



## **ARIAS SOCIETY**

**Assam Rural Infrastructure and Agricultural Services Society**

*(An Autonomous Body of the Govt. of Assam)*

**Project Management Unit (PMU) of the World Bank financed**

**Assam Citizen Centric Service Delivery Project (ACCSDP)**

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

Tel: +91 361-2332125; Fax: +91 361-2332564, email: [spd@arias.in](mailto:spd@arias.in), website: [www.arias.in](http://www.arias.in)

**No. ARIAS/ACCSDP/181/2019/11**

**Dated Guwahati the June 19, 2019**

### **REQUEST FOR QUOTATION [RFQ] FOR EMPANELMENT OF CATERING SERVICES FOR ONE YEAR**

- 1) The Government of Assam, through the Government of India, has received loans from the International Bank for Reconstruction and Development (IBRD) [the World Bank] towards the cost of the Assam Citizen-Centric Service Delivery Project (ACCSDP) and the Assam Agri-Business Rural Transformation Project (APART).
- 2) The ARIAS Society is the implementing agency for the ACCSDP and APART projects. In implementing the projects, the ARIAS Society organizes official meetings, trainings, workshops, events, etc. from time to time.
- 3) Towards this end, the ARIAS Society intends to empanel a reputed “**Catering Service**” agency for providing Tea/Snacks/High Tea/Working Lunch/Lunch/Dinner, etc. for such meetings, trainings, workshops, etc.
- 4) The ARIAS Society invites sealed Quotations under single bid system (Technical part & Financial part) for providing the catering services. The RFQ may be downloaded from website <http://arias.in/procurements.html>.
- 5) The sealed Quotation, superscribed at the top of the envelope as “**Offer For Empanelment For Providing Catering Services,**” should be addressed to “**The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022, Assam.**”
- 6) Quotations should reach the office latest by **July 2, 2019 at 2.00 p.m.** The Quotations shall be opened on the same day, i.e., **July 2, 2019 at 2.15 p.m.** at the Office of The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022, Assam.
- 7) Authorized bidder or their representative may attend the opening of the bids at the scheduled date and time. **Quotations received beyond the last date and time shall be summarily rejected.**
- 8) Bidders are requested to furnish particulars for Technical and Financial parts as per the **Annexure I and Annexure II** respectively. The bidders are also advised to through the **General Terms & Conditions** and satisfy themselves before submitting the quotations.
- 9) Financial quote shall not be taken into consideration even if the bidder has quoted the lowest price if technical criteria as requested in the RFQ do not meet up by the bidder.
- 10) The ARIAS Society reserves the right to accept or reject any offer or empanel more than one caterer without assigning any reason.

(Vinod Seshan, IAS)

**State Project Director, ARIAS Society**

**Section I**  
**BID FORM**

*(This form must be submitted using official letterhead of the agency)*

RFQ No.: No. ARIAS/ACCSDP/181/2019/11 dated Guwahati the June 19, 2019.

Our reference no.....dated.....

**To,**

The State Project Director  
Assam Rural Infrastructure and Agricultural Services (ARIAS) Society  
Agriculture Complex, Khanapara, Guwahati- 781022.

**Sub:** Request for Quotation (RFQ) for **“Empanelment of Catering Services.”**

**Sir,**

I/We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part, and
- (b) Financial Part

2. In submitting Quotation, we make the following declarations:

- (a) **No reservations:** Having read RFQ in its entirety and services to be provided, I/We, offer to participate in the arrangement of Tea/Snacks/High Tea/Working Lunch/Dinner, etc. to the officials/participants of the ARIAS Society in conformity with the terms and conditions specified in the quotation and have no reservations whatsoever;
- (b) **Conformity:** We offer to provide service in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 60 days from the deadline fixed for submission of the Quotation;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest. We are not participating in more than one quotation in this bidding process and we have not been suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government/PSU, etc in India;
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including, “Prevention of Corruption Act 1988.”

(f) **Annulment:** We understand that you are not bound to accept any Quotation you may receive and may also empanel more than one agency for the stated services under the RFQ.

