



**Annual Contract for Catering Service for  
Workshops / Teachers' Training / Training under  
Capacity Building / Meetings /Seminar organized  
by the District Project Office, Sarva Shiksha  
Mission, Cooch Behar**

NIT No.: 1096/SSM/COB/11-12

Date of Advertisement: **01.02.2012**

Date of Issue of Tender \_\_\_\_\_

Last Date for submission of Tender: 13.02.2012 by 2 p.m.

Date of Opening of the tender : 13.02.2012 at 4 p.m.

Venue where tender to be opened : District Project Office, Sarva Shiksha Mission,  
Cooch Behar

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**OFFICE OF DISTRICT PROJECT OFFICER, SARVA SHIKSHA  
MISSION, COOCH BEHAR**

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Signature and Seal of the Bidder



## Sarva Shiksha Mission

### Tender for Catering Service

NIT No. 1096/SSM/COB/11-12

Date: 01.02.2012

District Project Officer (DPO) Sarva Shiksha Mission (SSM), Cooch Behar, invites tender for **Annual Contract for Catering Services** for its Workshops/ Teachers' Training / Training under Capacity Building / Meetings / Seminar through out the year from agencies having considerable experience in the field of catering service. Intending bidders may obtain copy of the tender documents containing details of scope of works, terms & conditions of contract etc. from District Project Office, Sarva Shiksha Mission, Jnanankur Bhawan, (2<sup>nd</sup> floor), Harendra Narayan Raod, P.O. & Dist. Cooch Behar, Pin no.-736101 on payment of Rs. 100/- (Non-refundable) and submit tender duly completed within the last date (and time) prescribed for submission of tender.

**PLEASE EXAMINE EACH AND EVERY TERM & CONDITION CAREFULLY**

1. **The bid document can be purchased by paying a sum of Rs. 100.00 (Rupees One Hundred) only** in form of DD (non- refundable) on a schedule commercial bank in the name of District Project Officer, Sarva Shiksha Mission, Cooch Behar from our above office.
2. The bid document can also be downloaded from the website [www.coochbehar.nic.in](http://www.coochbehar.nic.in) in which case the cost of bid amount must be paid along with technical bid to be submitted.
3. **Security money/ EMD of Rs. 5000.00 (Rupees Five Thousand) only** (refundable) in the form of Bank Demand Draft on a schedule commercial bank in favour of the District Project Officer, Sarva Shiksha Mission Coochbehar should be submitted along with the technical tender. Earnest money of unsuccessful tenderers would be refunded without any interest.
4. **Date of issue of Tender:** 02/02/2012 to 13/02/2012 during office hour.
5. **Last Date of submission of Tender :** 13/02/2012 by 2 p.m
6. **Date & Time of opening Tender:** 13/02/2012 at 4 p.m at the office of District Project Officer in presence of the willing tenderers/bidders.
7. The tender should be submitted in one envelop super scribing "Tender for Catering Services for the Workshops / Teachers' Training / Training under Capacity Building / Meetings / Seminar organized by Sarva Shiksha Mission, Cooch Behar" addressing to the District Project Officer, Sarva Shiksha Mission, Cooch Behar . The tender submitted should be sealed by the bidder properly.
8. The tenderer should sign and affix his/her firms stamps at each page of the tender and all its Annexure as the acceptance of the offer made by him/her firm will be deemed as a contract and no separate formal contract will be drawn. No page should be detached /removed from the tender Invitation and enclosures/Annexures.

