

F.No.3(6)- CAT/ACDM/Hostel Affairs/2014-15/4352-53
Government of Tripura
Department of Agriculture
College of Agriculture, Tripura, Lembucherra, West Tripura

Dated, Lembucherra, 14th February, 2017

NOTICE INVITING TENDER

(Tender for cooking and catering services of Boys' and Girls' Hostel of
College of Agriculture, Tripura, Lembucherra)

Sealed tender(s) are invited for cooking and catering services of Boys' and Girls' Hostel of College of Agriculture, Tripura, Lembucherra to prepare food, serve breakfast, lunch and dinner, cleaning of utensils & kitchen at the said hostels. The Tender Notice along with the Terms and Conditions may be obtained from the office of the Principal, College of Agriculture, Tripura, Lembucherra. The tender will be received up to **7th March 2017 up to 3.00 PM**. The undersigned reserves the right to **reject** the tender process without showing any reason.

Sd /-(Dr. M. Datta)
OSD & Principal
College of Agriculture, Tripura
Lembucherra, West Tripura

Tender for Cooking and Catering Services.

Sealed tender(s) are invited for maintaining messes of Boys' and Girls' Hostel of College of Agriculture, Tripura, Lembucherra to prepare food, serve breakfast, lunch and dinner, cleaning of utensils & kitchen at the said hostels. The terms and conditions for the tender are given below:

Terms and conditions: -

1. Tenderers shall have to submit their tenders in prescribed form which may be obtained from the office of the Principal, College of Tripura, Government of Tripura, Lembucherra on payment of **Rs. 500/-** (Rupees five hundred only) as the **cost of Tender Paper** to be deposited in the form of Demand draft (Non refundable) on any Nationalized Bank/ Scheduled Bank having branch at Agartala duly pledged in favour of the Assistant Professor (DDO), CAT, Lembucherra or the tender paper may be downloaded from the website www.agri.tripura.gov.in. In the event of downloaded from, the cost of the form i.e. Rs. 500 (Rupees five hundred only) as the cost of Tender paper to be deposited in the form of Demand draft (Non refundable) in any Nationalized Bank/ Scheduled Bank having branch at Agartala duly pledged in favour of the Assistant Professor (DDO), CAT, Lembucherra shall have to be attached with tender forms, failing which the tender will be rejected.
2. The filled up tender forms received after due date and time, either by hand or post, will not be considered for acceptance under any circumstances.
Submission of tender in plain paper or through FAX message or otherwise will not be accepted. Submission of tender in prescribed form without other related papers as required and Earnest money etc. (as per terms and conditions of NIT) will be treated as **invalid one**. The cover bearing the tender documents should be super scribed with **“TENDER FOR COOKING AND CATERING SERVICES”**.
3. Each tender should be accompanied with **Earnest Money** amounting **Rs 10,000/- (Rupees ten thousand) only**, as mentioned in the shape of “Deposited-at-Call” to be deposited in the form of Demand Draft from *any Nationalized Bank/ Scheduled Bank having branch at Agartala* duly pledged in favour of the *Assistant Professor (DDO), CAT, Lembucherra, Tripura*. Up-to date clearance certificate of Income Tax, Sales Tax and VAT etc. is to be submitted failing which the tender shall be treated as invalid and rejected.
4. Tenders sent by **Registered Post/Speed Post or hand** delivered to the office of Principal, College of Agriculture, Tripura, Agartala, P.O. Lembucherra-799210, West Tripura should reach not later than **03:00 P.M. of 7th March, 2017**. Tenders received after the due date and time shall not be considered under any circumstances. **“TENDER FOR COOKING AND CATERING SERVICES” should be mentioned in the envelope addressed to Principal, College of Agriculture.**
5. Tender will be opened if possible, on the same day after 03:00 PM. Interested bidders may attend the process of opening of the tender.
6. Earnest money shall be refunded to all unsuccessful Tenderers after final decision about acceptance of tender.
7. The Earnest Money of the successful Tenderer will be treated as Security Deposit Money
8. The whole amount of security money will be liable to be forfeited to the Government in case of violation or breach of any of the terms of contract. The contract may be terminated by the Government at any time without previous notice and without showing any reason, whatsoever.

9. The descriptions of messes and approximate numbers of boarders of the messes are as follows:-

Boys' Hostel – 1st Year to 4th Year students – 50 Nos.

Girls' Hostel - 1st Year to 4th Year students – 50 Nos.

The number of Boys and Girls mentioned (50) approximately may increase or decrease.