(g) **Declaration:** It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the State Project Director, ARIAS Society wish to take.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## Section II

### GENERAL TERMS AND CONDITIONS

1. The Agency should have legal business entity in Guwahati.
2. The Agency should have minimum five (5) years of experience in offering catering services to Central/State govt. deptts./PSUs or reputed private company(ies).
3. The bidder's annual financial turn over (gross) in the **catering services** during the last three financial years, i.e., 2016-17, 2017-18 & 2018-19 duly audited by CA should not be less than 10 lakhs in each financial year, i.e., 2016-17, 2017-18 & 2018-19.
4. Successful bidder will have to keep an interest free deposit of Rs. 1,00,00 (Rupees One Lakh) only with the ARIAS Society as Performance Security at the time of signing of the Agreement.
5. The successful bidder will have to enter into an agreement within three (3) days after receipt of the Letter of Intention (LoI) from ARIAS Society.
6. The Performance Security of the empanelled agency shall be released after three (3) months from the closure date of the Agreement.
7. All costs, etc., related to Agreement signing like stamp paper, etc., will be borne by the selected agency.
8. The Agreement shall be effective for one (1) year initially and may be extended another year based on mutual understanding and satisfactory service delivery by the empanelled agency.
9. Liquidated damages @ 10% of the ordered value shall be imposed on the empanelled agency if the service/food quality is found to be of non-standard. Repetition of lapses on the part of the empanelled agency for three (3) instances shall invite cancellation of the agency's empanelment with the ARIAS Society.
10. All the pages of the Quotation have to be signed by the authorized bidder.
11. The ARIAS Society reserves the right to change/add terms & conditions as and when felt necessary through a letter issued to the empanelled agency.
12. The ARIAS Society does not bind itself to accept the lowest bidder and reserves the right to reject any or all the Quotations without assigning any reason.
13. Bidder should fill up rates both in figures and words in the Financial Part.
14. The applicable tax should be shown separately.
15. Rates will be considered together for all the items together in a particular Group and shall not be evaluated item wise. For the purpose of arriving at the lowest bidder, per plate cost shall be taken into consideration.
16. Bidders can either quote for one (1) Group or for all the Groups. Bidder which is lowest in a particular Group shall be called for empanelment.
17. The selected agency(ies) shall be empanelled based on the approval by Selection Committee constituted for the purpose by the ARIAS Society.

18. The empanelled agency shall have to serve food as indented from 9.30 a.m. to 11.00 p.m. without fail. The empanelled agency shall have to provide services on government holidays also if such services are required on those days.
19. The empanelled agency shall have to provide good quality paper napkin, toothpick & sweetener along with the food served.
20. The food provided should be of high standard quality. Packaging/utensils/crockery used to serve food should be clean and spotless.
21. The service boys/girls should be wear clean and pressed uniform and be courteous while serving food.
22. All licenses related to running of the catering agency should be available with validity in effect.
23. Any modification to this RFQ shall be uploaded in the official website <http://arias.in/procurements.html>. Bidders are requested to visit the website periodically before submission of their bids.
24. Indent will be usually issued one (1) day prior to the programme. However, in the event of emergency, indent may be given over phone which will be regularized at the earliest. It shall be binding on the empanelled vendor to provide food at short notice.
25. Partial quote will not be acceptable and such quotation shall be considered as non-responsive and shall not be evaluated.
26. Payment will be made on monthly basis. The bill should invariably be enclosed with the office indent for making necessary payment by the ARIAS Society.
27. Any discrepancy between the unit price and the total price, between words and figures shall be re-computed by the ARIAS Society. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the prospective empanelled vendor does not accept the final price based on re-computation and correction of errors, the bidder's quotation will be rejected.
28. The rates quoted by the bidder shall be fixed for the duration of the contract (one year) and shall not be subject to adjustment/modification on any account.
29. The Prices should be quoted in Indian Rupees only.
30. The ARIAS Society shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,
  - i) are properly signed and sealed;
  - ii) have submitted the required documents and meet the criteria specified as indicated above;
  - iii) evaluation will be carried out on the basis of the total price quoted for;
  - iv) mere submission of quotation does not entitle a bidder for award of contract and the SPD, ARIAS Society reserves the right to cancel any or all quotations received under this RFQ.
32. The State Project Director, ARIAS Society will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price