9. **Scope of the work:** Different type of Workshops / Teachers' Training / Training under Capacity Building / Meetings / Seminar etc. is held with many participants every financial year. On an average SSM, Cooch Behar organises about 70 programmes in a year. The duration of the programme varies from 01 days to 10 days. Catering services are provided to these participants. Generally morning tea with snacks/ biscuits, lunch, afternoon tea with biscuits and evening tea/coffee of standard quality has to be provided for these participants. The work as a whole includes preparation of good and hygienic foods and serving thereof.
10. Tenderer should visit the various areas to study the scope of work and nature of service before quoting against the tender.
11. **The agency shall serve the requirements of Tea, snacks, Breakfast, Lunch, Dinner etc. as required during the day observing the time schedule set by the SSM authority. However, there is no commitment for minimum or maximum number of meals/tea, snacks etc. required to be served. It depends upon programme and occupancy. Projections can be made based on expected occupancy of the participants. The service will be required by the DPO, SSM, Cooch Behar as and when necessary.**
12. Bidder must have experience in providing Catering Services in Govt. offices/ hostel of PSUs/Training Institute/Academic Institute etc in the preceding one calendar year (i.e. 2011).
13. Menu for lunch, morning tea, afternoon tea with biscuits and dinner will be got approved from Administrative Officer and displayed in the specified venues by the agency. No change of menu will be allowed unless the prior permission of Administrative Officer.
14. The agency should have sufficient waiters for catering services. For the purpose of work the contractor shall engage persons above 18 years of age only and who are found suitable.
15. The agency shall make his own arrangement of transportation of his employees, all consumables, materials like vegetables, labour, equipments, tools and other items, fuels like cooking gas, room service, table ware and table service etc. at his own cost.
16. **Timely and courteous service of good quality of food is the essence of the service under this contract.**
17. The agency shall always use raw materials of good quality as per brands specified in the tender and of ISI/Agmark if not specified.
18. In case of dispute regarding the services, quality or the quantity of the food-stuff, snacks, tea, lunch and dinner etc. the decision of the Authorised Officer of SSM, Cooch Behar will be final and binding.
19. **Contract Period:** The maintenance contract will be for one year period. However, the performance will be evaluated after three months of award of contract. If performance is unsatisfactory, the contract will be terminated after giving one month's notice by either side or as mutually agreed by both the parties. The Contract period after successful completion of one year can be extended as mutually agreed upon.
20. The Officer In-charge or his representative may from time to time inspect the site of work under the contract and any breach of terms of contract may result in termination of contract, deduction of reasonable amount or any other action as may be deemed fit. Decision of the SSM Authority with regard to such deductions will be final.
21. **All items including gas, raw materials for the preparation of food items, Manpower & other jobs, miscellaneous works, etc., shall be under the scope of the Contractor. The rates quoted by the tenderers shall be inclusive of the above services all taxes and levies.**

**22. The rates quoted should be firm and valid till the complete execution of the order. No escalation (change in price) shall be entertained under this contract during the valid period.**

23. Tender may be sent by REGISTERED POST / SPEED POST / COURIER or delivered in to Tender Box in person on above mentioned address and should reach the District Project Officer on 13/02/2012 by 2 p.m.

24. Canvassing in connection with Tender is strictly prohibited.

25. Income Tax at the prevailing rates as applicable from time to time shall be deducted from contractor bills as per Income Tax Act,

**26. The following shall also be produced by the contractor along with the bill for making payment:-**

- Requisition
- Cupon ( if issued in any programme)

**27. The following are to be submitted along with the Tender with self attestation:**

- i. Undertaking (Annexure – I)
- ii. Price Schedule (Annexure – II)
- iii. Application Form (Annexure-III)
- iv. Attested photocopy of valid Trade License or Proof of registration of Company/Firm/Manufacturer.
- v. PAN/ Income Tax No.
- vi. Security money/ EMD of Rs. 5000.00 (Refundable)
- vii. Demand Draft of Rs.100/- (non-refundable) in original on account of cost of Bid documents (provided the bid documents are downloaded from the website).
- viii. List of staffs available with the applicant
- ix. Experience in providing Catering Services in Govt. offices/ hostel of PSUs/Training Institute/Academic Institute etc in the preceding one calendar year (i.e. 2011) (duly attested in case of photocopy).
- x. Check list (Annexure-IV)

**Note: Experience** means completion certificate. In other words supply order/work order shall not be treated as **Experience**.