10. No stale food is to be supplied to any of the boarders at any case. Maintenance of hygiene in the entire kitchen block including utensils etc. is the total responsibility of the service provider. A team comprising of 2 (two) members from the teaching faculty will be supervising the food quality and in & around neatness of the kitchen and dining space on fortnightly basis without any prior intimation. Payment will be made based on the certificate of the supervisory team. Any deviation in these conditions will be penalized proportionately.

11. The food schedule as per option of the boarders, may include the following:-

	Timing	Menu
Breakfast	6:30 AM to 7:30 AM	Bread butter omlet/Puri Sabji/Noodles/Chapathi sabji/Milk with Horlicks /Complan etc.
Lunch	12 Noon to 1 PM	Rice, Dal, Fry, Mixed vegetable/Fish curry/Meat/Egg etc.
Dinner	8 PM to 9 PM	Rice, Dal, Fry, Mixed vegetable/Fish curry/Meat/Egg etc.

12. All food materials, including LPG required will be supplied by the mess manager (Student representative) of the respective hotels.

13. The team for managing these messes should comprise of the following 4 (four) persons in each hostel

i) 1 (one) Head Cook

ii) 1 (one) Assistant Cook

iii) 1 (one) Helper

iv) 1 (one) Cleaner and Sweeper

14. Rate must be quoted in terms of **per person per month** inclusive of all (taxes, VAT, Service charges etc.), failing which the tender will be treated as invalid and rejected directly.

15. The approved firm and rate are valid for 1(one) year without any enhancement of the rate contract. The period may be extended further for another year with the permission of the authority, if desired.

16. All the persons involved in cooking and catering service of both the Hostels should invariably wear white/ plastic cap, apron and white dress to maintain hygienic condition.

17. Payment of the successful Tenderer will be made on bill basis and for which the Tenderer should submit monthwise bill after completion of work.

18. Any penal action imposed by the Government for breach of terms of contract shall be final and binding on the part of the supplier(s)/ Tenderer (s).

19. In case of disputes, if any, the decision on the matter of dispute by the Principal Secretary/ Commissioner/Secretary, Department of Agriculture, Government of Tripura shall be the jurisdiction to decide the dispute between the

College of Agriculture, Tripura and other party in respect of the matter arising out of the contract/purchase order for the tender itself.

20. No conditional tender will be accepted whatever may be.
21. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more tenderers, if necessary.
22. For any further queries etc, the office of the undersigned may be contacted during the working hour from 10:00 AM to 05:00 PM.

Sd / OSD & Principal,
CAT, Lembucherra

From

To
The OSD & Principal,
College of Agriculture Tripura,
Agartala, Lembucherra, West Tripura
PIN-799210

Sub: Submission of Tender for

Ref: Your NIT No..... Dated.....

Sir,

With reference to the above NIT, I/we hereby offer my/our rates as detailed in you Tender Papers or such portion thereof as you may specify in the acceptance of tender. I/we shall be bound by a communication of acceptance dispatched within the aforesaid date.

I/we understood the instructions and conditions of contract pertaining to the above mentioned tender and have thoroughly examined the specifications/drawings and/or pattern quoted in the schedule thereto and am/are fully aware of the nature of the stores required and my/our offer is to supply strictly in accordance with the requirements.

The following pages have been added as part of the tender:

- a)
- b)
- c)

One Deposit-at-Call bearing No.....
dated..... for Rs.....
(Rupees.....
.....) only, drawn in favour of the Assistant Professor (DDO), CAT,
Lembucherra, Tripura on SBI, Agartala is also enclosed herewith being the **Earnest Money Deposit (EMD)**.

I/we also agree to execute the contract bond/agreement as per the rules of the Department of Agriculture, Government of Tripura.

Yours faithfully,

(Signature of Tenderer with date and seal)

APPLICATION FOR REQUEST FOR REFUND OF THE E.M.D. WITH REGARD TO THE TENDER FOR COOKING AND CATERING SERVICES FOR COLLEGE OF AGRICULTURE TRIPURA, LEMBUCHERRA, WEST TRIPURA

From

To
The OSD & Principal,
College of Agriculture Tripura,
Agartala, Lembucherra, West Tripura
PIN-799210

Sub: Application for release of EMD

Ref: Tender for

Sir,

This is to request you that since I am not the successful bidder with regard to the above mentioned tender, hence my E.M.D. which was dispatched / submitted to your good self vide Deposit-at-Call/ Demand Draft/ Banker's Cheque No. _____ dated _____ for Rs. _____ of _____

(name of Bank and Branch) drawn in favour of the Assistant Professor (DDO), CAT, Lembucherra, Tripura and payable at Agartala, may kindly be refunded to me at an early date.

Yours faithfully,

Date:

Signature & Seal of the Tenderer