



असम ऊर्जा संस्थान, शिवसागर
Assam Energy Institute, Sivasagar
राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, अमेठी का केंद्र
Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Ref:-AEI/SVR/PC/TENDER/2021-22/07

Dated 25.10.2021

NOTICE INVITING QUOTATION (NIQ) FOR THE ARRANGEMENT OF SNACKS AND LUNCH FOR THE INVITEES AS WELL AS FOR VIPS AT AEI, SIVASAGAR FOR THE CONVOCATION ON THE 18TH NOVEMBER 2021.

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) invites quotations for the arrangement of snacks and lunch for the invitees as well as for the VIPs at AEI, Sivasagar as per details at ANNEXURE-II in single sealed envelopes to reach the undersigned on or before **2:00 PM on 29.10.2021.**

BID INSTRUCTION:

01. Quotations will have to be submitted in SINGLE BID. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

“NOTICE INVITING QUOTATION (NIQ) FOR THE ARRANGEMENT OF SNACKS AND LUNCH FOR THE INVITEES AS WELL AS FOR VIPS AT AEI, SIVASAGAR FOR THE CONVOCATION ON THE 18TH NOVEMBER 2021”

Ref. No.-AEI/SVR/PC/TENDER/2021-22/07

Dated: 25.10.2021

LAST DATE OF SUBMISSION: 29.10.2021, 02:00 PM. NIQs will be opened on the same day at 3:00 p.m.

- 02** The requirement will be initially for one day.
- 03 Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.
- 04** Quantity of the items is tentative and they may change depending upon the requirement as advised by the organizing committee. The rate for the changed items/quantity shall be calculated proportionately.

NIO TERMS & CONDITIONS:

01. **Rates:** Rates quoted in the NIQ should be **on DOOR DELIVERY AEI, Sivasagar basis**, to be submitted in the format given in Annexure II. Please break up CGST/SGST/IGST.
- 02 Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in figures/words will prevail. Vague terms like “packing, forwarding, transportation, etc., extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.
03. Bidders have to submit copy of
 - (a) valid Trade and Food Safety & Standards Act (FSSAI) License
 - (b) valid firm Registration and GST Registration certificate
 - (c) Pan Card
 - (c) Bank Mandate/ Cancelled Cheque
04. **Validity of Quotation:** Quoted rates must be valid for **30 days** from the date of quotation.
05. The arrangement of snack and lunch is to be provide strictly as per specification, qualities and quantities set up by the Organizing Committee.
06. The Bidder should have
 1. Regularly manufactured, supplied and served same or similar Category Products to any Central Universities/Central Institutes/IITs, preferably located in Assam, for at least 3 years before the bid opening date. In this regard, they have to submit supply order copies and works completion report from the concerned authorities, or,
 2. at least four star rated restaurant or hotels, preferably located in Assam
07. **Time Limit:- The snacks and Lunch along with all items specified by the Organizing Committee of the Institute shall be readied by the timeset up by the Organizing Committee.**
08. **The Successful Bidder have to**
 - a) Submit the copies of Aadhar Card/Voter ID, RTPCR/RAT Negative Report and Covid-19 Vaccination certificates of all the workers engaged by him at the time of execution of the work.
 - b) Collect the garbages from the kitchen, dining hall, dish wash area within 24 hours after the programme ended and to clean the campus up to satisfaction of AEI, Sivasagar.
 - c) Provide good quality and hygienic foods during the programme. Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
 - d) Provide adequate service personal for serving buffet lunch in the dining hall, cleaning of garbage, cleaning of plates/cups etc.
 - e) Provide suitable number of manpower for serving tea/coffee/snacks and lunch. The cups/plates and other utensils for serving tea/snacks/lunch will be provided by the successful bidder during the programmes.
 - f) Take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards treatment/compensation of them. The Contractor shall have to comply with the provisions of all prevailing Labour Rules, Wages Act and 1948 Worker’s Compensation Act, whichever is applicable. No claim for idle labour will be entertained under any circumstances.
 - g) Take all necessary precautions to prevent any damage that may cause towards any host property during the course of execution of the contract and they will be liable to make good the same at their cost.
 - h) Deploy sufficient nos. of trained, efficient and reliable uniformed workers in the dining hall during

all major timings. The workers should strictly follow the instructions given by the Organizing Committee at the time of execution of the work.