28. Acceptance of the lower rate is not obligatory and the DPO, SSM, Cooch Behar reserves the right to reject any tender paper without assigning any reason whatsoever at any point of time and without incurring any liability to the affected bidder or bidders, if any.

29. The District Project Officer (DPO), Sarva Shiksha Mission, Cooch Behar reserves the right to negotiate with the Tenderer whose offer is the lowest evaluated price for further reduction of price. The authority also reserves the right to negotiate with other Tenderers to match the negotiated L1 price.

30. The District Project Officer (DPO), Sarva Shiksha Mission, Cooch Behar also reserves the right to terminate the services of the successful Bidders or to forfeiture of the security money deposited/ EMD or the amount so deemed by District Project Officer, Sarva shiksha Mission, Cooch Behar if the services are found to be unsatisfactory or the agency fails to comply with any or all of the provisions of the tender or on account of any other administrative reason.

**Sd/-**  
**District Project Officer,**  
**Sarva Shiksha Mission, Coochbehar**

Memo No. : .....

Date : .....

Copy forwarded for information and taking necessary action with request to display the Notice Inviting Tender on the notice board of the respective offices for wide publication to :

1. The State Project Director, PBSSM, Bikash Bhawan (2<sup>nd</sup> floor), Salt Lake City, Kolkata-91.
2. The District Magistrate & District Project Director, SSM, Coochbehar
3. The Additional District Magistrate (Dev. & SSM), Coochbehar
4. The Sabhadhipati, Coochbehar Zilla Parisad , Coochbehar
5. The Sub-Divisional Officer, Sadar, Sub-Division, Coochbehar
6. The District Inspector of Schools (P.E & S.E)
7. The Chairman, Coochbehar Municipality
8. The District Information & Cultural Officer, Coochbehar The Secretary, Zilla Byabasayee Samity, Cooch Behar
9. Office notice board

**District Project Officer**  
**Sarva Shiksha Mission, Cooch Behar**

**APPLICATION FORM**  
**(Catering Service)**  
(Annexure-III)

(Vide memo no.....Dated.....)

**1. Name of the Agency**

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**2. Postal Address of the Agency**

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.....,Pin.....

**3. District and State where situated .....**

Pin.....

**4. Contact Person: (name)**

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**5. Telephone ..... Mobile ....., Fax No. ....**

**6. E. Mail ID. ....**

**7. Nature of Agency [please put tick mark ]**

- i. Proprietorship
- ii. Partnership
- iii. PVT LTD.
- iv. Public LTD.
- v. Cooperative
- vi. NGO
- vii. PSU
- viii. Other

**8. PAN of the agency .....**

**9. Trade License No. of the Agency .....**

**10. Registration No. (In case of the Firm/Company/Manufacturer )**

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**11. (a) Does the organization have any previous experience in providing with Catering Service in Govt./ Semi-Govt office?**

**(b) If yes, give details as shown below:**

SL. NO.	Name of the Offices/Organization	Description of the work	Value of the work (Rs.)	Period of supply

### **CERTIFICATE**

**Certified that information furnished is correct to the best of my knowledge and belief.**

**Signature of the Authorised Signatory of the Agency with Seal**

**Place .....**

**Date: .....**



## **UNDERTAKING**

(Annexure-I)

To  
The District Project Officer,  
Sarva Shiksha Mission,  
Jnanakur Bhawan (2<sup>nd</sup> Floor),  
Harendra Narayan Road,  
P.O & Dist. Cooch Behar.  
Pin no.-736101

Ref: Your NIT memo. No.....Date..... Of SSM, Cooch Behar

Dear Sir,

Having examined the conditions for providing Catering service under the Sarva Shiksha Mission, Cooch Behar and specifications thereof the receipt of which is hereby duly acknowledged, I/we, undersigned, offer to perform the works in conformity with said security money/ EMD, conditions and specifications at the rate in accordance with the schedule of prices offered.