**Section III**  
**BIDDER'S PROFILE**

**Annexure I**

Sl. no.	Essential information to qualify technically	Documents to be submitted
1.	Name of the Catering Agency	Self certified registration certificate.
2.	Status of the firm	Self certified document of proof of Proprietorship/ Partnership/ any other.
3.	Complete address of the Firm with telephone, mobile no., email id.	Information in the Agency's letterhead.
4.	Agency registration no.	Self certified valid document.
5.	Name of the Proprietor/Managing Partner/ etc. (as the instance may be)	Self certified valid document.
6.	Date of commencement of business	Self certified valid document.
7.	Name of organization(s) to which the Agency is rendering catering services at present	Self certified copy from concerned organization(s).
8.	Three (3) Work Orders for at least 100 persons dining strength per Work Order in the last 3 years	Self attested Work Orders issued by organization(s).
9.	Details of staff strength of the Agency:	
a)	Cooks	Mention the number.
b)	Service Boys	Mention the number.
10.	License (s)/issuing authority/validity	
a)	Trade License	Self certified up-to-date Trade License.
b)	Food License	Self certified up-to-date Food License.
c)	Labour License	Self certified up-to-date Labour License.
11	Annual Turnover as certified by Chartered Accountant for the last three years (enclose copies):	
a)	2016-17	Self certified Chartered Accountant's Certificate.
b)	2017-18	Self certified Chartered Accountant's Certificate.
c)	2018-19	Self certified Chartered Accountant's Certificate.
12	PAN no.	Self certified copy of PAN card.
13	GST no.	Self certified up-to-date copy of GST certificate.
14	Any other related document/information which the firm desires to inform ARIAS Society in relation to the RFQ	

**NB:** Documents to be submitted serially as per the listed table above.

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**Section IV**

**LETTER OF QUOTATION- FINANCIAL PART**

**Annexure II**

*(This financial part must be submitted using official letterhead of the firm)*

RFQ No.: No. ARIAS/ACCSDP/181/2019/11 dated Guwahati the June19, 2019.

Our reference no.....dated.....

To,

The State Project Director  
Assam Rural Infrastructure and Agricultural Services (ARIAS) Society  
Agriculture Complex, Khanapara, Guwahati- 781022.

Sub: Request for Quotation (RFQ) for **“Empanelment of Catering Services.”**

Sir,

1. I/We, the undersigned, hereby submit the financial part of our Quotation. In submitting our Financial Part, we make the following additional declarations:

- (a) Our quotation shall be valid for the period of 60 days from the deadline fixed for the quotation submission;
- (b) I/we have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

**Group A: Tea & Snacks**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1.	Milk Tea	100 ml			
2.	Dhokla/ Vegetable Sandwich / Vegetable Cutlet	1 piece			
3.	Boiled cake	1 piece			
<b>Per Plate Total</b>					

**Group B: High Tea**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1.	Milk Coffee	100 ml			
2.	Chicken Cutlet/ Chicken Sandwich/ Chicken Springroll/Paneer Tikka	1 piece			
3.	Salted Kaju	6 pieces			
4.	Kalakan/Gulab Jamun/Kaju Barfi	1 piece			
<b>Per Plate Total in Rs.</b>					

**Group C: Working Lunch/Dinner (Vegetarian)**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1	Rice (good quality Aijong)	200 gm			
2	Dal fry/ Dal Makhni/ Tarka	150 gm			
3	Mixed vegetable (seasonal)	100 gm			
4	Paneer Butter Masala/ Palak Paneer/ Matar Paneer/ Shahi Paneer	100 gm			
5	Salad	50 gm			
6	Papad	1 piece			
7	Pickles	20 gm			
8	Gulab Jamun/ Ice Cream/ Custard	50 gm			
<b>Per Plate Total in Rs.</b>					

**Group D: Working Lunch/Dinner (Non-Vegetarian)**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1	Rice (good quality Aijong)	200 gm			
2	Dal fry/ Dal Makhni/ Tarka	150 gm			
3	Mixed vegetable (seasonal)	100 gm			
4	Chilli Chicken/ Chicken Curry/ Chicken Butter Masala	100 gm			
5	Salad	50 gm			
6	Papad	1 piece			
7	Pickles	20 gm			
8	Gulab Jamun/ Ice Cream/ Custard	50 gm			
<b>Per Plate Total in Rs.</b>					



**Group A**

Total amount (in Rs.).....

Total amount (in words).....

**Group B**

Total amount (in Rs.).....

Total amount (in words).....

**Group C**

Total amount (in Rs.).....

Total amount (in words).....

**Group D**

Total amount (in Rs.).....

Total amount (in words).....

*(Note: The lowest evaluated responsive bidder shall be decided on the amount quoted exclusive of GST and other taxes as applicable)*

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_ In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of the Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

\*\*\*\*\*END OF RFQ\*\*\*\*\*