- i) Supervise the operations at all working hours and his Manager or Supervisor shall personally supervise operations in the kitchen and dining area. Efficiency, promptness, quality of food, good behaviour and politeness of the caterer and his staff are the essence of the contract.
 - j) Service personnel provided by the bidder should be well dressed and clean uniform of each worker.
 - k) Maintain discipline, decorum and politeness in behaviour and be always respectful to the visitors and to the staff members.
 - l) Supply raw-material of uncooked/cooked food and transportation charges against supply of food at the venue will be borne by the bidder itself.
 - m) Bared any person with the influence of alcohol or any intoxicating drugs on duty and that person should not be allowed to work.
09. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on AEI, Sivasagar.
10. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
11. **Payment:** 100% payment will be paid on successful completion of the work within 60 days from the date of receipt of the final bill.
12. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
13. At any time prior to the date of submission of bid, RGIPT may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute's website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, RGIPT may extend the date and time for submission of bids.
14. The acceptance of the quotation will rest solely with the Director, RGIPT, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
15. Satisfactory completion certificate will be provided on the basis of the performance after the successful completion of the work.
16. **Force Majeure:**
- If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- i. Any law, statute or ordinance, order action or regulations of the Government of India,
 - ii. Any kind of natural disaster, and

iii. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

17. Termination for default: Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by RGIPT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances RGIPT may terminate the contract / purchase order in whole or in part. In addition to above, RGIPT may at its discretion also take the following actions: RGIPT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate RGIPT for any extra expenditure involved towards goods and services obtained.

18. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director, RGIPT and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.


Assistant Registrar

Encl.:

1. ANNEXURE-I
2. ANNEXURE-II.

Annexure -I

A. COMPLIANCE CERTIFICATE FOR NIO TERMS
(To be enclosed along with theNIQ)

Sl. No.	NIQ Terms and Conditions	Yes/No
01	Rate quoted as per instruction	
02	Validity of quoted rate for 30 days agreed	
03	Payment term agreed	
04	Time Limit for completion agreed	
05	Supply order and Work completion report copies from previous employers	
06	Applicable law terms agreed	
07	Agreed to fulfillment of Annexure I& II	

Signature with Seal:.....

Vendor: M/s.....

*** Vendor must quote the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will lead to rejection of the tender.**

Annexure –II

NOTICE INVITING QUOTATION (NIQ) FOR THE ARRANGEMENT OF SNACKS AND LUNCH FOR THE INVITEES AS WELL AS FOR VIPS AT AEI, SIVASAGAR FOR THE CONVOCATION ON THE 18TH NOVEMBER 2021

		Total person expected- 450	Quoted Amount
Snacks:-	For 50 VIPs*	a) Roasted dry fruits b) Kajukatli c) Veg cutlet d) Bakery Biscuits e) Dry small Samosa	
	For 400 Persons*	a) Kajukatli b) Dry Small Samosa	
Drinks :-	For 50 VIPs*	a) Dip tea (green/black) b) Coffee c) Juice (Apple/Orange) d) Mineral water	
	For 400 Persons*	a) Normal Milk/Red Tea b) Mineral Water	
Lunch:-	For 450 persons	a) Soup & Toast b) Rice: i. Steam Rice ii. Veg Pulao c) Roti: i. Plain/Butter Roti ii. Plain Naan/Butter Naan d) Daal: i. Daal fry ii. Black Dal (Mati Mahor Dali) e) Vegetable: i. Mix Vegetable (Tawa fry) ii. Aloo Mix Bhujia (Assamese dish) iii. Paneer Tikka Butter Masala iv. Banana Kofta (Specially made in Assam) v. Button Mushroom Fry vi. Brinjal fry with Bason f) Papad/Chips g) Green Salad h) Chatni (Mint & Sweet) i) Dahi Bada j) Sweets: i. Moong Dal Halwa ii. Hot Gulab Jamun iii. Ice cream- Kesar Pista	
Total			
Add GST			
Grand total			

* (Quantity may increase or decrease)

Signature with Seal:.....

Vendor:M/s.....