I/We undertake, if my/our Bid/ Quotation is accepted, to commence services as and when necessary and there is no commitment for minimum or maximum number of meals, tea, snacks etc. required to be served as it depends upon programme and occupancy and projections can be made based on expected occupancy of the participants.

I/We admit all the terms and condition of the bid/ quotation.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We hereby declare that my/our organization has not been debarred / accused by any Government / Semi Government organizations. I/We further certify that I/We am/are the competent authority in my/our organization authorized to make this declaration.

I/We understand that acceptance of the lower rate is not obligatory and the SSM Authority, Cooch Behar reserves the right to reject any tender paper without assigning any reason whatsoever at any point of time and without incurring any liability.

**Yours Faithfully,**

**Signature of the Authorised Signatory of the Organisation with seal**

**Place .....**

**Date .....**



## PRICE SCHEDULE

### (Annexure-II)

NIT NO. ....

Dated: .....

### Tea & Biscuit Specification

SI no.	Items to be served	Brand	Quantity (Unit)	Unit Rate in Figure (Rs.)	Unit Rate in Words
1	Coffee	ISI/Agmark	Per cup		
2	Tea	ISI/Agmark	Per Cup		
3	Biscuit	ISI/Agmark	Per Pkt.		
4	Water bottle	ISI/Agmark	Per Btl.		

### Tiffin Packet Specification

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	Tiffin (2 pcs Parota/poori, fresh sabji, 1 pcs Egg, 1 pcs sweet)	Per Pkt.		

### Lunch Specification:

#### ➤ Menu – I

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Moog Dal, Paneer, Pakora, chatni)	<b>Per Plate</b>		

**Signature of the Authorised Signatory of the Agency with Seal**

➤ **Menu - II**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Moog Dal, Katal Kalia, Pakora, chatni)	<b>Per Plate</b>		

➤ **Menu - III**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Moog Dal, Mutton, Pakora, chatni)	<b>Per Plate</b>		

➤ **Menu - IV**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Moog Dal, Chicken, Pakora, chatni)	<b>Per Plate</b>		

➤ **Menu - V**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fine Rice, fresh Sabji, Green Salad, Moog Dal, EGG, Pakora, chatni)	<b>Per Plate</b>		

**Signature of the Authorised Signatory of the Agency with Seal**

➤ **Menu - VI**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fried Rice with egg kari, fresh Sabji, Green Salad, Moog Dal, Pakora, chatni)	<b>Per Plate</b>		

➤ **Menu - VII**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fried Rice, fresh Sabji, Green Salad, Moog Dal, Chicken, Pakora, chatni)	<b>Per Plate</b>		

➤ **Menu – VIII**

SI no.	Items to be served	Unit	Unit Rate in Figure (Rs.)	Unit Rate in Words (Rupees)
1	<b>Lunch Non-Vegetarian</b> (Fried Rice, fresh Sabji, Green Salad, Moog Dal, Chicken, Pakora, chatni)	<b>Per Plate</b>		

**Signature of the Authorised Signatory of the Agency with Seal**

**Date:** .....

**Place:** .....

# **CHECK LIST**

(Annexure-IV)

Vide NIT No. .... Date..... Of SSM, Cooch Behar

SL. NO	DOCUMENTS	Whether annexed*
1.	Application Form (Annexure-III)	YES/NO
2	Attested photocopy of valid Trade License or Proof of registration of Company/Firm/Manufacturer.	YES/NO
3	Demand Draft of Rs.100/ (non-refundable) in original on account of cost of Bid documents (provided the bid documents are downloaded from the website).	YES/NO
4	Security money/ EMD of Rs. 5000.00 (Refundable)	YES/NO
5	Attested photocopy of PAN Card.	YES/NO
6	Price Schedule (Annexure – II)	YES/NO
7	Experience (Duly attested in case of photocopy)	YES/NO
8	Undertaking (Annexure – I)	YES/NO
9	List of staffs available with the applicant	

\* put (√) mark whichever is applicable.

**Signature of the Authorised Signatory of the Agency with seal**

**Place** .....

**Date** .....