree that our tender remain valid for acceptance by National Ayush Mission, Assam for a period of 60 days from the date of opening of the tender or till the date of finalization of tender, whichever is earlier.
6. I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/ us. Also I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
7. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to National Ayush Mission, Assam verifying any or all the information furnished in this document with the concerned authorities, if necessary.
8. I/We understand that National Ayush Mission, Assam reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person
of the firm/bidder with office seal)

Check List

Sl No.	Particulars	To be filled by the bidder
1	Name and Postal address of the Firms/ Agencies/ Organization	
2	Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be	
3	Valid up to date Trade License	
4	Copy of the GST registration	
5	Up to date GST clearance certificate	
6	Up to date GST clearance certificate	
7	Valid Food License	
8	Photocopy of I.T PAN card	
9	Bank Details	
10	Bank Solvency Certificate	
11	Relevant Experience Certificate	
12	Average annual financial turn over (gross) duly certified by CA. 2019-20 2020-21 2021-22	
13	Non Blacklist Certificate	
14	Copy of Registration Certificate	
15	Office /Registered office located in Guwahati	

(Signature and Name of the authorized person of the firm/bidder with office seal

SELF DECLARATION BY THE PARTICIPATING BIDDER

1. I/ We (Name of the Bidder) hereby declare that the information provided in the Tender form are true to the best of our knowledge and that we shall be bound by the acts duly constituted attorney.
2. I / We also hereby declare that all matters related to this EOI, under National Ayush Mission shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission from the competent authority.
3. Mr./Ms.....whose signature is appearing below, is/ are the authorized representative(s) of the firm.
4. I/We also undertake the responsibility to communicate all subsequent charges in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I/We assure that our firm are empanelled, I/ We will provide services to National Ayush mission, Assam for a minimum period of 03 (Three) years, as decided by National Ayush Mission.
6. I/We have read and understood all the "terms and Conditions" of the EOI as mentioned in the document and consciously to abide by them.

Signature of Proprietor(s)/Partners

Seal of the Firm

PRICE BID

(To be submitted on bidder's letterhead)

No.: NAM/Catering/88/2023

Date:

To
The Director cum Member Secretary (EB)
National Ayush Mission, Assam

Sub: Price Bid for Catering Services

Dear Sir/Madam,

1. This has reference to your tender notice for catering services at National Ayush Mission, Assam.
2. I/we undertake to offer my/our services at the following rates (Inclusive of all Applicable taxes) in conformity with scope/nature of work and the terms and conditions set out in the tender document.

Sl No	Annexures	Total average aggregate rate quoted
01	Rate of the Items at Annexure A	

Yours faithfully,

(Signature and Name of the authorized person
of the firm/bidder with office seal)

Name: _____

FOOD MENU FOR OFFICIALS/MEETINGS/PROGRAMMES

Sl.No	Item	Unit	Rate
Tea-Snack (General)			
1	Red Tea	Per Plate	
2	Tea with milk		
3	Cookies (Sweet/Salty)		
4	Bhujia/Salty Moong/Mixture chana		
Tea-Snack (Executive)			
1	Red Tea	Per Plate	
2	Tea with milk		
3	Coffee		
4	Cookies (Sweet/Salty)		
5	Veg. Cutlet		
6	Bhujia/Salty Moong/Mixture chana		
Tea-Snack (VIP)			
1	Red Tea	Per Plate	
2	Lemon Tea		
3	Tea with milk		
4	Coffee		
5	Cookies (Sweet/Salty)		
6	Roasted Cashew Nuts		
7	Veg Spring roll		
8	Corn Fry		
9	Milk cake/Fruit Cake		
10	Kaju Barfee		
Breakfast (General)			
1	½ Litre sealed water bottle	Per Plate	
2	Tea with Milk		
3	Bread toast with Butter/jam		
4	Boiled Egg/Omlette		
5	Fruit Juice		
Breakfast (Executive)			
1	½ Litre sealed water bottle	Per Plate	
2	Tea with Milk		
3	Bread toast with Butter/jam		
4	Boiled Egg/Omlette		
5	Veg Sandwich		
6	Banana/Water melon/Pineapple		
7	Fresh Fruit Juice		
Breakfast (VIP)			
1	½ Litre sealed water bottle	Per Plate	
2	Tea with Milk		
3	Lemon Tea		
4	Bread toast with Butter/jam		
5	Boiled Egg/Omlette		
6	Veg Sandwich		
7	Grilled Chicken Sandwich		
8	Banana/Water melon/Pineapple		
9	Fresh Fruit Juice		
Breakfast (Assamese Traditional)			
1	½ Litre sealed water bottle		
2	Tea with Milk		
3	Cococnut/Til laaru		
4	Chira or Huroom or Koomal Chaul with curd/cream		
5	Tel/ Ghila pitha		
6	Coconut/ Til Pitha		

Lunch/Dinner (General)			
1	1 Litre sealed water bottle	Per Plate	
2	Plain rice		
4	Plain Roti		
5	Yellow Dal		
6	Mixed-Veg		
7	Paneer Do Pyaza		
8	Brinjal/Pumpkin Fry		
9	Salad		
10	Papad		
11	Pickle		
Lunch/Dinner (Executive)			
1	1 Litre sealed water bottle	Per Plate	
2	Plain rice		
3	Plain Roti		
4	Yellow Dal		
5	Mixed-Veg		
6	Paneer Do Pyaza/Paneer Butter Masala		
7	Fish curry (Tenga)/Fish Kalia/ Fish with Mustard		
8	Chicken Curry/Chicken Do Pyaza/Meithi Chicken		
9	Brinjal/Pumpkin Fry		
10	Salad		
11	Papad		
12	Pickle		
13	Hot Gulab Jamun		
Lunch/Dinner (VIP)			
1	1 Litre sealed water bottle	Per Plate	
2	Plain rice		
3	Veg Pulao		
4	Plain Roti		
5	Butter Nun		
6	Yellow Dal		
7	Mixed-Veg		
8	Paneer Do Pyaza/Paneer Butter Masala		
9	Baked Fish/Fish Barbe Q		
10	Chicken Dry Fry/ Chicken Barbe Q		
11	Mutton Kosha/Mutton Rogan Josh		
12	Brinjal/Pumpkin Fry		
13	Salad		
14	Papad		
15	Pickle		
16	Ice Cream		
17	Baked Rasgolla/ Hot Gulab Jamun/ Gajar Halwa		
Lunch/Dinner (Traditional)			
1	1 Litre sealed water bottle	Per Plate	
2	Steam rice		
3	Maati Dal with Elephant apple		
4	Yellow Dal		
5	Omita Khar		
6	Seasonal Xak Fry		
7	Guti Aloo Fry		
8	Aloo pitika with Bilahi poora		
9	Begena Poora pitika		
10	Kordoi/ Bilahi Tok		
11	Daali Bor tenga		
12	Kukura Mangso (With Potato/Til)		
13	Duck curry with white gourd(Kumura)		
14	Fish tenga (Elephant apple/tomato/Thekera)		
15	Traditional Pickle		
16	Curd with Gur/ Cream with Mihidana		

(Signature and Name of the authorized person
of the firm/bidder with office seal)