

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
DAMCHERRA R. D. BLOCK: NORTH TRIPURA

No.F. 8(47)/BDO/DMC/PANCH/2018-19/ 7238

Dated, Damcherra,
The 10th Sep., 2018

NOTICE INVITING QUOTATION

This office invites Quotation for willingness from the interested local people/ Bidders within Damcherra Block area for providing canteen services to the O/o the Block Development Officer, Damcherra R.D. Block, North Tripura. The Bidder is required to supply tea/ snacks, meals etc. to the employees of this office, guests staying in the guest house and to the members attending the office for various meetings. The Bidder should have 3 years experience in the hotel /cafeteria/catering business/ running canteen of a reputed organization, preferably a Govt. organization.

Proposed items for Canteen & rates

Sl. No.	Items	Units	Rate(Rs.)
1	Lunch/Dinner (Daily different Menu-Consisting of Dal, vegetables, rice, salad)	1 Meal	
2	Lunch/Dinner (Daily different Menu-Consisting of Dal, vegetables, fish, rice, salad)	1 Meal	
3	Lunch/Dinner (Daily different Menu-Consisting of Dal, vegetables, Chicken(Broiler), rice, salad)	1 Meal	
4	Lunch/Dinner (Daily different Menu-Consisting of Dal, vegetables, Chicken(Local), rice, salad)	1 Meal	
5	Lunch/Dinner (Daily different Menu-Consisting of Dal, vegetables, Mutton, rice, salad)	1 Meal	
6	Lunch/Dinner (Daily different Menu-Consisting of Dal, Pokora, vegetables, fish, Chicken(Local)/Mutton, rice, salad)	1 Meal	
7	Breakfast (daily different menu-consisting of 2(two) Roti, Vegetable, Pickles)	1 Plate	
8	Tea(Normal)	1 cup	
9	Tea(liquor)	1 cup	
10	Tea(prepared with approved brand of leaf like Brook bond/Red label/Tata)	1 cup	
11	Tea with tea bag (prepared with approved brand of leaf like Taj Mahal/Tata)	1 cup	
12	Coffee (prepared with approved brand like Brook Bru/Nescafe)	1 cup	

The rate should be quoted both in figures and words as per prescribed formats mentioned above. The Quotationer has to attach D-Call amounting Rs.5000/- (Rupees five thousand) only in favour of the Block Development Officer, Damcherra R.D. Block, North Tripura from any Nationalized Bank Payable at Damcherra.

The stated sealed cover of the quotation should be captioned "QUOTATION FOR CANTEEN" Sealed quotation should be dropped in the Tender Box, kept in the Chamber of the under signed up to 3.00 pm from 01/10/2018 to 10/10/2018.

The quotation will be opened on the same day at 4.00 pm if possible in presence of such parties or their authorized representative who may remain present at the time of opening of the quotation.

Detail Terms & Condition attached in Annexure-A.

(Pijush Deb)
Block Development Officer
Damcherra R.D. Block
North Tripura.

Copy to:-

1. The Director, Department of Information & Cultural Affairs, Govt. of Tripura, Agartala for favour of kind information with a request for a single insertion in 3 (Three) local dailies (Bengali & English)
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information with a request to display in the Notice board.
3. The Sub-Divisional Magistrate, Panisagar/Dharmanagar/Kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Panisagar/Jampui/Dasda/Laljuri/Jubarajnaragar/Kalacherra/Kadamtala R. D. Block, for information with a request to arrange for display the notification in the notice board.
5. The _____, Member Lower purchase Committee for information & necessary action.
6. The DIA, North Tripura (e-mail- tridmn@nic.in) for information with a request to upload in Tripura State Portal and North District official website.
7. The Tripura State Portal (portal.tripura@gmail.com) with a request to float the quotation at Tripura Portal. www.tripura.gov.in.
8. Sri/Smt. _____ for information.
9. Notice Board of this Office.

(Pijush Deb)
Block Development Officer
Damcherra R.D. Block
North Tripura.

Terms & Condition:-

1. The Bidder should have 3 years experience in the hotel /cafeteria/catering business/ running canteen of a reputed organization, preferably a Govt. organization.
2. Accommodation will be provided for canteen at license fee applicable @Rs.500/- per month.
3. Electricity charges will be borne by the bidder self.
4. The Bidder will be provided with the canteen premises and furniture as available in existing canteen. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the Bidder.
5. The Contract will be initially for a period of six months. However, after the expiry of six months, the undersigned will evaluate the performance of services provided by the Bidder. If the services are found satisfactory, the undersigned reserves the right to extend the contract for another six months on the same terms & conditions. In case of failing to provide quality service the undersigned reserves the right to terminate the contract, at any time during the tenure of contract by giving 7 days notice to the Bidder.
6. The Bidder has to ensure that Canteen Premises are used for only the purpose of running the Canteen services and not for other purpose in any manner. The Bidder himself and/or his worker should not use the premises of any other business purpose. The Bidder shall not be authorized for any kind of sub-letting the premises in any manner.
7. The Bidder shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen.
8. The Bidder shall be responsible for running the canteen as per the rules applicable and other relevant statutes including Food security Rules and Regulations, relating to the canteen in force from time to time, during the subsistence of the Contract.
9. The Bidder shall employ his own canteen staff, provide them clean uniform at his own cost and to ensure their hygiene, shall be responsible for timely payment of their wages/salary. Engagement of workers for running canteen must not violate Tripura Shops & establishment Act. 1970 and the rules made theirunder.
10. The Bidder shall procure and use all fresh and of standard/good quality raw material, eatables, fuels etc. necessary for running for the canteen at his own costs.
11. The Bidder will be required to strictly observe timing of the office and also rules framed by the Block as amended/provided from time to time.
12. The Bidder shall have to provide the canteen/catering services normally on six days a week and he will also provide the said services on holidays or late hours in the office when in need. He will have to make arrangements to provide the lunch/breakfast/ dinner to the guests staying in the Guest House of the Block.
13. The Earnest money in shape of D-Call of Rs. 5,000/-deposited by the successful bidder will be kept as security deposit with the Block without carrying any interest and it shall be refundable upon termination of contract, provided the Bidder discharge his services, according to terms & conditions and satisfaction of the undersigned, failing which security deposit shall be forfeited. It is also provided that during the currency of contract if Bidder withdraw his services and or failed to discharge his services up to the satisfaction of the undersigned the said security shall be forfeited.
14. EMD of unsuccessful bidders will be returned without interest after the completion of tender process.



15. The Bidder shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the office and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the management at the same rate.
16. The Bidder or their authorized representative must be available in the canteen at all times to attend the complaint, if any.
17. All items to be used shall be with ISI/FSSAI mark.
18. Preserving/keeping/selling/consuming of any narcotic item is strictly banned/prohibited inside the canteen premises.
19. The Bidder will be responsible for maintaining cleanliness inside the canteen.

10.09.18
Block Development Officer
Damcherra R.D. Block
North Tripura.